



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 29 OF 2022

DATE ISSUED 05 AUGUST 2022

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT	A	03 - 06
CIVILIAN SECRETARIAT FOR POLICE SERVICE	B	07 - 08
DEFENCE	C	09 - 13
EMPLOYMENT AND LABOUR	D	14 - 18
FORESTRY FISHERIES AND THE ENVIRONMENT	E	19 - 22
HEALTH	F	23 - 24
HIGHER EDUCATION AND TRAINING	G	25 - 28
HOME AFFAIRS	H	29 - 33
INTERNATIONAL RELATIONS AND COOPERATION	I	34 - 35
JUSTICE & CONSTITUTIONAL DEVELOPEMENT	J	36 - 39
MINERAL RESOURCES AND ENERGY	K	40 - 43
OFFICE OF THE CHIEF JUSTICE	L	44 - 46
PUBLIC SERVICE AND ADMINISTRATION	M	47 - 50
PUBLIC WORKS AND INFRASTRUCTURE	N	51 - 58
TRANSPORT	O	59 - 72
WATER AND SANITATION	P	73 - 78

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	Q	79 - 121
FREE STATE	R	122 - 123
GAUTENG	S	124 - 142
KWAZULU NATAL	T	143 - 174
LIMPOPO	U	175 - 178
MPUMALANGA	V	179 - 185
WESTERN CAPE	W	186 - 189

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	22 August 2022 at 16:00
<u>NOTE</u>	:	The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

OTHER POSTS

<u>POST 29/01</u>	:	<u>DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: 3/2/1/2022/498</u> Directorate: Human Resource Administration
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management (NQF Level 6). 3 years junior management experience in Recruitment and Selection environment. Job related knowledge: Knowledge of human resource strategy, planning and systems. Human resource transformation, monitoring and evaluation. Public Service Act. Public Service Regulations and Public Service and Departmental prescripts and policies. Basic knowledge of budgeting and financial management. Job related skills: Communication skills (verbal and written). Good Interpersonal skills. Good interpretation of relevant documents. Good telephone and email etiquette. Ability to communicate well with people at different levels. Strategic planning and leadership. Presentation and Facilitation skills. Report writing skills. People management skills. Monitoring and evaluation skills. Problem solving skills. Negotiation and conflict resolutions skills. Ability to act with tact and discretion. Customer focus. Computer literacy. A valid driver's licence and willing to working irregular hours.

DUTIES

: Manage and monitor the recruitment, selection and placement processes in the Department. Facilitate the recruitment, selection and placement of all employees in the Department. Review and align recruitment selection policy and procedures. Ensure compliance and adherence to recruitment and selection policy, procedures and prescripts. Manage the vacancy rate, statistics and other related issues. Monitor vacancy progress in the Department. Provide secretarial services during shortlisting and interviews selection committee meetings. Report to management on all recruitment and selection statistics and progress. Facilitate media selection, advertisement design and response handling. Co-ordinate Personnel Suitability Checks. Facilitate Competency Assessments. Facilitate the filling of all vacancies in the Department. Communicate with line management to determine staff requirements. Provide support in developing job advertisements. Manage placement of advertisement in relevant media platforms (newspaper, Department of Public Service Administration (DPSA) vacancy circular, recruitment agencies and notice board). Coordinate the receiving of job applications. Manage the verification processes of candidates (qualifications checks, employment confirmation, financial checks, citizen and criminal checks). Compile contracts of employment and offer letters. Manage the advertisement and response handling. Provide recruitment and selection advisory and administrative services. Respond to audit, cabinet or presidential hot lines. Provide advice, guidance and training to the Department's line functionaries and Senior Management Services (SMS) Members. Identify and advise line managers on critical and priority posts in the Department. Advise line management on Employment Equity and other legislative requirements. Conduct regular workshops and information sessions with regards to recruitment and selection. Ensure proper maintenance of recruitment and selection databases. Conduct regular guidance and training of trade union representatives and line management on recruitment and selection processes. Provide regular guidance and training to all Provincial and Regional offices on recruitment and selection processes. Manage the administration of recruitment and selection related information. Maintain and update a vacancy database on the progress on the filling of all vacancies. Maintain and update the Service Delivery Feedback Systems and provide a quarterly report in this regard. Avail monthly statistics on the vacancy rate in the Department per Branch. Provide recruitment and selection information to DPSA, Public Service Commission (PSC), Auditor-General etc. Maintain database on all outstanding verifications. Manage the resources of the sub-directorate (physical, human and financial). Ensure procurement of goods and services and proper utilization of the budget by monitoring and reporting expenditure. Compile tender for the appointment of advertisement and response handling service provider. Compile tender documents for the appointment of verification's services provider for the financial and employment checks. Serve as a Project Manager for all recruitment and selection related tenders. Ensure compliance with the specifications in terms of the bid. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity development of staff. Manage discipline in the sub-directorate.

**ENQUIRIES
APPLICATIONS**

: Mr C Mathebula Tel No: (012) 319 6824
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 29/02

: **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE
DEVELOPMENT REF NO: 3/2/1/2022/491**
Directorate: District Office: KwaZulu-Natal

**SALARY
CENTRE
REQUIREMENTS**

: R477 090 per annum (Level 10)
: Richards Bay
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Business management / Financial Management / Economics. 3 years' supervisory experience in a related field. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and

		procedures. Job related skills: Communication skills, People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills, financial management skills, Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organize workshops for Small Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.
<u>ENQUIRIES</u>	:	Mr NS Myeza Tel No: (035) 789 1035
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 29/03</u>	:	<u>PROJECT COORDINATOR: TENURE REFORM AND IMPLEMENTATION</u> <u>REF NO: 3/2/1/2022/490</u> Directorate: District Office
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	KwaZulu-Natal (Vryheid)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Science or Law (LLB). 3 years' experience in a land reform related environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA), Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (verbal and written). Negotiation and conflict resolution skills. Strategic management and leadership skills. Project management skills. Networking skills. Team management and People management skills. Customer and client focus skills. Statistical forecasting skills. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Implement the Extension of Security of Tenure Programmes. Respond to all queries on Extension of Security Tenure Act (ESTA) accordingly. Liaise with Justice Ministry, Game Farmers, Department of Environmental Affairs

	Conventional, Farmers / Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA / LTA (Labour Tenants Act). Develop a database for monitoring and evaluation of interventions processes of all cases. Conduct training workshops of staff and role players in the land reform. Assist staff in the District Offices to incorporate changes in land reform policy and procedures to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the interim Protection of Land Rights Interventions. Respond to all queries to Interim Protection of Informal Land Rights Act (IPLRA). Protect the rights of people living in a communal land. Conduct training workshops to role players. Implement Labour Tenants Programmes. Address Labour Tenants Act (LTA) cases that have been lodged. Categorise LTA cases according to claimant's choice when required. Implement Transformation of certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notices process. Gather information. Facilitate the affected decision and approval. Compile executing report. Implement Land Title Adjustment Act Programmes. Conduct investigations. Prepare terms of reference. Compile reports. Implement Upgrading of Land Tenure Rights Act Programmes. Develop land profile. Consult stakeholders. Compile a reports.
<u>ENQUIRIES APPLICATIONS</u>	: Mr.BE Ntuli Tel No: (033) 355 4300
	: Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 29/04</u>	: <u>SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/499 (X2 POSTS)</u> Directorate: Operational Management Re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	: R321 543 per annum (Level 08) : North West (Mmabatho) : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, Knowledge of Rural Development and Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills, Negotiation skills, Excellent report writing skills, Computer literacy, Project management skills and Good networking skills. Initiative, able to take responsibility and meet deadlines. Ability to produce report on a word processor. Ability to facilitate community meetings. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.
<u>DUTIES</u>	: Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research report and gazette land claim. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification report. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.
<u>ENQUIRIES APPLICATIONS</u>	: Mr KE Sebitiele Tel No: (018) 388 7115
	: Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF 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 or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk, or emailed to Sheerine.More@csp.gov.za. 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.
- CLOSING DATE** : 22 August 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. All shortlisted candidates 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 the most suitable candidate. 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. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POST

- POST 29/05** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION REF NO: CSP/15/2022**
- SALARY** : R744 255 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma / Bachelor's Degree in Human Resource Management and/or Development or relevant equivalent qualification. 5 years' experience in Human Resource Management. Knowledge of Human Resources Management and HR systems, organisational development policies and procedures, Knowledge of HR Systems implementation and change management, ability to develop and implement outcome based performance management system to support achievement of department goal and objectives, Public service regulatory framework and government planning. Understanding of government systems and structures, Public Finance and Management Act (PFMA), Labour Relations Act, Public Service Regulations, Public Service Act, Basic Conditions of Employment Act and Compensation for Occupational Injuries and Diseases Act. Good governance and Batho Pele Principles. Computer literacy, communication (verbal & written), project management and presentation skills. Planning and organising, team leadership, problem solving and decision making skills. Valid driver's license.
- DUTIES** : Develop human resource policies, planning and research. Maintain correspondence on policy related issues and ensure implementation of Human Resources programs. Advise the department on the formation, development and application of policy and strategic decisions relating to the Human Resources. Develop and update procedures, methods, policies, and guidelines for the Department. Manage recruitment and selection, placement including retention strategy for the Department. Direct and implement employee

engagement and retention programs. Develop and manage succession planning for the department. Manage leave, long service recognition and PILIR, manage human resource allowances and benefits, service terminations and pension enquiries and facilitate GEMS and COIDA. Manage relocation, redeployment and provide support to SMS and MMS. Manage and coordinate HR records management, overseeing employee benefits and services, implement, communicate and administer the employee benefit programs. Management of HR plan and Annual reports. Develop and manage human resources management plan, prepares financial data for monthly, quarterly and annual reports. Provide and interpret human resources annual reports, manage the preparation and distribution of Human Resources Plan. Coordinate and update the Department annual report. Maintain and strengthen internal controls over Human Resources Plan and Annual Plan. Management of resources, human and financial resources.

ENQUIRIES

: Ms T Mabitsi Tel No: 084 941 2527

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 26 August 2022 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.
- ERRATUM:** Kindly note that the following one post advertised in Public Service Vacancy Circular 28 dated 29 July 2022, Director Communication Strategy and Content with Ref No: SECDEF/39/28/22/02; the post reference number is incorrect. The post of Director Communication Strategy and Content reference number must be SECDEF/39/28/22/03. The three posts of Chief Director Administration; Director Labour and Service Relations; Director Communication Strategy and Content were advertised both incorrectly with the enquiries number 012 355 6209 and closing date 12 August 2022. The correct enquires number is 012 355 6206 and the closing date 26 August 2022.

OTHER POSTS

- POST 29/06** : **SENIOR ADMINISTRATION CLERK REF NO: JOPS/43/28/22/01**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Joint Operations Headquarters, Eco-Park Block B, Centurion
- REQUIREMENTS** : A Minimum of Grade 12 (NQF Level 4). Special requirements: Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills. Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Provide Logistic administration capability to Joint Task Force Support External Operations at Joint Operations. Proper co-ordination of logistic documentation and adherence to processes. Typing of routine notes, memorandums, letters and reports. Ensure control of the work flow of documentations to and from relevant stakeholders. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents.
- ENQUIRIES** : Maj M.U. Mongalo, WO2 M.N. Myeki Tel No: (012) 648 1786/1783

<u>APPLICATIONS</u>	:	Department of Defence, Joint Operations Headquarters, 349 Witch-Hazel Avenue, Block B, Centurion, 0157, Applications must be placed in the boxes provided at J OPS HQ Reception.
<u>POST 29/07</u>	:	<u>SENIOR SECRETARY GRADE II: REF NO: JOPS/43/28/22/02</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Joint Operations Headquarters, Eco-Park Block B, Centurion
<u>REQUIREMENTS</u>	:	A Minimum of Grade 12 (NQF Level 4). Special requirements: Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills, typing (undergo typing test). Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Provide secretarial support capability to the Director Conventional Operations. Typing of routine notes, memorandums, letters and reports. Have the ability to develop new ideas to change existing methods (when/as required). Handle S & T advances and claims of the Director. Ability to arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Managing the diary of Director Conventional Joint Operations. Ordering of stationary. Manage the entertainment fund as well as the organizing of social functions. General management of the office as well as organized office administration. Handle all bookings and travel arrangement of Director Conventional at Joint Operations Headquarters. Act as Liaison Officer and arrange for visitors authorization and parking. Deal with classified calls, files/documents.
<u>ENQUIRIES</u>	:	Maj M.U. Mongalo/WO2 M.N. Myeki Tel No: (012) 648 1786/1783
<u>APPLICATIONS</u>	:	Department of Defence, Joint Operations Headquarters, 349 Witch-Hazel Avenue, Block B, Centurion, 0157, Applications must be placed in the boxes provided at J OPS HQ Reception.
<u>NOTE</u>	:	It will be expected of the Candidate to do a practical test to prove his/her computer literacy as part of the selection process.
<u>POST 29/08</u>	:	<u>SENIOR ADMINISTRATION CLERK REF NO: JTHNW/43/28/22/03</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Joint Tactical Headquarters, (Group 20), North West
<u>REQUIREMENTS</u>	:	A Minimum of Grade 12 (NQF Level 4).Special requirements): Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills. Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Provide Logistic administration capability to Joint Task Force Support External Operations at Joint Operations. Proper co-ordination of logistic documentation and adherence to processes. Typing of routine notes, memorandums, letters and reports. Ensure control of the work flow of documentations to and from relevant stakeholders. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents.
<u>ENQUIRIES</u>	:	Maj M.U. Mongalo, WO2 M.N. Myeki Tel No: (012) 648 1786/1783
<u>APPLICATIONS</u>	:	Department of Defence, Joint Tactical Headquarters North West, Nelson Mandela Drive or hand deliver to Joint Tactical Headquarters, Private Bag X2074, Mahikeng, 2745.
<u>POST 29/09</u>	:	<u>SENIOR ADMINISTRATION CLERK REF NO: JTFS/43/28/22/04</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Joint Tactical Headquarters Free State
<u>REQUIREMENTS</u>	:	A Minimum of Grade 12 (NQF Level 4).Special requirements): Computer literate, organizing, interpersonal relationships, effective communication, mathematical. Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Provide Logistic administration capability to Joint Tactical Headquarters. Proper co-ordination of logistic documentation and adherence to Policies and processes of the DOD. Assist in compiling and typing of routine notes, memorandums, letters and reports to SO2 Log. Ensure control of the work flow

		of documentations to and from relevant stakeholders. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of Log Section.
<u>ENQUIRIES</u>	:	WO2 M.E Breakfast Tel No: (051) 402 1555
<u>APPLICATIONS</u>	:	Department of Defence, Joint Tactical Headquarters Brandhof Tempe Military Base, Bloemfontein, 9324.
<u>POST 29/10</u>	:	<u>SENIOR ADMINISTRATION CLERK REF NO: JTHKZN/43/28/22/05</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Joint Tactical Headquarters, KwaZulu-Natal
<u>REQUIREMENTS</u>	:	A Minimum of Grade 12 (NQF Level 4).Special requirements): Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills. Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Provide Operational administration capability at Joint Tactical headquarters. Assist in compiling and typing of routine notes, memorandums, letters, reports and preparation of Inland Accommodation Expenditure for SO1 Ops Land. Proper adherence to Policies and processes of the DOD. Ensure control of the work flow of documentations to and from relevant role players at Joint Tactical HQ level and Joint Operations HQ. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of Operations Section.
<u>ENQUIRIES</u>	:	Maj B.A. Khumalo/WO2 X.B. Mthimkhulu Tel: (031) 451 1026/1040
<u>APPLICATIONS</u>	:	Department of Defence, Joint Tactical Headquarters Kwa-Zulu Natal, Private bag X12, Bluff, 4036 or you may hand deliver to t Joint Tactical Headquarters, Bluff Military Base Cnr of Flight house and marine Drive
<u>POST 29/11</u>	:	<u>SENIOR ADMINISTRATION CLERK REF NO: JTHKZN/43/28/22/06</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Joint Tactical Headquarters KwaZulu-Natal
<u>REQUIREMENTS</u>	:	A Minimum of Grade 12 (NQF Level 4).Special requirements): Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Provide Human Resources administration capability at Joint Tactical Headquarters. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports for SO2 Support. Proper adherence to HR policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at Joint Tactical HQ level and Joint Operations HQ. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of Human Resource Support Section.
<u>ENQUIRIES</u>	:	Maj B.A. Khumalo/WO2 X.B. Mthimkhulu Tel No: (031) 451 1026/1040.
<u>APPLICATIONS</u>	:	Department of Defence, Joint Tactical Headquarters Kwa-Zulu Natal, Private bag X12, Bluff, 4036 or you may hand deliver to t Joint Tactical Headquarters, Bluff Military Base Cnr of Flight house and marine Drive
<u>POST 29/12</u>	:	<u>SENIOR ADMINISTRATION CLERK REF NO: JTHKLM/43/28/22/07</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Joint Tactical Headquarters, Limpopo
<u>REQUIREMENTS</u>	:	A Minimum of Grade 12 (NQF Level 4).Special requirements): Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills, typing (undergo typing test). Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.

<u>DUTIES</u>		Provide Human Resources administration capability at Joint Tactical Headquarters. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports for SO2 Support. Proper adherence to HR policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at Joint Tactical HQ level and Joint Operations HQ. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of Human Resource Support Section.
<u>ENQUIRIES</u>	:	Maj M.M. Madisha/Staff Sgt P.W. Maleka Tel No: (015) 299 3269/3083
<u>APPLICATIONS</u>	:	Department of Defence, Joint Tactical Headquarters P/Bag X9544, Polokwane, Limpopo, 0700 or you may hand deliver to Joint Tactical Headquarters Limpopo, Cnr Rissks and Derp Street Polokwane.
<u>POST 29/13</u>	:	<u>SENIOR SECRETARY GRADE II: REF NO: JTHKLM/43/28/22/08</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Joint Tactical Headquarters, Limpopo
<u>REQUIREMENTS</u>	:	A Minimum of Grade 12 (NQF Level 4).Special requirements: Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills, typing (undergo typing test). Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Provide secretarial support capability to the Officer Commanding Joint Tactical Headquarters Limpopo. Typing of routine notes, memorandums, letters and reports. Have the ability to develop new ideas to change existing methods (when/as required). Handle S & T advances and claims of the Director. Ability to arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Managing the diary of Officer Commanding Joint Tactical Headquarters Limpopo. Ordering of stationary. Manage the entertainment fund as well as the organizing of social functions. General management of the office as well as organized office administration. Handle all bookings and travel arrangement of Officer Commanding Joint Tactical Headquarters Limpopo. Act as Liaison Officer and arrange for visitors authorization and parking. Deal with classified calls, files/documents.
<u>ENQUIRIES</u>	:	Maj M.M. Madisha/Staff Sgt P.W. Maleka Tel No: (015) 299 3269/3083
<u>APPLICATIONS</u>	:	Department of Defence, Joint Tactical Headquarters P/Bag X9544, Polokwane, Limpopo, 0700 or you may hand deliver to Joint Tactical Headquarters Limpopo, Cnr Rissks and Derp Street Polokwane.
<u>NOTE</u>	:	It will be expected of the Candidate to do a practical test to prove his/her computer literacy as part of the selection process.
<u>POST 29/14</u>	:	<u>SENIOR ADMINISTRATION CLERK REF NO: JTHKNC/43/28/22/09</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Joint Tactical Headquarters, Northern Cape
<u>REQUIREMENTS</u>	:	A Minimum of Grade 12 (NQF Level 4).Special requirements): Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills. Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages.
<u>DUTIES</u>	:	Provide Human Resources administration capability at Joint Tactical Headquarters. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports for SO2 Support. Proper adherence to HR policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at Joint Tactical HQ level and Joint Operations HQ. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of Human Resource Support Section.
<u>ENQUIRIES</u>	:	Maj B.V. Lokwe/WO2 G.J. Minnies Tel No: (053) 830 3187/3057

<u>APPLICATIONS</u>	:	Department of Defence, Department of Defence, Joint Tactical Headquarters Northern Cape P/bag X5056, Diskobolos, 8300 or you may hand deliver to Joint Tactical Headquarters Northern Cape, C/O Accomodity Street and Gen Styer, Diskobolos Kimberley.
<u>POST 29/15</u>	:	<u>SENIOR SECRETARY GRADE II REF NO: JTHKNC/43/28/22/10</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Joint Tactical Headquarters, Northern Cape
<u>REQUIREMENTS</u>	:	A Minimum of Grade 12 (NQF Level 4).Special requirements: Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills, typing (undergo typing test). Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Provide secretarial support capability to the Officer Commanding Joint Tactical Headquarters Northern Cape. Typing of routine notes, memorandums, letters and reports. Have the ability to develop new ideas to change existing methods (when/as required). Handle S & T advances and claims of the Officer Commanding. Ability to arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Managing the diary of Officer Commanding Joint Tactical Headquarters Northern Cape. Ordering of stationary. Manage the entertainment fund as well as the organizing of social functions. General management of the office as well as organized office administration. Handle all bookings and travel arrangement of Officer Commanding at Joint Tactical Headquarters Northern Cape. Act as Liaison Officer and arrange for visitors authorization and parking. Deal with classified calls, files/documents.
<u>ENQUIRIES</u>	:	Maj B.V. Lokwe/WO2 G.J. Minnies Tel No: (053) 830 3187/3057
<u>APPLICATIONS</u>	:	Department of Defence, Department of Defence, Joint Tactical Headquarters Northern Cape P/bag X5056, Diskobolos, 8300 or you may hand deliver to Joint Tactical Headquarters Northern Cape, C/O Accomodity Street and Gen Styer, Diskobolos Kimberley.
<u>NOTE</u>	:	It will be expected of the Candidate to do a practical test to prove his/her computer literacy as part of the selection process.

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.

<u>CLOSING DATE</u>	:	22 August 2022 at 16:00
<u>NOTE</u>	:	<p>Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. Only a fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).</p> <p>ERRATUM: Kindly note the advertised post of Deputy Director: Maintenance Management(SR11)with Ref No: HR4/4/3/2DDMM/UIF published on Public Service Vacancy Circular 28 dated 29 July 2022 with a closing date of 15 August 2022 at the Unemployment Insurance Fund, Pretoria, Head Office has been withdrawn. Also note the closing date for the advertised post of Deputy Director: Manual Declaration and Non-Termination (SR11) with Ref No: HR4/4/3/2DDMDNT/UIF at the Unemployment Insurance Fund, Pretoria, Head Office is extended to 22 August 2022. Sorry for inconveniences. Enquiries contact: Ms Tinyiko Khumalo Tel No: 012 337 1972</p>

MANAGEMENT ECHELON

<u>POST 29/16</u>	:	<u>DIRECTOR: COMMUNICATION REF NO: HR 4/4/3/3DC/UIF</u>
<u>SALARY</u>	:	R1 073 187 per annum, (all inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA) in Communications/ Marketing/Public Relations/Journalism. A pre-entry certificate for Senior Management Service is required. Five (5) years middle management experience. Knowledge: Government Communication and Information Systems (GCIS, Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), Promotion to Access to Information Act (PAIA), Protection of Personal Information Act (POPIA). Skills: People Management, Analytic, Problem Solving, Project Management, Presentation, Planning and Organizing, Communication, Computer Literacy, Report writing, Ability to work under pressure and meet deadlines, Branding Principles, Creativity, Driving, Interpersonal.
<u>DUTIES</u>	:	Develop and execute and integrated communications and marketing strategy. Oversee Promotion of the corporate image and awareness of the Unemployment Insurance Fund. Monitor and certify the profiling of all initiatives and services rendered by the Unemployment Insurance Fund Programmes including Ministerial events. Oversee Library services. Manage all the Resources within the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv. EM Yawa Tel No: (012) 337 1984 /1444 Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF

OTHER POSTS

<u>POST 29/17</u>	:	<u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/10/166</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum Provincial Office Eastern Cape Three years' tertiary qualification in Public Administration/ Business Administration or equivalent, Certificate in Project Management methodologies will be added advantage. 4 years' functional experience relevant experience in project management environment or equivalent. Knowledge: Public Financial Management, Public Service Regulations, Labour Activation Framework, Skills Development Act, Project Management Principles, Diversity Management, Basic Education and Training, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Project Management Methodologies. Skills: Communication (Verbal and Written), Negotiation, Presentation, Interpersonal, Problem solving, Computer literacy, Planning and Organizing, Report Writing, Policy analysis and interpretation.
<u>DUTIES</u>	:	Implement training /skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation. Implement information management systems and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Ngaki Tel No: 043 701 3074/76 Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations
<u>POST 29/18</u>	:	<u>SENIOR PRACTITIONER: ELECTRONIC OPERATIONS REF NO: HR 4/4/3/1/SPEO/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum Unemployment Insurance Fund, Pretoria Three (3) year's tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Financial Management/ Management/ Operations Management/ Administration Management. Two (2) years functional experience in Operations management environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Electronic Operation System, Public Service Regulations (PSR), Public Service Act (PSA), Skills: Communication, Listening, Computer Literacy, Time

		Management, Interpersonal, Analytical, Numeracy, Report Writing, Planning and Organising, Diversity Management.
<u>DUTIES</u>	:	Assess, validate and adjudicate claim discrepancies lists electronically. Capture and amend payment of claim. Maintain employer database. Correct registration of employers and employees declared electronically.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr GJJ Van Niekerk Tel No: (012) 337 1452
	:	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 29/19</u>	:	<u>SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/07/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Labour Centre: Springs
	:	Three-year qualification in Business Administration / Management or Public Administration / Management or Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and regulations, Private Employment Agency regulations and related ILO conventions Batho Pele Principles, Public Service Act, Public Services Regulations, Knowledge of Departmental policies, procedures and guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation, Analytical.
<u>DUTIES</u>	:	Monitor and oversee the help desk at the first point of entry within the Registration Services. Oversee the employment service rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all queries complaints regarding legislation and follow up on pending complaints.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms I Engelbrecht Tel No: (011) 365 3703
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 29/20</u>	:	<u>ADMIN OFFICER: SUPPORT SERVICES REF NO: HR4/4/7/93</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Provincial Office Mpumalanga
	:	Three (3) years relevant tertiary qualification in Labour Relations/ Human Resources Management/ Public/ Business Management/ Administration. A valid driver's licence. One (1) year functional experience in Inspection/ Administration Services. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Communication (Verbal and Written).
<u>DUTIES</u>	:	Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, LRA). Conduct Labour Centre audits to check if the necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to Supervisor. Coordinate and monitors local and provincial Blitz inspections. Prepare enforcement document to Labour Court, Public Prosecutor and Magistrate Court.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Mashinini Tel No: 013 653 3800
	:	The Acting Chief Provincial Inspector: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni
<u>POST 29/21</u>	:	<u>CLAIMS ASSESSOR REF NO: HR4/4/5/43</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Pietermaritzburg Labour
	:	Three (3) year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. One (1) year functional

	experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Services (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, planning and organising, Analytical thinking, Problem solving and decision making.
<u>DUTIES</u>	: Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administrative duties. Serve as a Team Leader/ Supervisor.
<u>ENQUIRIES</u>	: Mr MSJ September Tel No: (033) 341 5300
<u>APPLICATIONS</u>	: Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg.
<u>FOR ATTENTION</u>	: Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg.
<u>POST 29/22</u>	: <u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R211 713 per annum
	: EmaXesibeni Labour Centre Eastern Cape Ref No: HR4/4/1/88 (X1 Post)
	: Richards Bay Labour Centre Ref No: HR4/4/5/50 (X1 Post)
<u>REQUIREMENTS</u>	: Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental (Policies, Procedures and Guidelines), Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	: Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	: Mr M Ntonga Tel No: 039 254 0282
	: Mr KI Ximba Tel No: (035) 760 1614
<u>APPLICATIONS</u>	: Deputy Director: Labour Centre Operations, Private Bag X 530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street, eMaXesibeni.
	: Deputy Director: Labour Centre Operations: Private Bag X 20033, Empangeni, 3880 or and deliver at 11 Lira Rink Road, Richards Bay.
<u>FOR ATTENTION</u>	: Deputy Director: Labour Centre Operations
	: Sub-directorate: Deputy Director: Labour Centre Operations, Richards Bay.
<u>POST 29/23</u>	: <u>ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R176 310 per annum
	: Botshabelo Labour Centre Free State Ref No: HR 4/4/8/805 (X1 Post)
	: Kroonstad Labour Centre Free State Ref No: HR 4/4/8/806 (X1 Post)
<u>REQUIREMENTS</u>	: Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles. Departmental Policies. Treasury Regulations. Skills: Verbal and written communication. Interpersonal relations. Problem solving. Computer Literacy. Analytical. Planning and organizing.
<u>DUTIES</u>	: To render Supply Chain Management Function in a Labour Centre daily. Provide a Finance and office management service to the Labour Centre daily. Render a Human Resources Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for the records in a Labour Centre daily.
<u>ENQUIRIES</u>	: Mr J Ngono Tel No: (051) 534 3789
	: Mr S Malope Tel No: (056) 215 1812
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
	: Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, Free State

**GRADUATE INTERNSHIP PROGRAMME
FOR 2022/2023 TO 2024 FINANCIAL YEAR.**

NOTE : The Department of Employment and Labour, Northern Cape Provincial Office would like to invite qualifying applicants to apply for Graduate Internship programme for the Financial year 2022/2023 to 2024 (1-year contract). The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed at the Public Service, never participated in any Internship programme and must be between the age of 18-35.

OTHER POST

POST 29/24 : **INTERN: PSYCHOMETRIST/REGISTERED COUNSELLOR (X7 POSTS)**
(One (1) year contract depending on the assumption of duty)
(Re-advert)

STIPEND CENTRE : R6 666 per month
: Calvinia Ref No: HR 4/4/8/49 (X1 Post)
: De Aar Ref No: HR 4/4/8/50 (X1 Post)
: Kimberley Ref: No: HR 4/4/8/51(X1 Post)
: Kuruman Ref No: HR 4/4/8/52 (X1 Post)
: Postmasburg Ref No: HR 4/4/8/53 (X1 Post)
: Springbok Ref No: HR 4/4/8/54 (X1 Post)
: Upington Ref No: HR 4/4/8/55 (X1 Post)

REQUIREMENTS : Bpsych or BA Honors in Psychology. Registration with HPCSA as Psychometrist or Registered Counsellor (will be added as an advantage).

DUTIES : Provide and implement employment counselling services. Develop employment counselling services materials and conduct research. Provide and implement psychometric assessment and selection services.

ENQUIRIES : Ms Kgomoitso Mogotloane Tel No: (053) 838 1527

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

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Gauteng Region and Eastern Cape:** May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town or Erf 5000 Cnr Independent Avenue & Circular Drive Bisho, 5605, marked for the attention: Human Resources Management.
- Vhembe District Municipality:** May be forwarded to the Director-General, Department of Forestry, Fisheries & the Environment: Director-General, Department of Forestry, Fisheries and The Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. For Attention: Mr V Blose
- CLOSING DATE** : 22 August 2022
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 29/25** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: LOCAL GOVERNMENT SUPPORT REF NO: CCAQ10/2022**
- SALARY** : R502 647 per annum, (OSD)
- CENTRE** : Vhembe District Municipality
- REQUIREMENTS** : A four (4) year degree (NQF8) in Environmental Management/ Environmental Sciences/ or equivalent qualification in a related field coupled with 6 years post qualification experience in the related field. Training in project management. Relevant experience in community facilitation and development; government planning processes (especial Local Government planning) and spatial planning, interacting with provincial and local authorities. In-depth knowledge of environmental legislations and their application. Understanding of Project management; intergovernmental relations and Expanded Public Works. The following skills will serve as recommendations, computer literacy, good verbal

		and written communication skills, interpersonal, coordination and stakeholder management, organizational, communication, facilitation and a good understanding of government planning processes. A valid driver's license.
<u>DUTIES</u>	:	Support all departmental programmes/activities aimed for the municipalities. Support Environmental Planning/ Management in the municipalities: Facilitate the development of environmental sector plans in the municipalities. Advise the municipalities on municipal mandates in line with different environmental legislations and their application. Facilitate & coordinate environmental capacity building initiatives: Conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate. Facilitate capacity building initiatives for the municipalities. Support municipal planning process and forums/ structures. Participate in the municipal planning processes such as Integrated Development Planning, District Development Model and ensure the integration of environmental priorities. Support the implementation of Sector Expanded Public Works Programmes. Support the project identification, planning, implementation and monitoring and evaluation. Facilitate Environmental Sector District Development Model. Facilitate stakeholder engagement in projects.
<u>ENQUIRIES</u>	:	Mr L Dombo Tel No: 012 399 9937
<u>POST 29/26</u>	:	<u>ASSISTANT DORECTOR: WOODLANDS & INDIGENEOUS FOREST MANAGEMENT REF NO: FOM25/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum, (Total package of R667 082 per annum/conditions apply)
	:	Eastern Cape
	:	Applicants must be in possession of a National Diploma or Bachelor Degree (NQF level 6) in Forestry or relevant equivalent qualification within related field coupled a minimum of three (3) years' experience in Indigenous Forest management. Knowledge in the regulation of National Forests Act, 1998 (Act No.84 of 1998), National Veld and Forest Fires Act,1998 (Act No. 101 of 1998) Knowledge of relevant Environmental Legislations and policies impacting on the forestry sector. Knowledge of government administrative procedures (PFMA and treasury regulations). Skills in leadership and indigenous forest management. Strategic and analytical thinking skills. Conceptual and problem-solving skills. Computer literacy and communication skills. Ability to work individually and in a team. Ability to interpret relevant regulations and influence development of appropriate policies. Ability and willingness to work under pressure, after hours and on weekends.
<u>DUTIES</u>	:	The successful incumbent will provide inputs in the development of principles, criteria, indicators, and standards for sustainable management of indigenous forests, Provide input in the development of scientific forest management guidelines, norms, best practices and assistance to the regions and key stakeholders. Add value to the development of national and regional strategies and programmes for sustainable management of woodlands and indigenous forests. Provide technical inputs to national legislations and policies. Support the implementation of policies, strategies, and programmes. Advise stakeholders (internal and external) on policies, protocols, regulations and guidelines and draft policies. Implement conservation planning and compliance in line with national and international biodiversity management frameworks. Coordinate and participate in the protection and rehabilitation of priority forests. Support the implementation of rehabilitation programmes for degraded state indigenous forests and woodlands. Develop, maintain, and monitor the implementation of indigenous forest management plans for state forests. Provide technical inputs in the review of protected tree list. Conduct the Principle, Criteria, Indicators and Standards (PCI&S) self-audits. Conduct ecological forest monitoring and research. Capture and analyze data and support the development of geo-database and maps. Identify forest research needs and facilitate research. Participate in the regulation of forest licenses and permits. Exercise administration and oversee management of infrastructure. Supervise staff compliment of the district.
<u>ENQUIRIES</u>	:	Mr. W Yako Tel No: 066 328 7932
<u>POST 29/27</u>	:	<u>CONTROL GISC TECHNICIAN GRADE A (OSD) REF NO: EP9002/2022</u>
<u>SALARY CENTRE</u>	:	R452 895 per annum, OSD
	:	Gauteng Region

<u>REQUIREMENTS</u>	:	Applicants must be in possession National Diploma in GISc / Cartography or relevant qualification with 6-year post qualification technical GISc experience. Compulsory registration with South African Geomatics Council (SAGC) as a GISc Technician. Knowledge of Geo-Database design implementation, understanding of GIS applications and spatial data, theory, principles and practices of GIS. Knowledge of GIS standards, software applications, software customisations. Basic understanding of technologies such as GPS, Photogrammetry and Remote Sensing Projections, principles of cartography. Knowledge of WIMS and ArcView GIS and Data Management., Public Service procedures and prescripts. Computer Literacy, Data Analysis. Provide input into the Region, Planning own work and that of others, Advice and feedback on all data and contracts for the Branch as well as related performance. Ability to communicate with people at different levels, to gather and analyse information and to apply policies. Supervisory experience and A valid driver's license.
<u>DUTIES</u>		Manage, supervise and perform technical GISc activities. Manage operational GISc activities of sub-ordinates. Manage operational GISc activities of sub-ordinates. Implement spatial data standards. Apply coordinate systems and projections. Create and normalise spatial and non-spatial databases. Manage maps production and customize to meet client needs accordingly. Manage the operations of GIS equipment's, software, data and products. Manage GIS unit effectiveness. Maintain GISc tools. Train End-users on basic GISc Skills. Compile content for web publishing. Functional requirement analysis. Identify organisational GISc challenges. Undertake and document user requirements and analysis. Conduct research, research, investigate and advice on new GISc technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. People management. Maintain the development, motivation and utilization of Human Resources. Manage the performance of subordinate
<u>ENQUIRIES</u>	:	Ms L Mabuza Tel No: (012)399 9632, 066 489 3410
<u>NOTE</u>	:	NB: The post was previously advertised with the incorrect salary notch candidates who previously applied are encouraged re-apply.
<u>POST 29/28</u>	:	<u>ESTATE MANAGER: WOODLANDS& INDIGENEOUS FOREST MANAGEMENT REF NO FOM26/2022 (X3 POSTS)</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Eastern Cape
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma or Bachelor Degree (NQF level 6) in Forestry or relevant equivalent qualification within related field coupled a minimum of three (3) years' experience in Indigenous Forest management. Knowledge and understanding of National Forest Act, 1998 (Act No. 84 of 1998) and National Veld and Forest Fire Act, 1998 (Act No.101 of 1998), management and regulatory processes. Knowledge and understanding of Public Service Act, Occupational Health and Safety Act, PFMA, Treasury Regulations. Knowledge and understanding of PCI&S framework, Participatory Forest Management, and relevant environmental legislations. Good presentation skills, excellent verbal and written communication, analytical and problem-solving skills, good interpersonal relations. Ability to work under pressure and after hours. Planning and organizing skills. Computer skills in MS Office Software, a valid driver's licence and must be willing to travel.
<u>DUTIES</u>	:	The successful incumbent will be responsible for providing leadership and direction with regards to sustainable management of the indigenous forests in the Forest Estate, based on the following key performance areas: Implement criteria, indicators, and standards for sustainable management of indigenous forests. Conduct Forest Assessments and monitoring. Conduct the principle, criteria, indicators, and standards (PCI&S) self-audits. Development, maintenance, and implementation of management plans. Management and rehabilitation of degraded forest areas, wetlands, and riparian zones. Develop and implement resource security plan for the estate. Disseminate technical and general information to relevant stakeholders (internal and external) and advise stakeholders on amendments in policies, protocols, regulations and guidelines. Manage and develop human resources. Enforce regulations and legislation applicable on the estate. Co-ordinate and conduct regular forest patrols. Conduct financial management and asset management. Manage the infrastructure to ensure the functional utilization, maintenance, and development within the forest estate. Promote environmental awareness and

		manage internal and external relationships with all interested and affected stakeholders to the estate.
<u>ENQUIRIES</u>	:	Mr MG Sahula Tel No: 066 328 7920
<u>POST 29/29</u>	:	<u>SENIOR FORESTRY REGULATION OFFICER REF NO: FOM27/2022</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Bhisho, Eastern Cape
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma or Bachelor Degree (NQF level 6) in Forestry or equivalent qualification within related field coupled a minimum of one (1) year experience in Forestry or related field. Knowledge of National Forests Act (NFA), National Veld and Forest Fires Act (NVFFA) and environmental management legislation, Disaster Management Act, Public Service Act, Public Service Regulations, Departmental prescripts. Computer Literacy, Numeracy skills, Minute writing, Planning and Organising, Problem solving skills, Excellent communication skills (verbal, presentation and report writing). Innovative and proactive, Ability to gather and analyse information, Ability to apply policies, Ability to work independently and in a team, Good interpersonal relations skills, Ability to work under extreme pressure, Conflict management and resolution, Ability to organise and plan under pressure, Ability to collect and interpret information and reports, Interpersonal relations, Initiative. Valid Driver's License, ability to drive and willingness to travel.
<u>DUTIES</u>	:	The incumbent will provide implementation of the NFA. Processing and administration of NFA licenses for all forms of forest resources and protected trees, monitor compliance, ensure enforcement of Acts, Evaluation of Environmental Impact Assessment (EIA) affecting natural forests and protected trees. Implementation of NVFFA, Establish and coordinate processes for amalgamation of Fire Protection Associations (FPAs), Promote the well-being of FPA's, Implementation of integrated veld fire management plans, Implementation of NVFIS, Ensure effective planning and support of relevant operations. Provide support services within the Unit. Organize, facilitate and coordinate stakeholder participation. Implement business plan for awareness campaigns and information services. Compile and submit monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms N Mbananga cell no: 066 375 0105

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
<u>FOR ATTENTION</u>	:	Ms T Moepi
<u>CLOSING DATE</u>	:	22 August 2022, Closing Time: 12H00 Midday
<u>NOTE</u>	:	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 batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

<u>POST 29/30</u>	:	<u>PHARMACEUTICAL POLICY SPECIALIST REF NO: NDOH 42 /2022</u> Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines
<u>SALARY</u>	:	Grade 1: R911 406 per annum Grade 2: R996 570 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 1: A B-Pharm degree, current registration as a Pharmacist plus a minimum of seven (7) years appropriate experience after registration as a Pharmacist with the SAPC. Grade 2: B-Pharm degree, current registration as a Pharmacist plus eleven (11) years appropriate experience after registration as a Pharmacist with the SAPC. Salary grade will be determined in accordance with the above requirements as per the OSD. Qualification and years of experience required are indicated above. Knowledge and understanding of the National Drug Policy, National Health Policy. Knowledge of the Medicines and Related Substances Control Act 101 and Pharmacy Act 53, as amended. In-depth knowledge and understanding of the Standard Treatment Guidelines (STGs) and Essential Medicines List (EML). In-depth Knowledge and understanding of evidence-based medicine principles, Health Technology Assessment and rational medicines use. Good communication (verbal and written), presentation, interpersonal, problem-solving, project planning, organisational, supervisory and computer skills (MS Office packages). A valid driver's license. Willing to travel regularly and work long and irregular hours. Candidates may be required to do a practical competency test.

<u>DUTIES</u>	:	Manage the recruitment, functioning and governance of Ministerial appointed Committees for the selection of essential medicines, Manage the Review of the Standard Treatment Guidelines (STGs) and Essential Medicines List (EML) and support the establishment of the framework for Health Technology Assessment, Provide input relating to medicine selection to internal and external parties with adequate relationship management and communication, Develop and implement appropriate policies and procedures for the review of STGs and EML, Risk management.
<u>ENQUIRIES</u>	:	Dr J Jugathpal Tel No: 012 395-8449 or Janine.Jugathpal@health.gov.za
<u>POST 29/31</u>	:	<u>PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: NDOH 43/2022</u> Office of the Director-General
<u>SALARY</u>	:	R382 245 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's degree/National diploma or equivalent NQF Level 6 qualification in Administration. At least five (5) years' experience in rendering secretarial and personal assistant duties to executive management including general office and provisioning administration. Knowledge and experience in application of administration related legislation within the Public Service. Knowledge and experience in supply chain and finance processes as they relate to the administration of meetings and petty cash. Strong organisational skills with specific reference to management of documents. Good computer office packages and communication (written and verbal) skills. Ability and willingness to perform sessional duties and work extended hours as and when required. A valid driver's license.
<u>DUTIES</u>	:	Provide effective and efficient Secretarial and Personal Assistant support to the Director-General. Efficient and decreet management of the Director-General's schedule in respect of diary management and coordination of meetings. Ensure effective and efficient functioning of the Director-General's office. Perform other administrative functions and ensure well managed and effective office operations, systems and procedures that facilitate team work and the work of the office of the Director-General. Ensure safekeeping of all documentation in the office of the Director-General in line with relevant legislation and polices. Perform sessional duties in Cape Town as and when required.
<u>ENQUIRIES</u>	:	Ms S Vilane Tel No: 012 395 9374

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(FREE STATE CET COLLEGE AND ELANGENI TECHNICAL VOCATIONAL EDUCATION AND TRAINING
COLLEGE)**

ERRATUM: ELANGENI TVET COLLEGE: Kindly note that the two (2) posts that were advertised in the Public Service Vacancy Circular 24 dated 01 July 2022 post General Administrative Clerk (SL5), Ref No: HRM 82/2022 and HRM 83/2022 were erroneously advertised and have since been withdrawn.

WESTERN CAPE: SOUTH CAPE TVET COLLEGE: Kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 28 dated 29 July 2022. The centers have been amended as follows (1) Provisioning Administrative Clerk: Supply Chain Management with Ref No: PS 22/2022 with (Post: 28/51), the Centre: is South Cape TVET College (George) and not Nkangala TVET College. (2) Learning Management System and Quality Assurance Administration with Ref No: PS 23/2022 (Post 28/52), the Centre is South Cape TVET College (George) and not Nkangala TVET College.

OTHER POSTS

<u>POST 29/32</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: FSCET 01/08/06/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Free State CET College (Bloemfontein)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Administration or equivalent and 3 years relevant work experience. The position requires a person who has organizational and administrative skills as well as the ability to arrange and systematize information. A sound knowledge of computer applications, including MS Word, MS Excel, MS Access, MS PowerPoint and MS Outlook is required. A valid driver's license is required. Knowledge of PERSAL and HR will be an added advantage. Written and verbal communication skills; report writing skills; analytical and logistical skills; events planning, records management, administration skills and information management skills are important for this position.
<u>DUTIES</u>	:	The successful candidate will be expected to execute various administrative tasks including but not limited to: Assisting in preparing submissions and memoranda; Collecting and updating HR quarterly reports; Maintaining a central registry and file copies of all documentation; Administration of HR processes; Prepare, verify, and distribute documents to Head Office; Follow up on progress of matters referred to Head Office. Administer data management, annual surveys and student data information.
<u>ENQUIRIES</u>	:	Mr GT Mothate Tel No: 051 250 4021
<u>APPLICATIONS</u>	:	Submitted via post or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Mr GT Mothate
<u>NOTE</u>	:	The Application must include only completed and signed new form z83, obtainable from any Public Service Department of on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date will not be considered.
<u>CLOSING DATE</u>	:	22 August 2022 at 16:00
<u>POST 29/33</u>	:	<u>SENIOR REGISTRATION OFFICER REF NO: HRM 97/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Elangeni TVET College, Central Office
<u>REQUIREMENTS</u>	:	Registration Services Grade 12, Recognised National Diploma (NQF level 6) in Business Administration, Public Management/ administration or equivalent qualification. 2-3 years relevant experience in college / university / school administration environment, valid driver's licence, Employment service market. PSET and CET Act, Knowledge of Registration process, Public Service prescripts, DHET Policies, Industrial operation. Knowledge of opportunity linkages with

		industries. Knowledge of Identification of opportunities in the market, Labour Market.
<u>DUTIES</u>	:	Ensure the overall supervision and coordination of student registration at all campuses. Ensure the overall supervision and coordination of career counselling and career exhibition services. Ensure the overall supervision and coordination of guidance and testing of students, with regard to choice of and placement within programmes at all campuses. Ensure the overall supervision and maintenance of database of students enrolled within programmes at all campuses. Ensure the overall supervision and administration of learning materials. Ensure the overall supervision and coordination of registration records.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NE Mkhize Tel No: 031 492 4363
	:	Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032, Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	22 August 2022 at 13h00
<u>POST 29/34</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: HRM 98/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07)
	:	Elangeni TVET College, Central Office
	:	Grade 12, Recognised Degree/Diploma in Public Administration/ Public Management or equivalent qualification. Valid driver's licence, 2-3 years in Public Administration environment including Practical experience in administration and Experience in the management of resources, Knowledge and understanding of Public Administration, Knowledge of the relevant legislation, policies, prescripts and procedures, Basic knowledge of Financial Administration.
<u>DUTIES</u>	:	Assist with the preparation of submissions and memorandums Assist in the quality assurance of all submissions and memorandums. Maintain the effective flow of information and documents to all stakeholders. Assist with the logistical and secretariat services for meetings. Open files for all bookings and claims and update on regular basis. Complete requisition forms for purchasing of all goods and services. Assist in maintaining proper filing system for the following correspondence: Personal files, Audit files, Council minutes and reports. Provide administrative services related to partnerships and linkages.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NE Mkhize Tel No: 031 492 4363
	:	Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X9032, Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following

communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

<u>CLOSING DATE</u>	:	22 August 2022 at 13h00
<u>POST 29/35</u>	:	<u>CLEANER (X11 POSTS)</u>
<u>SALARY</u>	:	R104 073 per annum (Level 02)
<u>CENTRE</u>	:	Elangeni TVET College: Mpumalanga Ref No: HRM 99/2022 Ntuzuma Ref No: HRM 100/2022 Ntuzuma Ref No: HRM 101/2022 Ntuzuma Ref No: HRM 102/2022 Inanda Ref No: HRM 103/2022 Ndwedwe Ref No: HRM 104/2022 Ndwedwe Ref No: HRM 105/2022 Qadi Ref No: HRM 106/2022 KwaDabeka Ref No: HRM 107/2022 Pinetown Ref No: HRM 108/2022 KwaMashu Ref No: HRM 109/2022 Central Office Ref No: HRM 110/2022
<u>REQUIREMENTS</u>	:	A Minimum of Grade 10/Standard 8 or equivalent. Must have good communication skills.
<u>DUTIES</u>	:	Provide cleaning services and support to the campus.
<u>ENQUIRIES</u>	:	Mr NE Mkhize Tel No: 031 492 4363
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X9032, Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	22 August 2022 at 13h00
<u>POST 29/36</u>	:	<u>GROUNDSMAN (X11 POSTS)</u>
<u>SALARY</u>	:	R104 073 per annum (Level 02)
<u>CENTRE</u>	:	Elangeni TVET College: Mpumalanga Ref No: HRM 111/2022 Mpumalanga Ref No: HRM 112/2022 Ntuzuma Ref No: HRM 113/2022

KwaMashu Ref No: HRM 114/2022
 KwaMashu Ref No: HRM 115/2022
 Pinetown Ref No: HRM 116/2022
 Qadi Ref No: HRM 117/2022
 KwaDabeka Ref No: HRM 118/2022
 Ndwedwe Ref No: HRM 119/2022
 Inanda Ref No: HRM 120/2022
 Inanda Ref No: HRM 121/2022

- REQUIREMENTS** : A Minimum of Grade 10/Standard 8 or equivalent. Must have good communication skills.
- DUTIES** : Provide cleaning services and support to the campus.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X9032, Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 22 August 2022 at 13h00

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 22 August 2022

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

MANAGEMENT ECHELON

POST 29/37 : **DIRECTOR: HUMAN RESOURCE PLANNING REF NO: HRMC 58/22/1**
Branch: Human Resource Management & Development
Chief Directorate: HR Strategy and Planning

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

CENTRE REQUIREMENTS : Head Office, Pretoria
: An undergraduate qualification in Human Resource Management / Public Management / Administration / Industrial Psychology / Management Science at NQF level 7 as recognised by SAQA. An SMS Pre - entry certificate endorsed by National School of Government is required. 5 years' experience in middle / senior management is required. Extensive experience in Human Resource Planning / Public Administration / Management / Industrial Psychology / Management Sciences environment. Knowledge of the Public Service Regulations of 2016 relevant to Human Resource Planning. Knowledge of the Public Service Regulatory Frameworks relevant to Human Resource Planning. Knowledge of Skills Development Act and related legislation. Knowledge and understanding of Human Resource Delegations as well as Departmental Regulatory Framework. Knowledge of Employment

Equity Plan. Strategic capability and leadership. Client orientation and customer focus. People management and empowerment. Financial and knowledge management. Programme and project management. Accountability and change management. Conflict management and resolution. Business continuity and time management. Problem solving and analysis. Business report writing. Influencing and networking. Planning and organising. Presentation, communication as well as interpersonal skills. Coaching and mentoring. Computer literacy. A valid driver's license, willingness to travel and work extended hours or on call.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and monitor Human Resource strategies and the performance of the Branch. Manage the execution of integrated Human Resource strategy aligned to the mission and vision that defines the Department future service delivery over long term objectives. Lead and direct the development and implementation of HR strategies and initiatives aligned with the overall business strategy. Lead and direct the implementation of objectives stated in terms of expected results on short term nature based on long and short term objectives. Manage the development and implementation of the scorecard to monitor the performance of the Branch against targets. Ensure that the strategic human resource objectives that express quantitative setting approach and emphasises objectives according to the time frames. Lead the identification of competitive strategy and establish an effective interface between the Branch and Business. Lead and direct the monitoring and analysis of HR value proposition and contribution to the execution of HR strategy. Identify HR strategy systems that will mitigate through the introduction of internal flexible Human Resource system responsive to supply and demand dynamics. Lead and direct co-operative strategy that focus on access to essential human resources and involving the creation of internal capacity. Lead the measuring, evaluating, monitoring and reporting of the Branch progress (monthly, quarterly and annually). Analyse Branch performance, make inputs and advice on the progress status. Develop Branch annual calendar for the Branch Performance Session, lead the process and coordinate Branch sessions. Provide advice to the Branch during the selection and review of key performance areas to ensure that the best HR strategy is delivered. Serve as the Branch Nodal Point on the Departmental Planning matters. Lead and direct periodic HR programmes including HR audits for effective monitoring and evaluating HR programmes for effective use of Human Resource. Establish the link between HR strategies that outlines the broad strategic plans that affects HRM&D. Lead and direct the coordination of workforce planning in the Department. Manage the development and implementation of workforce strategies and plans. Lead and direct workforce planning and plans according to the financial planning process and (budget) financial plan. Manage evaluation, monitoring and adjusting of the HR plan process. Oversee the translating of future worker demand and prediction of the number of employees in terms of competencies and capabilities into the set of action. Ensure that workforce plan has clear understanding of the Departmental business plan, objectives and strategy. Lead the coordination and analysis of present and future workforce needs to determine gaps or surplus. Ensure that the business plan reflects the departmental goals and objectives to be achieved. Ensure the alignment of the operational and human resource strategies originate in the Departmental strategy. Lead and direct the analysis of the current workforce profile to establish a baseline of the current state of the Department (i.e demographic data on workforce, retirement eligibility, skills and competencies, salary data, supervisory ratios and management, projected leadership positions). Determine the extent on functional requirements linked to meet organisational objectives and extent to the turnover that reduced that skills set of certain occupational groups. Provide advice in the Department on making accurate future estimates to attract potential employees. Lead and direct the HRP requirements on the needs for additional employees, in terms of the number of required skills and competencies at current and determine future predictions to achieve short / medium and long term objectives. Ensure that team members gather accurate and valid, analysis by interpreting information with the view to inform future demand for workers. Lead and direct the coordination of Human Resource planning in the Department. Manage the coordination of human resources reporting on performance against operation plan. Manage the coordination of reporting of audits, legislative and other queries from oversight institutions. Lead and direct HR delegation processes

in alignment to DPSA Directive on Public Administration and Management Delegations. Manage the Directorate operational planning, reporting, budgeting and expenditure process. Lead and direct the coordination of Provincial and National HR forums. Provide written contributions to departmental quarterly progress reports, Annual Report, Budget speech and Annual Performance Plan. Develop and sign performance agreements for the directorate based on approved strategic and Annual Performance Plans of the Department. Ensure that HR Planning is placed in a financial perspective by reconciling HR Planning and budgeting. Manage and monitor the coordination of HR planning interventions and programmes. Lead and direct Human Resource (HR) policy development compliance monitoring and evaluation in the Branch. Manage the development and review of HR policies and procedures. Lead and direct the development of HR policy monitoring and evaluation plans in line with the relevant frameworks and best practice. Lead the design and implementation of monitoring and evaluation frameworks. Lead and direct periodic internal reviews and audits on existing HR policies. Manage the investigation process and operational risks and the development of risk management strategies. Ensure identification of policy compliance issues that required remediation. Lead and communicate written HR policies and procedures across the Department. Ensure that policy evaluation testing procedures are continuously monitoring in collaboration with the policy monitoring Unit. Ensure that HR policies are documented for compliance, verification of oversight and monitoring activities. Provide expert advice to senior management and business partners about implementing HP policy compliance programs. Manage and implement strategic objectives and innovation within the Unit. Develop the Operational plan for the unit and ensure effective prioritisation and resource organisational development and design. Develop the operational plan against the agreed objectives and time frames. Provide strategic direction to the Unit. Report on the performance of the Unit against the operational plan. Develop technical expertise within the Unit and keep abreast of technical developments. Provide advice and guidance on change management aspects and matters. Identify projects and initiatives to improve business processes and procedures in order to facilitate effective service delivery. Manage the development, implementation and communication of a comprehensive change management strategy. Ensure effective governance and compliance within the Directorate. Develop and implement governance processes, frameworks and procedures within the Unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure compliance with all audit requirements within the Unit. Represent the Unit at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Ensure that assets of the Unit are monitored in compliance assets and Supply Chain Management Framework. Manage physical, human and financial resources of the Unit. Manage the budget and monitor that expenditure is in line with financial requirements and the Unit's objectives. Provide inputs into the compilation of the annual budget. Manage external contractors and suppliers within the Unit in an effective and efficient manner. Liaise with internal business Unit to ensure that Supply Chain Management and Asset Management are effectively managed. Agree on training and development needs of the Unit and ensure that these are acted on. Manage the implementation of the employment equity plan within the Directorate. Implement effective talent management processes within the Directorate (attraction, retention & development). Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievance, discipline and terminations within the Directorate.

ENQUIRIES
APPLICATIONS

- : Mr T Nkosi Tel No: (012) 406 4097
- : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: HRrecruitment@dha.gov.za

OTHER POST

<u>POST 29/38</u>	:	<u>SPECIALIST: STRATEGIC IS ALIGNMENT ANALYST REF NO: HRMC 58/22/2</u> Branch: Information Services Chief Directorate: IS Governance (Re-advertisement)
<u>SALARY</u>	:	R744 255 - R876 705 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology / Computer Science or IT related qualification at NQF level 6 as recognised by SAQA. Minimum 3 years' experience at Assistant Director / Junior Management / Specialist field in IT governance, compliance and risk management. Experience and knowledge of Cooperate Governance of ICT. Extensive experience in IS strategies alignment and analysis Extensive knowledge and implementation of CoBIT 5 (minimum) and IT governance processes. Knowledge of the DPSA CGICT Policy Framework. Knowledge of State Information Technology Act (SITA). Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Public Service Regulatory Framework. Knowledge of Public Service Regulations. Knowledge of the Departmental Legislations and Prescripts. Knowledge of CoBIT and ITIL framework. Strategic capability and leadership. Accountability, financial management and stakeholder relations. Business continuity, program and project management. Ability to translate IT language into English. Time management. Conflict management and resolution. Business report writing. Customer focus, problem solving, influencing and networking. Communication, presentation and sound analytical skills. Computer literacy. Strategic analysis. A valid driver's licence and willingness to travel. Extended working hours will be required. On-call duties is required occasionally.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and review strategic alignment and compliance within the Department. Define, manage and communicate a clear IT strategy to address business needs. Understand business strategies, priorities, issues and requirements in IS terms. Interpret Business Strategies into IT requirements, programme and initiatives. Conduct quantitative financial analysis to understand stakeholder implications of change programmes. Monitor and review services rendered by IS Branch to ensure customer satisfaction. Develop technical expertise within the directorate and keep abreast of technological advancements. Ensure the implementation of innovation IS initiatives. Manage the alignment of the IS strategy within the overall DHA strategy. Design, control and operate IT governance structures, capabilities, processes and tools for the Department. Monitor and adjust IT governance components according to business requirements. Liaise with all relevant Governmental Spheres regarding new IS initiatives and strategies. Coordinate, Identify and monitor the implementation of IS Strategic Initiatives. Conduct, review or coordinate feasibility, financial analysis and business cases for IS initiatives. Identify and monitor the implementation of IS strategic Initiatives. Coordinate the alignment and the implementation project, programmes or initiates. Monitor the benefit realisation and achievement of goals of IT- Business initiatives against business strategic goals. Coordinate the portfolio of initiatives within IS in conjunction with Special Initiatives Unit through monitoring and realignment of delivery and risks. Define and deploy relevant standards for solutions delivery, operations and performance management. Coordinate, maintain and implement IS strategy alignment control measures. Participate and contribute to the development of Annual Performance Plan, Operational and Business Plans. Monitor and frequently report the Branch Annual Performance Plans, Operational and Business plans. Coordinate business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements to ensure effective strategy executive. Recommend and implement continuous performance improvement initiatives. Liaise with various internal and external stakeholders. Benchmark with various institutions for best practice. Coordinate and monitor the industry trends and dynamics. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Implement successful system and process enhancements, updates and amendments within IS. Ensure that projects are implemented to best practice standards,

time, quality and budget. Facilitate best practices to contribute towards improved organizational performance. Report on the deliverance against the business plan to the Director. Build partnership with various internal and external stakeholders in order to enforce compliance and alignment. Develop, implement and appropriate policies, standards and procedures compliant with legislation and aligned to CoBIT. Cooperation with internal and external auditors and address audit findings. Ensure the IT steering committee operates as mandated including oversight of coordination of Committee meeting, minutes preparation and approval, documentation preparation and distribution and reporting action items. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Ensure compliance and adherence to regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications. Establish and implement a quality control, norms and standards framework.

ENQUIRIES
APPLICATIONS

- : Ms P Mosia Tel No: (012) 406 4536
- : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: Direct applications to the Department of Home Affairs Office as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001.

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the or Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 02 September 2022. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website – www.dirco.gov.za For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) home page under Employment Information. Applications should be accompanied by a detailed or comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates. Received applications using incorrect Z83 for employment will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. DIRCO reserves the right not to make appointments. We thank all the applicants for their interest. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four (4) months after closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 29/39** : **FINANCIAL MANAGER (DEPUTY DIRECTOR: FINANCIAL MANAGEMENT)**
Directorate: ARF Secretariat: African Renaissance and International Cooperation Fund
- SALARY** : R882 042 per annum (Level 12). This all-inclusive 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 in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Pretoria
Applicants must be in possession of a of relevant 3-year National Diploma/Degree (NQF level 6) in Financial Management/Accounting or NQF7 in Financial Management/Accounting as recognized by SAQA At least 5 - 6 years as a junior manager in a finance environment Completed articles in external auditing Competencies: Knowledge and understanding of Legislative Framework governing the Public Service; Financial Management; Government policies, Budget process and practices as well as legislation / regulations such as PFMA; Treasury Regulations & Frameworks and Division of Revenue Act; ARF Act; Generally Recognized Accounting Practice (GRAP); GAAP; Supply Chain Procedures; Preferential Procurement Policy Framework Act. Knowledge of government systems. Knowledge and understanding of foreign currency. Problem solving Analytical thinking Networking Communication skills Computer literacy Planning and Organizing Project Management.
- DUTIES** : Manage and monitor the Internal Control services to ensure effective and efficient utilization of resources. Manage the Financial Reporting of the Public Entity Manage the process of Financial Management to ensure compliance with all financial prescripts e.g. PFMA, Treasury regulations, Supply Chain Procedures, etc. Develop, implement, and maintain financial policies, procedures, and processes Manage and administer disbursement of funds as per the approved projects and recommendations Conduct cost-benefit analysis to ensure value for money and propose interventions. Provide periodic financial reports to the advisory Committee Advice the secretariat and the board on investment opportunities and report thereon
- ENQUIRIES** : Ms B Gubevu Tel No: (012) 351 0327

APPLICATIONS

: Please e-mail your application to fmarf22@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE
NOTE

: 22 August 2022

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

MANAGEMENT ECHELON**POST 29/40**

: **DIRECTOR: ICT INFRASTRUCTURE OPERATIONS MANAGEMENT REF NO: 22/184/ISM**

SALARY

R1 073 187 – R1 264 176 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE
REQUIREMENTS

: National Office, Pretoria

: An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the school of government); 5 years' experience at a middle/senior managerial level in ICT of which 3 years must be in ICT Infrastructure Operations; Knowledge and understanding of Portfolio Management, Information and Systems Management, Project Management methodologies, Corporate Governance of ICT, ICT Infrastructure and ICT Service Delivery Management; Knowledge of Corporate Governance of ICT, ICT Policy Development, ICT risks, ICT audits and ICT related compliance, ICT Service Delivery and ICT Projects Implementation; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.

DUTIES

: Key Performance Areas: Manage ICT Network and related Infrastructure; Manage Data Centre and Centralized Solutions; Manage the upgrades of Data Centre and Cloud Services; Provide effective financial and people management.

ENQUIRIES
APPLICATIONS

: Mr. J Maluleke Tel No: (012) 315 1090

: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address:

Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

OTHER POSTS

<u>POST 29/41</u>	:	<u>FAMILY ADVOCATE LP 7/8 REF NO: 82/2022/FA/WC</u>
<u>SALARY</u>	:	R774 660 – R1 285 149 per annum. (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement).
<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate, George An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification litigation experience; Admission as an Advocate. Skills and Competencies: Communication skills (verbal and writing); Research and investigation, monitoring and evaluation; report writing skills and Diversity management; Dispute and conflict resolutions skills.
<u>DUTIES</u>	:	Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Western Cape.
<u>ENQUIRIES APPLICATIONS</u>	:	Advocate J Gerber Tel No: (044) 802 4200 Please forward your application to: Regional Head: Private Bag X 9171 CAPE TOWN 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town.
<u>FOR ATTENTION NOTE</u>	:	Ms J Kunz Women and people with disabilities are encouraged to apply and preference will be given to the EE Target
<u>POST 29/42</u>	:	<u>DEPUTY DIRECTOR: ICT NETWORKS AND RELATED INFRASTRUCTURE REF NO: 22/183/ISM</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT Infrastructure and should be at managerial level; Knowledge and understanding of Portfolio Management; Information and Systems Management, Project Management methodologies, Corporate Governance of ICT; ICT Infrastructure and ICT Service Delivery Management; Knowledge of ICT policy development, ICT risks, ICT audits and ICT related compliance; Knowledge and understanding of Public Service Regulations and Public Finance Management Act and Treasury Regulations; Knowledge of government financial processes and systems; Knowledge and understanding of ITIL, COBIT, Corporate Governance (King V or latest) and Public Administration Corporate Governance of ICT Policy Framework. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving decision making; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Manage ICT Networks (WAN and LAN); Coordinate and manage Network and Application monitoring; Manage the availability, performance and capacity of the ICT Network; Coordinate and manage ICT Network Infrastructure upgrades; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J. Maluleke Tel No: (012) 315 1090 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

<u>POST 29/43</u>	:	<u>DEPUTY DIRECTOR: ICT SERVICE MANAGEMENT CENTRE REF NO: 22/185/ISM</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT Service Desk Management at managerial level; Knowledge and understanding of ICT Service Management, ITIL, COBIT and Project Management; Knowledge of ICT Service Delivery Management, ICT policy development, ICT risk, ICT audits and ICT related compliance, ICT Planning and monitoring framework; Knowledge of Corporate Governance (King V or latest) and Public Administration Corporate Governance of ICT Policy Framework; Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations, Government financial processes and systems. Skills and Competencies: Applied strategic thinking; Financial management; Communication and information management; Continuous improvement; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving decision making; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Manage Service Desk operations, processes and toolsets; Manage ICT Change and Release processes; Manage ICT Assets (configuration management database); Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J. Maluleke Tel No: (012) 315 1090 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 29/44</u>	:	<u>SOCIAL WORKER/ FAMILY COUNSELLOR (GRADE 1) REF NO: 81/2022/FA/WC</u>
<u>SALARY</u>	:	R261 456 – R303 093 per annum. (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement).
<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate, Worcester
	:	Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP (SA Council for Social Service Profession); 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' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity management; Attention to detail.
<u>DUTIES</u>	:	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 recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network; Conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries and interview parties and source references in family law disputes to townships and rural areas.
<u>ENQUIRIES APPLICATIONS</u>	:	Advocate N Britz at Tel No: (021) 426 1216 Please forward your application to: Regional Head: Private Bag X 9171, Cape Town, 8000, or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town.
<u>FOR ATTENTION NOTE</u>	:	Ms J Kunz 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.

<u>POST 29/45</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER (MR1 – MR4) REF NO: 75/22/LMP</u>
<u>SALARY</u>	:	R201 387 – R357 072 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office - Limpopo
	:	An LLB Degree or 4 year recognized legal qualification; Appropriate post qualification legal experience; Knowledge of legislation on promotion and protection of human rights; Knowledge of the South African Constitutional Law, Administrative Law, Interpretation of Statutes, Civil Litigation and Intergovernmental Relations Framework; Provision of the Legal Opinions; A valid driver's license. Skills and Competencies: Legal Research; Interpersonal skills; Dispute Resolution; Report writing; Project Management; Computer literacy; Legal Drafting Skills.
<u>DUTIES</u>	:	Key Performance Areas: Draft legal documents and give legal advice) on the legislation relating to Vulnerable Groups; Respond to petitions, Manage complaints from civil Society and other Government Departments on issues and legislation relating to Vulnerable Groups; Manage and liaise with various stakeholders in the Justice Crime Prevention and Security cluster; Facilitate Public Education on Vulnerable Groups legislation; Coordinate the implementation of relevant legislation relating to promotion and protection of human rights; Provide secretariat support in the different Forum established to enhance effective implementation of various Legislation relating to Vulnerable Groups.
<u>ENQUIRIES</u>	:	Ms. Mongalo M.P Tel No: (015) 287 2037 Ms. Manyaja P.M Tel No: (015) 287 2026
<u>APPLICATIONS</u>	:	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.

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

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

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Sibutha 012 444 3319 / Mr P Ndlovu Tel No: 012 406 7506/ Mr Donald Mbhokota Tel No: 012 406 7426
- CLOSING DATE** : 22 August 2022
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), failure to do so, will result in the job application being disqualified. Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

- POST 29/46** : **DEPUTY DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2111**
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package)
- CENTRE** : Gauteng Region
- REQUIREMENTS** : A bachelor's degree/ B-Tech Degree in Advance Diploma in Environmental Management/ Environmental Science/ Natural Science (NQF 7) with minimum of 3 years' experience at a junior managerial level Knowledge of: integrated environmental management relative to prospecting and mining work

		programmes, Knowledge of impact assessment remediation and evaluation methods. Knowledge environmental legislation. Knowledge of mining methods, mining processes, mining waste generation and disposal. Knowledge of new computer software available in the market. Knowledge of the principles and application of management Skills: Good negotiation skills, good research skills, Integration of social, economic, bio-physical and cultural- historical impacts, Personnel Management, Working and creating team work, Good verbal and non-verbal communication skills, Excellent English reading and writing skills, Thinking Demands: Pragmatic environmental problem-solving abilities, Innovative thinking abilities, Personnel management in a diverse environment.
<u>DUTIES</u>	:	Manage the adequacy of financial provision, rehabilitation of liquidated or incapacitated mines and address and manage legal issues. Manage EIA process (basic assessments, scoping reports EIAR/EMP and listed activities), closure plans and other technical and environmental documents. Monitor compliance, auditing and Performance Assessment. Evaluate environmental risk and manage the closure of mines within the stipulated time frames. Consult with other Departments and Agencies on environmental matters and serve on such committees to promote co-operative governance. Conduct compliance inspections. Provide managerial actives.
<u>ENQUIRIES</u>	:	Mr S Vesi Tel No: (011) 358 9758/ 9819
<u>NOTE</u>	:	Indian and Coloured male are encouraged to apply.
<u>POST 29/47</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DMRE/2112</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's degree or National Diploma in Human Resource Management / Human Resource Development / Management of Training (NQF 6) with minimum of 3 years' experience at the junior managerial experience level plus the following competencies Knowledge of: Have an advance knowledge and understanding of Employment Equity Act, South African Qualification Authority, SETA functions and requirements. National Skills Development Strategy. Knowledge of research. Understanding and knowledge of Human Resources as well as basic adult learning Skills: Strong analytical skills attention to details. Writing skills. Computer skills. Presentation, facilitation and counselling skills. Policy development skills Thinking Demands: Creativity and innovative. Decisive and problem solving. Sound judgement and confidentiality.
<u>DUTIES</u>	:	Oversee the activities of the Sud-directorate. Give operational leadership with regard to the development of human capital in the Department. Provide advice and guidance on the development of human capital in the Department and increase human capacity in the sector. Liaise with the role- players in the human resource development environment regarding the development of human capacity in the Department and increase of human capacity in the sector. Develop, implement, and maintain policies on HRD. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr H Mbiko Tel No: (012) 444 3727
<u>NOTE</u>	:	Indian, Coloured male and persons with disability are encouraged to apply.
<u>POST 29/48</u>	:	<u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2113</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Eastern Cape Region, Port Elizabeth
<u>REQUIREMENTS</u>	:	National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining industry. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Team- work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Teamwork. Training, negotiation, adaptability, conflict handling and computer literacy.

<u>DUTIES</u>	:	/KRA's Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining.
<u>ENQUIRIES NOTE</u>	:	Mr T Doyle Tel No: 082 445 6894
	:	Indian are encouraged to apply.
<u>POST 29/49</u>	:	<u>INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2114</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mpumalanga Region, Witbank
<u>REQUIREMENTS</u>	:	National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years in the mining. Driver's licence: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g., Winder, Boilers, Plants etc. Hazard identification and risk management. Public Service Staff Code. DMRE Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management skills: Planning, Leading, Organising and Controlling Skills. Report writing and formulation. Good international relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations. Dynamic personality.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspection on plants, structures, trackbound trackless mining equipment and electrical distribution systems and take the necessary, enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analyse of mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon, of equipment on mines i.e., winders, lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard, and applications of exemptions, permissions and approvals.
<u>ENQUIRIES NOTE</u>	:	Ms N Gogela Tel No: (013) 653 0514
	:	Indian female are encouraged to apply.
<u>POST 29/50</u>	:	<u>MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMRE/2115</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Free State Region, Welkom
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ B- Tech Degree/ Advanced Diploma In Law or LLB (NQF Level 7) with a minimum of 1 years' experience in basic administration and legal procedures. PLUS, the following competencies Knowledge of: Basic Knowledge of the MPRDA, Basic Knowledge of previous minerals legislation, Basic knowledge of administration procedures, Basic knowledge of Departmental policy i.r.o Mineral Regulation, Basic knowledge of computer programs, . Skills: Ability to write reports, Ability to write submissions, Ability to conduct meetings, Ability to communicate (written and oral), Ability to act as a mediator between (aggressive) parties. Thinking Demands: Able to think when exposed to demanding situations.
<u>DUTIES</u>	:	Evaluate and process applications for mineral, prospecting, mining and related rights. Make recommendations and write reports regarding the granting or refusal of rights and permits. Carry out site inspections to ensure that the terms and conditions of granted rights are complied with. Assist Clients through the process of administrative justice. Assist with surface usage applications and evaluation of surface utilization in relation to exploitation of minerals (only

where Economic Development Sub directorate has not been established. Evaluate all empowerment transactions to give effect to the objects of the charter and the acts.

<u>ENQUIRIES</u>	:	Ms PN Chuene Tel No: (057) 391 1339
<u>NOTE</u>	:	Indian, White male and persons with disability are encouraged to apply.
<u>POST 29/51</u>	:	<u>SENIOR SECURITY RISK OFFICER REF NO: DMRE/2116</u>
<u>SALARY</u>	:	R211 713 per annum (Level 06)
<u>CENTRE</u>	:	Limpopo Region, Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 and PSIRA Grade C Certificate, valid driver's license with minimum of 3 years' experience in security operations and administration PLUS the following competencies Knowledge of: Security legislation, policies and procedures. Access control procedures. Safety precautions. Security registers Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Logical. Creative/ innovative thinker. Objective and accurate.
<u>DUTIES</u>	:	Oversee the access control and monitoring movements within the building premises to identify risk. Oversee the security patrols and escort duties. Manage the control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Oversee the prohibition of unauthorised removal of equipment, documents and stores from building or premises. Oversee the monitoring of movements of private and GG vehicles in the parking area and safeguard the parking area itself.
<u>ENQUIRIES</u>	:	Mr MC Mabena Tel No: 012 444 3633
<u>NOTE</u>	:	Indian female are encouraged to apply.
<u>POST 29/52</u>	:	<u>SECURITY RISK OFFICER REF NO: DMRE/2117 (X1 POST)</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	North- West Region, Mafikeng
<u>REQUIREMENTS</u>	:	Free State Region, Welkom Grade 12 and PSIRA Grade C Certificate with minimum of 1 years' experience in security operations and administration PLUS the following competencies Knowledge of: Security legislation policies and procedures. Access control procedures. Safety precautions. Security register Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Logical. Creative/ innovative thinker. Objective and accurate.
<u>DUTIES</u>	:	Conduct the access control and monitor movements within the building premises to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Prohibit unauthorised removal of equipment, documents and stores from building. Monitor movements of private and GG vehicles in the parking area and safeguard the parking area itself.
<u>ENQUIRIES</u>	:	Mr MC Mabena Tel No: 012 444 3633
<u>NOTE</u>	:	Coloured or white male are encouraged to apply.

OFFICE OF THE CHIEF JUSTICE

APPLICATIONS

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

Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg

CLOSING DATE

: 22 August 2022

NOTE

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

OTHER POSTS

POST 29/53

: **ASSISTANT DIRECTOR: PAYROLL REF NO: 2022/134/OCJ**

SALARY

: R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Matric certificate and a Three (3) year National Diploma/Degree in Accounting/ Finance. A minimum of five years' experience in Finance of which three (3) years must be at Supervisory level in Payroll and S&T. A Valid driver's licence. Skills and Competencies: Knowledge of BAS, PERSAL, Safety Web and advance excel. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Public Service Regulation and Public Service Act and Batho Pele Principles. Interpersonal, Telephone etiquette, Computer Literacy and Communication skills.
<u>DUTIES</u>	:	Ensure that the official's salaries, claims and allowances are paid within the prescribed period. Ensure clearing of all salaries suspense accounts before monthly and year-end closure. Ensure that salaries are paid to the relevant or existing officials, Ensure effective and efficient Travel and Subsistence Management System. Ensure that the journals are authorized with the correct allocations and amounts to clear PERSAL related suspense accounts on monthly basis. Verify that all inter-departmental claims are valid and correct. Provide support to Management by assisting with Audit queries; provide effective People Management. Ensuring the collection of payrolls from SITA, monitoring distribution, certification and returns of payrolls. Monitoring and supervision of personnel. Monitoring PERSAL deductions and PERSAL/BAS reconciliation. Provide advice, guidance and training to OCJ officials of claims, payroll functions and HR transactions. Ensure effective management of salaries and claim processes.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms I Morare Tel No: 010 493 2591 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>POST 29/54</u>	:	<u>JUDGE'S SECRETARY REF NO: 2022/135/OCJ</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Land Claims Court Randburg
	:	Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<u>DUTIES</u>	:	Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr J Mabena Tel No: (010) 493 5392 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8505

<u>POST 29/55</u>	:	<u>PROVISIONING ADMINISTRATION CLERK REF NO: 2022/136/OCJ</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Service Centre: Gauteng
<u>REQUIREMENTS</u>	:	Matric certificate. A relevant qualification and experience in Supply Chain Management will be an added advantage. A valid driver's license will be an added advantage. Zero (0)-two (2) years' experience will serve as an added advantage. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations. In-depth knowledge of financial systems, e.g. JYP and BAS. Skills and Competencies: Knowledge of Public Services Legislation. Prescripts and Regulations .Planning and organizing skills. Good interpersonal relations. Effective communication skills (written and verbal). Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy. Financial, asset and supply chain management, understanding facility and security management, leadership capabilities. Ability to work independently and meet deadlines. The ability to work under pressure, work in a team and preparedness to work overtime when required.
<u>DUTIES</u>	:	Sourcing quotation as per National Treasury guidelines. Receive and assess quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System. Request, prepare and compile quotes. Ensure that all relevant forms are attached. Extend the validity periods of quotes in advance of expiry dates. Capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Perform other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Technical: Mr T Kanapi Tel No: (010) 494 8477 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8505

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATION** : Applications quoting reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 22 August 2022
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

MANAGEMENT ECHELON

- POST 29/56** : **DIRECTOR: GENERAL BENEFITS REF NO: DPSA 23/2022**
- SALARY** : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate, an appropriate an appropriate B. Degree in Human Resources Management / Public Administration or equivalent qualification at NQF level 7. Minimum 5 years' at a middle management level with minimum 10 years appropriate experience in Conditions of Service environment. Knowledge of Constitution of the Republic of South Africa, Government legislative framework with specific reference to employment legislation, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government and developing Prescripts for Remuneration and General Benefits for the Public Service. General and Macro Benefits theory and practice, Knowledge of general benefits in the Public Service, Human resource management, Research and analysis and Public Policy development and implementation. Decision making, Problem solving, Written and verbal communication,

Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, Financial management, Human resource Management, Research, Change management, Project and program management. Problem Solving (conceptual thinking), Decision Making, Diversity management, Communication and information management, Interpersonal relations, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy and Conflict management.

DUTIES : Manage the development of Prescripts in relation to General Benefits (leave of absence, working time, PILIR, standby allowance, danger allowances, sessional assistance, Foreign Service Dispensation, allowances for personnel serving executive authorities, allowance for secretaries to a head of department, night shift allowance, etc.). Manage the provision of implementation support to departments. Manage the monitoring of implementation and compliance. Manage the operations, systems and processes of the Directorate.

ENQUIRIES : Mr. Samson Radebe Tel No: (012) 336 1569

OTHER POSTS

POST 29/57 : **DEPUTY DIRECTOR: REMUNERATION AND ECONOMIC ANALYSIS REF NO: DPSA 24/2022**
(12 Months Contract)

SALARY : R882 042 per annum (Level 12), (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate and a B. Degree or equivalent qualification in Economics or B. Com in Economics and Statistics. A minimum of 3 years' appropriate experience in analytical skills, database maintenance, excel spreadsheet expertise, costing and data analysis. Knowledge: Public service regulatory framework, sound understanding of DPSA strategy, remuneration management policies, practices and procedures, sound understanding of spreadsheets applications for financial reporting. Managerial skills: Policy development and implementation, Remuneration advisory services and advise on the application of remuneration practices. Technical skills: Analytical analysis, database maintenance, Excel spreadsheet expertise, costing and data analysis. Generic skills: Client orientation and customer focus, Problem solving, Decision making, Policy analysis, Continuous improvement, Communication, Interpersonal, Facilitation, Negotiation, Presentation, Report writing, Computer literacy (Excel, PowerPoint, Word).

DUTIES : Conduct remuneration, economic/market and statistical analysis to support sustainable remuneration policies and frameworks that ensure financial viability, conduct market surveys and benchmarking, including index tracking and inflation. Collect and analyse socio-economic data and provide advice on ideal remuneration decisions and models taking into account the macro-economic outlook/forecasting and public sector dynamics. Evaluate, analyse and assess the impact of public sector remuneration policies on the wage bill and provide relevant advice insofar as it pertains to trends. Support strategic remuneration-related initiatives such as periodic Personnel Expenditure Review for the public sector and the provision of relevant data, trends and other economic and statistical analysis in support of the development of the remuneration policy. Research and development of proposals in terms of local and international trends on economic/market/remuneration particularly in relation to the public sector. Support the Government Chief Negotiator with the economic outlook during the wage negotiations and provide costing on the labour demands.

ENQUIRIES : Mr. Samson Radebe Tel No: (012) 336 1569

POST 29/58 : **DEPUTY DIRECTOR: JOB GRADING AND POST PROVISIONING REF NO: DPSA 25/2022**

SALARY : R882 042 per annum (Level 12), (an all-inclusive remuneration package), Annual progression up to a maximum salary of R1 038 999 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A Senior Certificate and an appropriate recognised NQF level 7 qualification in Social Sciences / Human Resources / Public Administration / Public Management / Organisational Development / Work Study / Operations Management and Job Evaluation Certificate (JE Analyst / Panel training). 3 years' functional relevant experience at the Assistant Director level (Supervisory experience). Competencies - Budgeting and financial management skills; applied strategic thinking skills; communication and information management skills; managing interpersonal conflict and problem resolution skills; networking and bonding skills; planning and organizing skills; project management skills; and team leadership skills. Knowledge of Public Service Regulatory Frameworks, sound understanding of organizational development and job evaluation practices, understanding of Employment Relations policies, practices, and procedures; understanding of conflict resolution tools and methodologies.
<u>DUTIES</u>	:	Develop, implement and maintain job grading policies and post provisioning norms and standards. Provide guidance on the implementation of job grading policies and post provisioning norms and standards. Provide guidance and support on the implementation of the job evaluation and job grading system for the Public Service. Monitor the implementation of job grading policies and post provisioning norms and standards and ensure compliance. Participate and serve in various DPSA initiatives. Staff Management.
<u>ENQUIRIES</u>	:	Mr. V. Sakala Tel No: (012) 336 1336
<u>POST 29/59</u>	:	<u>ASSISTANT DIRECTOR: REMUNERATION MANAGEMENT REF NO: DPSA 26/2022</u> (12 Months Contract)
<u>SALARY</u>	:	R477 090 per annum (Level 10), plus 37% in lieu of service benefits.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate and a National Diploma at NQF Level 6 in Human Resources Management / Economics / Public Management / Public Administration or an appropriate qualification at NQF level 6 within the above-mentioned fields. Minimum of 3 years' appropriate experience in Human Resources Management / Remuneration. Knowledge of Public service regulatory framework, sound understanding of DPSA strategy, remuneration management policies, practices and procedures and sound understanding of spreadsheets applications for financial reporting. Consultation, Service orientation, Accessible, Courtesy, Providing Information, Openness and transparency, Redress and Quality Oriented. Policy development and implementation skills, Remuneration advisory services and Advise on the application of remuneration practices. Client orientation and customer focus, Problem solving, Decision making, Policy analysis, Continuous improvement, Communication, interpersonal, Facilitation, Negotiation, Presentation, Report writing, Computer literacy and driving. Analytical skills and Database Maintenance.
<u>DUTIES</u>	:	To support the Minister for Public Service and Administration in the determination of policy and procedures on remuneration and related matters: and departments and other stakeholders in the application thereof. Provide support to the Minister of Public Service and Administration and other stakeholders on the implementation, application and advise on remuneration matters. Participate in the review and/or maintenance of current policies/dispensations to assess relevance, financial viability and possible untended consequences of policies. Participate in research, development, maintenance and monitoring of the Remuneration Framework. Participate in transverse projects/departmental projects that impacts on remuneration. Provide support to the Departments on the implementation of remuneration matters.
<u>ENQUIRIES</u>	:	Mr. Samson Radebe Tel No: (012) 336 1569
<u>POST 29/60</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT SUPPORT REF NO: DPSA 27/2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 per annum is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate and a National Diploma at NQF Level 6 or equivalent qualification at NQF level 6 in Human Resource Development, Human

Resource Management, Public Administration or Industrial Psychology. 3 years' relevant experience in HRD environment. Technical skills in human resource development practices and capacity building initiatives, knowledge of HRD planning, monitoring, evaluation and reporting, analytical and research report writing skills. Knowledge and practical application of Social Research. Thorough understanding of the Public Service Regulatory Framework and specifically HRD related legislation and policies. Knowledge of the Constitution of the Republic of South African, Government legislation framework, Public Service legislative and policy framework, Government programs such as the National Development Plan and key Strategic priorities of government. Ability to work independently and in a team, good planning and organising skills, good interpersonal and stakeholder liaison skills including presentation skills, self-management and time-management, precision and attention to detail and demonstrable written and verbal communication. Strategic thinking and Computer proficiency (Ms Office).

DUTIES : Support the Directorate by coordinating the implementation of the Directive on Recognition of Prior Learning. Coordinate with appropriate stakeholders on the implementation of capacity building activities, including national and provincial workshops and one-on-one policy support to the department. Coordinate the implementation of the Directive on Utilisation of the Training Budget. Assist in the provision of policy advice and assistance to departments in the implementation of HRD policies and projects. Collaborate with the team to contribute towards the achievement of the Chief Directorate's overall plans. Submit inputs into the drafting of the Chief Directorate's contribution to the departmental strategic plan, MTSF, APP, and Chief Directorate's Annual Operational Plan, Budget projection, Quarterly Reports, and Annual Reports.

ENQUIRIES : Mr. K. Perumal Tel No: (012) 336 1407

POST 29/61 : **PRINCIPAL PERSONNEL OFFICER REF NO: DPSA 28/2022**
(Personnel Utilisation)

SALARY : R261 372 per annum (Level 07). Annual progression up to maximum salary of R307 890 per annum is possible subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate or equivalent qualification at NQF level 4. Minimum of three 3 years' experience in Personnel Utilisation functions (listed in the duties below) including PERSAL; Knowledge of the Human Resource Regulatory Framework, Public Service Act; Public Service Regulations; Employment Equity Act, Basic Conditions of Employment Act; Competencies: Job Knowledge, Communication, Interpersonal relations; Flexibility; Teamwork; Skills: Computer, Planning and organisation, Language, Communication (written and verbal), Conflict management. A self-driven and results oriented individual that will be able to deliver under pressure.

DUTIES : Supervise and undertake more complex implementation and maintenance of human resource administration practices in the Human Resource Provisioning and Utilisation environment. Supervision of staff. Administer and advice on: Recruitment and Selection, appointments, transfers, secretariat functions at interviews, remunerated overtime, resettlement expenditure, Senior Management Services and Middle Management Services salary structuring, Resolve challenges by applying standing instructions and procedures, Advise management and employees on Personnel Provisioning and Utilisation practices. Prepare reports on human resource administration issues and statistics. Participate in policy development and maintenance as well as unit wide projects.

ENQUIRIES : Ms. Nora Mohanwe Tel No: (012) 336-1104

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE
NOTE

26 August 2022 at 16H00

: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

OTHER POSTS

POST 29/62 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: SAPS & IPID**
REF NO: 2022/279

SALARY : R477 090 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial, Public Administration, Marketing, Law, Real Estate Management or Built Environment. Extensive relevant work experience in the field of User Demand Management/Key Accounts Management within the Public Service Sector will be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS Systems, Public

Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), Custodian Asset Management Plans (CAMP), Financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Knowledge of the built environment, programme, project, property and facilities management, construction regulations, occupation health and safety, financial administration, procurement processes and systems. Specific knowledge of the Correctional Services Portfolio will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Valid driver's license and be prepared to travel whenever there's a need to attend progress site meetings. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES

: You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: SAPS & IPID. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the approval/sign off of the Capital Works Implementation Programme for the SAPS & IPID client departments. Compile Procurement Instructions (PI) for Capital Works and Planned Maintenance Projects to executing units at Head Office and at regional level. Register and ensure programming of projects on the Works Control System (WCS). Obtain project cash flows, execution plans and monitor expenditure against budget allocation. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and Site clearance process to Professional Services. Compile Preliminary Cost Analysis and issue Procurement Instructions for leased accommodation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile Client specific quality monthly reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate Client liaison forums meetings. Assist and train Clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Provide management support with general office functions related to the accommodation portfolio of SAPS & IPID. Liaise with Project Managers and Property Managers on SAPS & IPID Portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with Regional Offices and Service Providers. Undertake all administrative functions required with regard to financial and Human Resources Administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work to employees. Quality control the work delivered by employees.

ENQUIRIES APPLICATIONS

: Mrs. E Van De Venter Tel No: (012) 310-5010
: Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION

: Ms. M. Masubelele

POST 29/63

: **ASSISTANT DIRECTOR: HORTICULTURAL SERVICES REF NO: 2022/280**

SALARY CENTRE REQUIREMENTS

: R477 090 per annum
: Pretoria Regional Office
: A three year tertiary qualification (NQF Level 6) in Horticulture, relevant experience in Horticulture, good knowledge of government policies, contract administration and supervision of staff. The applicant must have knowledge of florals, pot plants and irrigation system as he/she will be expected to inspect these from time to time. A Valid Driver's License will be essential. The applicant must be willing to travel to sites from time to time and must prepare to avail him/herself for emergency matters on Saturdays and Sundays. Knowledge of golf course maintenance and golf machines.

<u>DUTIES</u>	:	Management of staff and contractors. General administration of the section (performance Management Systems) Prepare request for quotation and advertise tenders for provisioning with horticultural services. Provide budget inputs and control expenditure on a monthly basis. Conduct inspections on all arrear of responsibility. The candidate will from time to time attend to client queries and must also attend interdepartmental meetings for addressing sectional input on horticultural retirements for official state functions. Training and mentoring of staff. The candidate will also serve as a Health and Safety Officer and will have to advice the department on trees that need to be removed for client's safety. The applicant must be prepared to undergo security vetting.
<u>ENQUIRIES</u>	:	Mr. S. Kutu Tel No: (012) 310 5993
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M. Masubelele
<u>POST 29/64</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION – GOODS AND SERVICES REF NO: 2022/281</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Management/Supply Chain Management/ Purchasing Management/ Public Management/ Logistics Management and relevant years' experience in Procurement / Supply Chain Management. Experience in Goods and Services Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, National Treasury Practice Notes and Guides. Understanding of government procurement systems and processes within the Goods and Services environment. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.
<u>DUTIES</u>	:	Manage, execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Determine the effectiveness of the implementation of the Devolution system. Facilitate the invitation process of quotations from the suppliers on the database using the correct evaluation methods. Oversee utilization of CSD in quotation processes. Implement measures to eliminate fraud and corruption within SCM. Implement measures to eliminate fraud and corruption within SCM. Render support to Head office and regional offices on Devolution System regularly SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

<u>ENQUIRIES</u>	:	Mr. X Makhonco Tel No: (012) 406 1760
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. NP Mudau
<u>POST 29/65</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES</u> <u>RECRUITMENT REF NO: 2022/282</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Human Resource Management, Behavioural Science, Social Science or Management Sciences. Appropriate working experience in Human Resource Recruitment. Knowledge: Standards, practices, processes and procedures related to HR Recruitment Structure and functioning of the Department Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act. Codes of Remuneration. Public Finance Management Act. Conflict management. Project management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organisational skills. Computer utilisation. Analytical thinking. Problem solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Punctuality. Assertive. Hard-working. Self-motivated. Ability to work independent.
<u>DUTIES</u>	:	Facilitate and implement advertising processes. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Obtain quotes for placement of advertisements. Ensure approval of adverts. Arrange placement bookings with advertisement agencies. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicants' profiles. Facilitate the invitation of short listed applicants. Represent human resource in interviews of short listed applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personnel planning requirements. Compile, maintain and communicate the Human Resource Plan. Undertake human resource assessments as prescribed. Promote the achievement of employment equity and support the Employment Equity Plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms. M Magane Tel No: (012) 406 1552
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. NP Mudau
<u>POST 29/66</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: 2022/283</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Finance/Accounting or equivalent in financial related field and with relevant work experience. The following will serve as a recommendation: Knowledge of PFMA and Treasury Regulations. Knowledge of LOGIS and BAS/SAGE and Computer literacy. Be able to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver's license will be an added advantage.
<u>DUTIES</u>	:	To supervise the Expenditure Section. Duties will include the following amongst others, to authorise/approve the payments and journal transactions on transversal systems, such as BAS/SAGE, PMIS, WCS and PERSAL. To ensure the reconciliation of business systems and clearance of Suspense Accounts. Ensure the consolidation and submission of Interim/Annual

		Financial Statements inputs to Head Office. Ensure the attendance of queries, including the audit queries. To train and develop subordinates under his/her supervision. To attend to other related duties as delegated by management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L. Mabuso Tel No: (012) 310 5929
	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M. Masubelele
<u>POST 29/67</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: 2022/284</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Umtata Regional Office
	:	A Three year tertiary (NQF level 6) qualification in Public Management, Supply Chain Management or Contract Management plus appropriate experience in Contract Management, Acquisition or Demand. Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations, Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework Act, Good Understanding of Supply Chain Management Procedures and prescripts. Ability to develop, interpret and apply policies and legislations. Key skills Communication (verbal and Written), Computer, Problem Solving, planning, organizing, interpersonal, ability to work under stressful environment, decision making, basic numeracy skills, project management skills, analytic skills, must be in possession of a valid driver's license.
<u>DUTIES</u>	:	Supervise and provide operational and strategic guidance on SCM processes (Advertising, Evaluating and Adjudicating. Provide secretariat support to the Bid Committees. Quality checking on all submissions to Bid Committees. Prepare and submit monthly and quarterly reports in line with the reporting requirements. Provide comprehensive response to internal and external clients. Custodian for all records of awards approved by the Bid Committee. Perform any other assigned duties in relation to the implementation of the Supply Chain Management, and development of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. T. Stofile Tel No: (047) 502 7082
	:	Umtata Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Umtata 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
<u>FOR ATTENTION</u>	:	Ms. N Mzalisi
<u>POST 29/68</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: TRANSPORT REF NO: 2022/285</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Bloemfontein Regional Office
	:	A Three year tertiary (NQF level 6) qualification in Logistics, Transport Management, Public Management, Business Management with relevant experience in the Logistical and Transport environment. Sound knowledge of Transport and Administrative delegations and prescripts. Knowledge of MS Word and Excel is vital. Good verbal and written communication skills. Good supervision skills. Be able to work under pressure. The candidate must be in possession of a valid driver's license.
<u>DUTIES</u>	:	Management of Transport unit. Supervision of transport officers; compile work plans and do performance reviews. Check and approve Subsistence and Transport claims. Manage utilization of subsidized vehicles. Manage fleet vehicles and other transport matters. Ensure optimum use of fleet vehicles. Ensure that effective control measures are implemented and adhered to. Liaise with Fleet Company. Handle queries regarding fleet vehicles. Verify the authenticity, accuracy and correctness of invoices of services provided. Ensure timeous hotel and flight reservations; ensure authorizations for trips; address any accommodation related problems. Capture all travel and accommodation arrangements; develop and implement measures to improve service delivery. Administrate the budget and related expenditure. Administrate employment related processes of personnel; manage administrative issues related to the section; inspect and investigate collisions; manage losses and damages; process traffic fines.
<u>ENQUIRIES</u>	:	Ms. L Mashamaite Tel No: (051) 408 7462

<u>APPLICATIONS</u>	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
<u>FOR ATTENTION</u>	:	Mr. D Manus
<u>POST 29/69</u>	:	<u>CHIEF HORTICULTURIST: HORTICULTURAL SERVICES REF NO: 2022/286</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualifications (NQF Level 6) in Horticulture or equivalent qualification; National Board Examination Certificate and relevant experience; Knowledge of departmental guidelines and policies; A code B driver's licence; Appropriate supervisory experience; Computer literacy; Good communication, reporting and interpersonal skills; Knowledge of pest control management and irrigation installation will be an added advantage.
<u>DUTIES</u>	:	Plan and develop horticultural activities (landscaping, gardening and pot plant maintenance, floral arrangements, special events); Supervise contractors; Maintain and control equipment and stock; procure goods and services; Conduct site meetings, as well as develop progress reports and authorise invoices; Assist on training developmental plan/strategies on departmental staff and contractors; Carry out general office administration.
<u>ENQUIRIES</u>	:	Mr L. Mtanywa Tel No: (018) 386-2311
<u>APPLICATIONS</u>	:	Mmabatho Regional Office 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.
<u>FOR ATTENTION</u>	:	Mr T. Oagile
<u>POST 29/70</u>	:	<u>SCIENTIFIC TECHNICIAN: WATER CARE REF NO: 2022/287</u>
<u>SALARY</u>	:	R316 536 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Three year tertiary qualification (NQF level 6) in Water Care or Analytical Chemistry, Chemical Engineering and Water and Sanitation qualification with relevant exposure in water and wastewater treatment. Valid motor vehicle driver's License and registration with SACNASP as a Certificated Natural Scientist is compulsory. Three years minimum post qualification experience demonstrating a high level of competencies in water and wastewater treatment practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and environment is required. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic laboratory equipment and the handling of the treatment plants equipment (pumps, dosing, siphons, distribution arms on biofilters, aerators, mechanical screens etc.). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem solving abilities, reasoning and persuasion abilities. Understanding of technology with regard to drinking and wastewater treatment processes. Working knowledge of the design and operational procedures of water care facilities will be of great advantage. Knowledge of the applicable legislative framework like Water Act, Water Service Act, National Environmental Management Act and relevant Regulations e.g. Blue Green No Drop.
<u>DUTIES</u>	:	Scheduled inspections on weekly, monthly, quarterly and six monthly basis. Sampling of drinking and wastewater treatment plants, final effluent and plant components as necessary. Interpret, review Operation and Maintenance Manual and as built drawings. Operator training as necessary. Assessment of drinking and wastewater plants and the relevant processes. Evaluation of commercially available plants. Technical problem solving, and amongst others analysis of final effluent, perform calculations for the determination of sludge age, dosage quantities etc. from drinking and wastewater treatment plants, report writing on compliance/non-compliance of plants, liaison with Chief Scientific Technician (Analytical Services) on laboratory administration. Analysis of samples if required. Maintenance, calibration and operation of scientific equipment. General housekeeping and care for electronic apparatus. Interpretation of analytical data and problem identification. Establishment of inspection routine schedules. Compilation of reports on final drinking water and wastewater quality. Operation of IRIS system to ensure compliance with DWS Regulations. Assessment and recommendations on improvement of water

		quality. Forming partnership with Project Managers in addressing challenges during Water Management related projects execution.
<u>ENQUIRIES</u>	:	Mr. J. de Wit Tel No: 082 889 0283
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M. Masubelele
<u>POST 29/71</u>	:	<u>ADMINISTRATION OFFICER: SCREENING SERVICES REF NO: 2022/288</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Management Sciences/ Security Management, appropriate working experience in Security Screening Services and a valid motor vehicle driver's license. Knowledge: National security environment and security policies, Relevant legislation related to public security including the Minimum Information Security Standards (MISS) Act, Procurement processes and systems, Financial administration, Risk management, Screening techniques, Interviewing techniques. Skills: Computer literacy, Report writing and presentation skills, Interpersonal and diplomacy skills, Problem solving skills, Effective communication, Organization and planning, Decision making skills, Conflict resolution, analytical skill. Personal Attributes: Solution orientated, People orientated, Innovative, Creative, Hard-working. Willingness to successfully attend prescribed training courses, prepared to work irregular and long hours, Security clearance, willing to adapt work schedule in accordance with professional requirements. Must be prepared to travel, Driver's license.
<u>DUTIES</u>	:	Analyse and evaluate security screening reports, Conduct quality control of the screening reports, planning and management of screening projects, manage pre-employment screening of prospective employees and service providers and provide relevant managers with quality and reliable screening reports, assist in developing screening policy, strategy and standard operating procedures, conduct security screening awareness programmes within the department. Co-ordinate screening compliance with Regional Offices, provide quality screening reports to supervisors, manage the contracted screening database service provider, verification of payment invoices, keeping records, manage screening databases, supervise subordinate and performance management, assist with procurement and financial management, co-ordinate and liaise with SSA, SAPS and relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr. T Nolusu Tel No: (012) 406 1631
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. NP Mudau
<u>POST 29/72</u>	:	<u>RECEPTIONIST: INTERNAL COMMUNICATIONS AND MOBILISATION REF NO: 2022/289 (X2 POSTS)</u>
<u>SALARY</u>	:	R147 459 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 Certificate, extensive relevant working experience in Office Administration and Clerical Services. Willingness to adapt work schedule in accordance with office requirements. Knowledge: Customer service principles and practices, Understanding of legislation, policies and procedures of DPWI, Office management and administrative tasks. Skills: Advanced communication (verbal and written), Computer literacy, Interpersonal skills, Customer service oriented, Planning and organising, Stress management skill. Personal Attributes: People orientated, Hardworking, Resourceful, Professional personal presentation, Initiative, Self-motivated, respectful, honesty, trust worthy and Creative.
<u>DUTIES</u>	:	Receive visitors and or clients; Assist and direct visitors and clients to their destination; Re-direct calls as appropriate and take adequate messages when required; Handling visitor's inquiries whenever possible; Keeping a logbook of each day's visitors; Ensure a clean reception area; Provide a high level of internal customer service, Extent of support to the effective management of work flow and administration of office functions, Nature and efficiency of liaison, Number and extent of meetings co-ordinated, Number and accuracy of reports

ENQUIRIES
APPLICATIONS

FOR ATTENTION

- collated, Effective management of visits in the office, Number and quality of documents and reports prepared.
- : Ms. T Nzama Tel No: (012) 406 1509
 - : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
 - : Ms NP Mudau

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za quoting the name of the post on the subject line.
- CLOSING DATE** : 22 August 2022
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV ONLY (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. SMS Posts

MANAGEMENT ECHELON

- POST 29/73** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DOT/HRM/2022/66**
Branch: Administration
Re-advertisement, candidates who previously applied are encouraged to re-apply.
- SALARY** : R1 521 591 per annum, (all-inclusive salary package) of which 30% can be structured according to individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor degree in Public Management or Human Resource Management / Law degree / International Relations / Communication / B.com or equivalent degree at NQF level 7 qualification and a post graduate qualification on NQF level 8 as recognized by SAQA and SMS pre-entry certificate with at least 8 to 10 years' relevant experience at a Senior Management level. Note: The following will serve as recommendation: Excellent communication skills, extensive knowledge and experience of the Transport planning, high level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of

DUTIES

Public Finance Management Act (PFMA), Treasury Regulations, and Medium-Term Expenditure Framework (MTEF).

- : The successful candidate will: Provide internal and external communication. Manage the internal communication, media relations, monitor and analyze the media. Manage stakeholder management, research, content development and publications. Provide corporate management services. Provide a secretariat service, security services, travel and facilities management services. Manage and administer the Government Motor Transport processes and Government Fleet contracts. Render human resource management and development. Render human resource planning and administration services. Develop and improve departmental transport sector capacity. Provide an effective professional legal service to the Minister, Department and its Agencies. Render a corporate legal service to the department, Minister and the domestic and International Air Services Councils. Develop appropriate legislation in support of the departmental policies. Manage and control the branch. Provide guidance and adequate support for and development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and the department. Establish and maintain governance and administrative systems continuity within the work of the branch and the department. Develop financial reports for forecasting, trending and results analysis. Prepare and submit of implementation plans. Evaluate infrastructure spending plans, authorize expenditure, authorize travel plans, and monitor quality of work. Ensure the compilation of the annual performance plan, annual report and strategic plan of the branch. Monitor planning, organizing and delegation of work. Ensure that monitoring and evaluation is carried out in all areas of the branch.

**ENQUIRIES
NOTE**

- : Adv Adam Masombuka Tel No: 012 309 3888
: Preference will be given to Women candidates of any racial groups. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director-General: Corporate Services"

POST 29/74

- : **CHIEF DIRECTOR: MARITIME INFRASTRUCTURE AND INDUSTRY DEVELOPMENT REF NO: DOT/HRM/2022/64**
Branch: Maritime Transport Branch
Chief Directorate: Maritime Infrastructure and Industry Development

SALARY

- : R1 269 951 per annum (Level 14), (all inclusive- salary package) of which 30% can be structured according to individual needs

**CENTRE
REQUIREMENTS**

- : Pretoria (Head Office)
: An appropriate recognised NQF level 7 in Maritime Studies, Transport Planning or Transport Economics, Bsc Civil Engineering or equivalent qualifications. Plus 6 -10 years relevant experience of which 5 years must be at senior management level. Note: The following will serve as a recommendation: Willing and able to deliver effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Initiate, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment; Knowledge of Public Management Financial Act (PFMA) and Treasury Regulation; Good communication skills (verbal and written); Computer literacy; Governance related to information; Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives; Sound knowledge of the Public Administration regulations and procedures; Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate; Knowledge of the South African Maritime Transport environment; Extensive knowledge of the Port Environment and structures; Complex problem solving and decision-making skills; Good organisational and interpersonal skills; Willingness to travel and work beyond normal working hours.

DUTIES

- : The successful candidate will: Review effectiveness of current economic regulation and make recommendations to boost industry growth. Manage the promotion of the maritime industry locally, regionally and globally. Manage the development and planning for Maritime Transport Infrastructure and freight logistics. Provide oversight on the delivery of Project Operation Phakisa and develop maritime service level agreements and charter guidelines. Ensure that

maritime infrastructure planning processes are undertaken in an integrated manner to foster, economic growth and development of the country. Manage the development of an effective and productive South African port industry that is capable of contributing to the economic growth and development of the country and improves port efficiency. Provide technical support in the delivery of Project Operation Phakisa (Oceans Economy) through planning, execution, monitoring processes. Manage and control the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Establish and maintain governance and administrative system's continuity within the work of the branch. Authorise expenditure. Ensure the compilation of the annual report and strategic plan of the Chief Directorate. Monitor the planning, organising and delegation of work. Manage the planning and or implementation of projects. Ensure staff complete and report on PMDS which is aligned to the APP and strategic documents. Ensure monitoring & evaluation is carried out in all areas of the Chief Directorate. Ensure effective management of project resources, project budget and resource allocation.

**ENQUIRIES
NOTE**

: Mr M. Madiya Tel No: (012) 309 3329
Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Chief Director: Maritime Infrastructure and Industry Development"

OTHER POSTS

POST 29/75

: **ASSISTANT DIRECTOR: ROAD INFRASTRUCTURE STANDARDS REF NO: DOT/HRM/2022/67**
Branch: Road Transport
Chief Directorate: Road Engineering Standards
Directorate: Road Transport Policy, Research, Standards and Guidelines

**SALARY
CENTRE
REQUIREMENTS**

: R477 090 per annum (Level 10), (all-inclusive salary package)
: Pretoria (Head Office)
: An NQF level 6 qualification in Civil Engineering with 3 years relevant working experience. Must be able to register with ECSA. Knowledge and Skills: Communication Verbal & Written communication — English- above average. Knowledge of and understanding of standards. Computer literacy — above average. Good general knowledge of transport sector and road infrastructure related matters, Road Infrastructure Strategic Framework for South Africa, Knowledge of SADC Protocol on road infrastructure matters, Knowledge of intermodal transportation, Compilation of management and technical reports and proposals, PFMA, MFMA, Treasury Regulations and GIAMA. Processes and procedures for development of Policies and Technical Standards. National Road Traffic Act and its Regulations governing Road Traffic Signs. Knowledge of Procurement. Project Management. Research.

DUTIES

: Review and maintain existing and new infrastructure standards and guidelines including non-motorised transport. Assess the existing local road traffic sign standards and regulations. Liaise with International and local stakeholders on road transport infrastructure standards and guidelines. Represent the Department at meetings, steering committees, workshops and conferences on issues related to the development of road traffic sign standards and regulations. Support the implementation of road transport infrastructure guidelines. Facilitate and review harmonisation of road transport infrastructure standards and traffic signs in SADC. Respond to queries on road infrastructure as well as road infrastructure standards, specifications and guidelines.

**ENQUIRIES
NOTE**

: Mr Leslie Johnson Tel No: (012) 309 3338
: Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Road Infrastructure Standards".

<u>POST 29/76</u>	:	<u>ASSISTANT DIRECTOR: MARITIME INDUSTRY DEVELOPMENT STRATEGIES REF NO: DOT/HRM/2022/68</u> Branch: Maritime Transport Branch Chief Directorate: Maritime Infrastructure and Industry Development Directorate: Maritime Industry Development and Economic Regulation Sub-Directorate: Maritime Industry Development and Economic Regulation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10), (all-inclusive salary package) Pretoria (Head Office) An appropriate NQF Level 6/7 in Maritime Studies or Transport Economics plus 3-4 years relevant/ applicable experience. A post graduate qualification in a similar discipline will be an added advantage. Note: the following will serve as a recommendation: Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Customer Focus, Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and delivery; Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting); Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate; Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives; Ability to work with people; Computer literacy; Compilation of management reports: Knowledge of Public Finance Management Act (PFMA).
<u>DUTIES</u>	:	The successful candidate will: Develop programmes to improve the South African ship register and monitor the ship registration offices. Develop and implement ship ownership strategy to build the National fleet and an action plan to monitor the implementation thereof. Develop cabotage and coastal shipping strategies as per Maritime Transport Policy and implementation thereof. Monitor the implementation of the National Ports Act and Commercial Ports Policy and make proposals for review. Establishing Maritime BBEEE Council for nine provinces and the National BBEEE Council and develop a programme of action thereof. Develop framework to enhance training and career awareness across the value chain of the maritime transport sector. Promote World Maritime Day by providing support with organizing the annual event in various ports. Facilitate the identifying and establishing of stakeholder programs to enhance the development of maritime transport industry. Participate in the process implementing policy proposals to improve job creation in maritime sector. Provide inputs with strategic, annual performance plan, quarter reports and reports of the Sub directorate. Prepare responses and presentations.
<u>ENQUIRIES NOTE</u>	:	Ms Lindiwe Mawowa Tel No: (012) 309 3695 Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Maritime Industry Development Strategies".
<u>POST 29/77</u>	:	<u>ASSISTANT DIRECTOR: MARITIME SAFETY & ACCIDENT INVESTIGATION REF NO: DOT/HRM/2022/69</u> Branch: Maritime Transport Chief Directorate: Implementation Monitoring and Evaluation Directorate: Maritime Safety, Security & Environment Sub-Directorate: Maritime Safety & Accident Investigation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10), (all-inclusive salary package) Pretoria (Head Office) An NQF level 6/7 qualification in the field of Transport Management/ Maritime Studies (Public Management or equivalent with at least 3 years relevant experience. Note: The following will serve as a recommendation: Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Must be able and willing to travel nationally; Sound Communication and interpersonal skills; Must be able to

		work under pressure; Computer literacy; Good Legal Administration skills; Knowledge of South African Maritime Transport Environment; Knowledge and understanding of the Public Financial Management Act (PFMA); Knowledge of international maritime treaties / protocols (IMO/ILO); Knowledge of the Merchant Shipping Act and relevant Maritime Regulations.
<u>DUTIES</u>	:	The successful candidate will: Facilitate the development and implementation of legislative / regulatory framework for the safety on inland-waters. Facilitate the implementation of the National Small Vessels Safety Regulations. Liaise and facilitate the development of National Small Vessels database. Facilitate the convening of the Courts of Marine Enquiry as required by the Merchant Shipping Act. Liaise with SAMSA on the Marine Accidents and Incidents Investigations. Serve as the Clerk of the Court of Marine Enquiry. Liaise with key stakeholders such as the affected family members, legal attorneys and defendants. Liaise with MRCC on maritime safety related matters. Assist in the International Maritime Organization' Voluntary Audit Scheme. Participate in activities at international forums such as International Maritime Organization as required. Assist in implementing resolutions/outcomes of the IMO in respect of maritime safety. Participate in development of the definition of the project missions, goals, tasks and resources requirements. Assist with compiling the budget of the Directorate. Assist with compiling the strategic and annual reports of the Directorate.
<u>ENQUIRIES</u>	:	Ms Sharmila Dharamalingam Tel No: (012) 309 3471
<u>NOTE</u>	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Maritime Safety & Accident Investigation".

**INTERNSHIP PROGRAMME (24 MONTHS)
FROM 1 APRIL 2023 TO 31 MARCH 2025**

<u>APPLICATIONS</u>	:	should be forwarded to: Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention HRD Unit, or email to: DOTinternship@dot.gov.za
<u>CLOSING DATE</u>	:	02 September 2022

OTHER POSTS

<u>POST 29/78</u>	:	<u>ADMINISTRATION REF NO: DOT/HRD/2022/01 (X1 POST)</u> Branch: Office of the Ministry
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Diploma in Public Administration/Political Science.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Administration"
<u>POST 29/79</u>	:	<u>RISK MANAGEMENT & PERFORMANCE AUDIT REF NO: DOT/HRD/2022/02 (X1 POST)</u> Branch: Office of the Director-General
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree or Diploma in Risk Management/Internal Audit.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Risk Management & Performance Audit"
<u>POST 29/80</u>	:	<u>IT AUDIT & FORENSIC INVESTIGATION REF NO: DOT/HRD/2022/03 (X1 POST)</u> Branch: Office of the Director-General
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)

<u>REQUIREMENTS</u>	:	ND in Auditing/BTech Auditing/ Degree in Accounting/Auditing.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "IT Audit & Forensic Audit"
<u>POST 29/81</u>	:	<u>PUBLIC ENTITY: FINANCIAL & CONDITIONAL GRANTS REF NO: DOT/HRD/2022/04 (X1 POST)</u> Branch: Office of the Director-General
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	ND Financial Management/ Degree Financial Management/ B. Com Accounting/ Degree in Business Administration.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Public Entity: Financial & Conditional Grants"
<u>POST 29/82</u>	:	<u>STRATEGIC PLANNING AND MONITORING REF NO: DOT/HRD/2022/05 (X1 POST)</u> Branch: Office of the Director-General
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Degree/Diploma in Public Management/Public Administration/Strategic Management. A Postgraduate qualification will be added advantage.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Strategic Planning & Monitoring"
<u>POST 29/83</u>	:	<u>MARITIME PUBLIC ENTITY OVERSIGHT REF NO: DOT/HRD/2022/06 (X1 POST)</u> Branch: Office of the Director-General
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	ND or Bachelor's Degree in Public Administration/Public Management/Strategic Planning/Monitoring and Evaluation
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Maritime Public Entity Oversight"
<u>POST 29/84</u>	:	<u>ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: DOT/HRD/2022/07 (X1 POST)</u> Branch: Chief Operations Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma in Organisational & Work Study/ Management Services/ Operations or Production Management.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Organisational Development and Change Management"
<u>POST 29/85</u>	:	<u>EMPLOYEE HEALTH & WELLNESS REF NO: DOT/HRD/2022/08 (X1 POST)</u> Branch: Chief Operations Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)

<u>REQUIREMENTS</u>	:	National Diploma in Safety and quality Management/Environmental Health or equivalent qualification.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Employee Health & Wellness"
<u>POST 29/86</u>	:	<u>HUMAN RESOURCE DEVELOPMENT & PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEMS REF NO: DOT/HRD/2022/09 (X3 POSTS)</u> Branch: Chief Operations Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor/Diploma in Human Resources Management /Human Resources Development.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Human Resource Development & Performance Management & Development Systems"
<u>POST 29/87</u>	:	<u>EMPLOYEE RELATIONS REF NO: DOT/HRD/2022/10 (X1 POST)</u> Branch: Chief Operations Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelors in Labour Relations or Labour Law/ND Labour Relations/ BTech Labour Relations.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Employee Relations"
<u>POST 29/88</u>	:	<u>HUMAN RESOURCE MANAGEMENT & ADMINISTRATION REF NO: DOT/HRD/2022/11 (X1 POST)</u> Branch: Chief Operations Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Degree/ Diploma in Human Resource Management.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Human Resource Management & Administration"
<u>POST 29/89</u>	:	<u>HR RECRUITMENT & SELECTION REF NO: DOT/HRD/2022/12 (X1 POST)</u> Branch: Chief Operations Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor Degree/BTech in Human Resource Management or Industrial Psychology/ Public Administration/ Public Management/Management.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "HR Recruitment & Selection"
<u>POST 29/90</u>	:	<u>FACILITIES MANAGEMENT REF NO: DOT/HRD/2022/13 (X1 POST)</u> Branch: Chief Operations Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor's Degree in Public Administration/ Public Management.

<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Facilities Management"
<u>POST 29/91</u>	:	<u>BILATERAL & MULTILATERAL COORDINATION REF NO: DOT/HRD/2022/14 (X1 POST)</u> Branch: Chief Operations Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Degree in International Relations/Political Science.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Bilateral & Multilateral Coordination"
<u>POST 29/92</u>	:	<u>SECURITY SERVICES REF NO: DOT/HRD/2022/15 (X1 POST)</u> Branch: Chief Operations Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Security Risk Management/Advanced Security Risk Management will be added advantage.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Security Services"
<u>POST 29/93</u>	:	<u>LEGAL SERVICES/LEGISLATION/CORPORATE LEGAL REF NO: DOT/HRD/2022/16 (X1 POST)</u> Branch: Chief Operations Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	LLB/B Proc/B. Juris & BA Law
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Legal Services/Legislation/Corporate Legal"
<u>POST 29/94</u>	:	<u>GRAPHIC DESIGN REF NO: DOT/HRD/2022/17 (X1 POST)</u> Branch: Chief Operations Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/Diploma in Graphic Design/Fine Arts.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Graphic Design"
<u>POST 29/95</u>	:	<u>ONLINE MEDIA/SOCIAL MEDIA REF NO: DOT/HRD/2022/18 (X1 POST)</u> Branch: Chief Operations Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/Diploma in Digital Marketing/ Advertising/ Journalism/Communications/ Web Development.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Online media/Social Media"

<u>POST 29/96</u>	:	<u>SUPPLY CHAIN MANAGEMENT REF NO: DOT/HRD/2022/19 (X2 POSTS)</u> Branch: Chief Financial Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/Diploma in Supply Chain Management/ Logistics / Purchasing Management.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Supply Chain Management"
<u>POST 29/97</u>	:	<u>FINANCIAL ADMINISTRATION REF NO: DOT/HRD/2022/20 (X2 POSTS)</u> Branch: Chief Financial Officer
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelors' Degree/Diploma in Accounting/Financial Management.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Financial Administration"
<u>POST 29/98</u>	:	<u>ROAD REGULATIONS REF NO: DOT/HRD/2022/21 (X1 POST)</u> Branch: Road Transport
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Diploma in Disaster Management/ Environmental Management/Environmental Engineering/ Transport Management/ Road Traffic Management.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Road Regulations"
<u>POST 29/99</u>	:	<u>ROAD TRAFFIC LEGISLATION & STANDARDS REF NO: DOT/HRD/2022/22 (X1 POST)</u> Branch: Road Transport
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	ND Transport Management/ Bachelor of Law/ LLB Law.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Road Traffic Legislation & Standards"
<u>POST 29/100</u>	:	<u>ROAD INFRASTRUCTURE & INDUSTRY DEVELOPMENT REF NO: DOT/HRD/2022/23 (X1 POST)</u> Branch: Road Transport
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Diploma in Transport Economics/Transport Management/Transport Planning/ Developmental Studies.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Road Infrastructure & Industry Development"
<u>POST 29/101</u>	:	<u>RURAL & NON-MOTORISED TRANSPORT AND RURAL ROADS MANAGEMENT REF NO: DOT/HRD/2022/24 (X1 POST)</u> Branch: Road Transport
<u>STIPEND</u>	:	R6 175.00

<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office)
	:	ND Transport Management/ Bachelor Degree in Transport Economics/ Civil Engineering.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Rural & Non-Motorised Transport and Rural Roads Management"
<u>POST 29/102</u>	:	<u>MARITIME SAFETY, SECURITY & ENVIRONMENT REF NO: DOT/HRD/2022/25 (X1 POST)</u> Branch: Maritime
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/Diploma in Security Management / Risk Management.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Maritime Safety, Security & Environment"
<u>POST 29/103</u>	:	<u>MARITIME SAFETY: ACCIDENTS, INCIDENTS & INVESTIGATION REF NO: DOT/HRD/2022/26 (X1 POST)</u> Branch: Maritime
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Diploma in Transport Economics/ Transport Management/ Maritime Studies.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Maritime Safety: Accidents, Incidents & Investigation"
<u>POST 29/104</u>	:	<u>MARITIME INFRASTRUCTURE PLANNING & FREIGHT LOGISTICS REF NO: DOT/HRD/2022/27 (X1 POST)</u> Branch: Maritime
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor Degree in Environmental Management.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Maritime Infrastructure Planning & Freight Logistics"
<u>POST 29/105</u>	:	<u>INDUSTRY DEVELOPMENT & AIRFREIGHT AND AVIATION DEVELOPMENT REF NO: DOT/HRD/2022/28 (X1 POST)</u> Branch: Civil Aviation
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	ND Transport Management/ Logistics Management/ Supply Chain Management.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Industry Development & Airfreight and Aviation Development"
<u>POST 29/106</u>	:	<u>AVIATION SAFETY SECURITY REF NO: DOT/HRD/2022/29 (X1 POST)</u> Branch: Civil Aviation
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)

<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Diploma in Transport Economics, any other Aviation qualification.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Aviation Safety Security"
<u>POST 29/107</u>	:	<u>LICENSING & PERMITS REF NO: DOT/HRD/2022/30 (X1 POST)</u> Branch: Civil Aviation
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in International Law/ Transport Economics/ Business Management/ LLB Law/ Bachelor of Law.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Licensing & Permits"
<u>POST 29/108</u>	:	<u>MULTILATERAL REF NO: DOT/HRD/2022/31 (X1 POST)</u> Branch: Civil Aviation
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor Degree in International Relations/ Civil Aviation/ International Law/ LLB Law.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Multilateral"
<u>POST 29/109</u>	:	<u>SEARCH & RESCUE REF NO: DOT/HRD/2022/32 (X1 POST)</u> Branch: Civil Aviation
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor Degree in International Relations/ International Law/ Meteorology/ Communications.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Search & Rescue"
<u>POST 29/110</u>	:	<u>RURAL & SCHOLAR TRANSPORT IMPLEMENTATION REF NO: DOT/HRD/2022/33 (X1 POST)</u> Branch: Public Transport
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	ND Transport Management/ Bachelor Degree in Transport Management/ Transport Planning
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Rural & Scholar Transport Implementation"
<u>POST 29/111</u>	:	<u>PUBLIC TRANSPORT NETWORK DEVELOPMENT REF NO: DOT/HRD/2022/34 (X1 POST)</u> Branch: Public Transport
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	ND Transport Management/ Bachelor Degree in Transport Management/ Transport Planning/ Transport Logistics.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788

<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Public Transport Network Development"
<u>POST 29/112</u>	:	<u>TAXI OPERATIONS/CONTRACT & SUBSIDY MANAGEMENT & TAXI RECAPITALISATION REF NO: DOT/HRD/2022/35 (X2 POSTS)</u> Branch: Public Transport
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	ND Transport Management/ Bachelor Degree in Transport Management/ Transport Planning.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Taxi Operations/Contract & Subsidy Management & Taxi Recapitalisation"
<u>POST 29/113</u>	:	<u>RAIL POLICY & STRATEGY DEVELOPMENT REF NO: DOT/HRD/2022/36 (X1 POST)</u> Branch: Rail Transport
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/Diploma in Economics/ Transport Economics/Post Graduate Degree in Policy Studies. Research Module will be an added advantage.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Rail Policy & Strategy Development"
<u>POST 29/114</u>	:	<u>RAIL SAFETY REGULATIONS REF NO: DOT/HRD/2022/37 (X1 POST)</u> Branch: Rail Transport
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelors of Law/LLB.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Rural Safety Regulations"
<u>POST 29/115</u>	:	<u>RAIL SERVICE DELIVERY REF NO: DOT/HRD/2022/38 (X1 POST)</u> Branch: Rail Transport
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	ND Transport Economics/ Transport Management.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Rail Service Delivery"
<u>POST 29/116</u>	:	<u>LOGISTICS INFRASTRUCTURE REF NO: DOT/HRD/2022/39 (X1 POST)</u> Branch: Integrated Transport Planning
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/Diploma in Transport Economics/Transport Management/Transport Logistics/Freight Logistics/ any other Transport related qualification.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Logistics Infrastructure"

<u>POST 29/117</u>	:	<u>STATISTICAL ANALYSIS REF NO: DOT/HRD/2022/40 (X1 POST)</u> Branch: Integrated Transport Planning
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Statistics/ Mathematics.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Statistical Analysis"
<u>POST 29/118</u>	:	<u>REGIONAL CORRIDOR REF NO: DOT/HRD/2022/41 (X1 POST)</u> Branch: Integrated Transport Planning
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Diploma in Transport Economics/ Transport Management /International Relations.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Regional Corridor"
<u>POST 29/119</u>	:	<u>ENVIRONMENTAL CORRIDOR REF NO: DOT/HRD/2022/42 (X1 POST)</u> Branch: Integrated Transport Planning
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor Degree in Environmental Studies/ Environmental Management/ Management Sciences.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Environmental Corridor"
<u>POST 29/120</u>	:	<u>IT INFRASTRUCTURE REF NO: DOT/HRD/2022/43 (X1 POST)</u> Branch: Transport Information Systems
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree/BTech Degree in Information Technology Communications/ Computer Science
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "IT Infrastructure"
<u>POST 29/121</u>	:	<u>BUSINESS INTELLIGENCE REF NO: DOT/HRD/2022/44 (X1 POST)</u> Branch: Transport Information Systems
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor Degree in Information Systems/ Information Communication/ Software Development/ Computer Science/ Cartography/ Geomatics.
<u>ENQUIRIES</u>	:	Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Business Intelligence"
<u>POST 29/122</u>	:	<u>BUSINESS SYSTEMS REF NO: DOT/HRD/2022/45 (X1 POST)</u> Branch: Transport Information Systems
<u>STIPEND</u>	:	R6 175.00
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor Degree in Information Systems/ Information Communication/ Software Development/ Computer Science

ENQUIRIES

: Ms. Khomotso Letsoalo Tel No: 012 309 3456 or Mr. Matimba Maluleke Tel No: 012 309 3788

NOTE

: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Business Systems"

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 22 August 2022
- : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV. All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS**POST 29/123**

- : **CONTROL ENGINEERING TECHNICIAN (GRADE A) REF NO: 220822/01**
Branch: Infrastructure Management: Central Operations

SALARY
CENTRE
REQUIREMENTS

- : R452 895 per annum, (OSD)
Vanderkloof Dam
- : A National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical (Civil Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's license will serve as added advantage. Proven experience in Project Management, Technical design and Analytical skills. Computer-aided engineering applications. Knowledge of legal compliance, Technical report writing. Problem solving, decision making, teamwork, creativity, customer focus, good communication skills, computer skills and people management skills.

DUTIES

- : Manage technical services to the Government Water Schemes and Water Users Associations. Manage administrative and related functions e.g. Monitor the implementation of Capital and Operational funded projects through conducting site inspections, site meetings, compilation and submission of progress reports. Research and development.

ENQUIRIES

- : Mr OH Moatshe Tel No: 051 405 9000 / 083 300 8558

<u>APPLICATIONS</u>	:	Central Operations (Vanderkloof Dam): Please forward your application quoting the relevant reference number to: The Provincial Head: Free State Region, Department of Water and Sanitation, NWRI Central Operation, Private Bag 528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Mrs NSM Maloka
<u>POST 29/124</u>	:	<u>CHIEF ARTISAN GRADE A: CIVIL REF NO: 220822/02</u> Branch: Infrastructure Management: Central Operations WRIOM: Maintenance
<u>SALARY</u>	:	R392 283 per annum, (OSD)
<u>CENTRE</u>	:	Central Operations (Usutu River)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Carpentry/Building. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid drivers license. Knowledge in technical analysis. Knowledge of planning and organizing. Knowledge of Occupational Health and Safety Act. Computer literacy.
<u>DUTIES</u>	:	Manage technical services. Manage administrative and related functions. People management. Maintain and advance expertise. Financial management - prepare budgets and execute procurement for the section. Ability to work long hours, perform well under pressure, ability to work independently as well as in a team, and perform standby duties and occasional overtime work, including weekends and public holidays. Willingness to travel extensively. Candidates may be required to complete practical and theoretical tests.
<u>ENQUIRIES</u>	:	Mr Vermaak NJRD Tel No: (017) 846 6110
<u>APPLICATIONS</u>	:	Central Operations (Usutu River): Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 1004, Amsterdam 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.
<u>FOR ATTENTION</u>	:	Ms K.E. Thomo
<u>POST 29/125</u>	:	<u>ARTISAN FOREMAN GRADE A: CIVIL REF NO: 220822/03 (X2 POSTS)</u> Branch: Infrastructure Management: Central Operations WRIOM: Maintenance
<u>SALARY</u>	:	R308 826 per annum, (OSD)
<u>CENTRE</u>	:	Central Operations (Usutu River)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Plumbing/Carpentry. Five (5) years post qualification experience as an Artisan. A valid driver's license. Planning, organising and analytical skills. Technical report writing skills. Knowledge of Occupational Health and Safety Act. Ability to work independently as well as in a team. Computer literacy will serve as added advantage.
<u>DUTIES</u>	:	Supervise the design and production of technical services. Supervise the maintenance of technical services. Perform administrative and related functions. Human and Capital resource management. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Candidates may be required to complete a practical and theoretical test.
<u>ENQUIRIES</u>	:	Mr Vermaak NJRD Tel No: (017) 846 6110
<u>APPLICATIONS</u>	:	Central Operations (Usutu River): Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 1004, Amsterdam 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.
<u>FOR ATTENTION</u>	:	Ms K.E. Thomo
<u>POST 29/126</u>	:	<u>PRINCIPAL WATER PLANT SUPERINTENDENT REF NO. 220822/04</u> Branch: Infrastructure Management: Central Operations WRIOM
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Usutu River (Heyshope)
<u>REQUIREMENTS</u>	:	A Senior / Grade 12 certificate. One (1) to two (2) years' supervisory experience. A certificate in Water Plant Treatment. A valid driver's license will serve as an added advantage. Good communication skills (verbal and written) Computer literacy will serve as an advantage. Knowledge of Human resources, Disciplinary knowledge in Occupational Health and Safety.
<u>DUTIES</u>	:	Operate pumps and equipment in pump stations. Check faults reports daily and have repaired daily. Determine stock levels required for operational purposes. Safeguard hazardous chemicals. Check laboratory results and do adjustments where necessary. The inspection of associated pipelines.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Cholo M.D Tel No: (017) 846 6107/8
	:	Central Operations (Usutu River - Heyshope): Please forward your application quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.
<u>FOR ATTENTION</u>	:	Ms. K.E. Thomo
<u>POST 29/127</u>	:	<u>ADMINISTRATION CLERK (SUPERVISOR) REF NO: 220822/05</u> Branch: Infrastructure Management Central Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07)
	:	Gariep Dam
	:	A Senior / Grade 12 certificate. Three (3) to (5) five years relevant administrative experience. A valid drivers licence. Computer literacy skills. Knowledge and understanding of human resources prescripts. Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the public service. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People diversity management. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct. Willingness to travel.
<u>DUTIES</u>	:	Supervise and provide personnel administration support services in the component. Responsible to manage corporate services at Gariep scheme which will include transport management, human resource management and office support services. All policies in terms of the above-mentioned services must be implemented and consistently applied. Supervise personnel and conduct performance evaluations. Ensure that all reports are submitted within the financial year closure. Coordinate training of all sections at Gariep.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SM Segalo Tel No: 051 754 0001
	:	Central Operations (Gariep Dam): Please forward your application quoting the relevant reference number to: Scheme Manager Central Operations WRIOM-Branch, Department of Water and Sanitation, Private Bag X 09, Gariep Dam, 9922.
<u>FOR ATTENTION</u>	:	Mrs NSM Maloka
<u>POST 29/128</u>	:	<u>SENIOR WATER PLANT SUPERINTENDENT REF NO: 220822/06</u> Branch: Infrastructure Management: Central Operations Wriom
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 per annum (Level 06)
	:	Usutu River- Jericho Dam (Maintenance)
	:	A Senior / Grade 12 certificate. Three (3) to six (6) years of production level experience. A certificate in Water Plant Treatment. A valid driver's license will serve as an added advantage. Good communication skills (verbal and written) Computer literacy will serve as an added advantage. Knowledge of dam safety legislation. Disciplinary knowledge in Occupational Health and Safety. Knowledge in controlling and managing the water distribution for the Government Waterworks within the Area Office jurisdiction. Policy implementation. Monitoring and evaluation principles.
<u>DUTIES</u>	:	Operate pumps and equipment in the Pump stations. Report faults in the working environment. Comply with OHS Act requirements in the working environment. Compile shift rosters for the officials working on Pump stations. Monitor, analyze, and record all relevant readings. Evaluate work performance of human resources and provide the job training.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Sehume ME Tel No: (017) 846 6107
	:	Central Operations (Usutu River - Jericho Dam): Please forward your applications to The Area Manager, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.
<u>FOR ATTENTION</u>	:	Ms K.E. Thomo
<u>POST 29/129</u>	:	<u>WATER PLANT SUPERINTENDENT REF NO: 220822/07</u> Branch: Infrastructure Management: Central Operations WRIOM
<u>SALARY CENTRE</u>	:	R176 310 per annum (Level 05)
	:	Usutu River- (Geelhoutboom)

<u>REQUIREMENTS</u>	:	A Senior / Grade 12 certificate. One (1) to three (3) years' experience. Certificate in Water Plant Treatment. Disciplinary knowledge in Occupational Health and Safety. Knowledge in controlling and managing the water distribution for the Government Waterworks within the area Office jurisdiction. Basic policy implementation. Monitoring and evaluation principles. Basic knowledge in managing human resources.
<u>DUTIES</u>	:	Operations of Computer pump Management System. Reporting of faults in the working environment. Purification of water. Operations of Water pumps. Ensure the protection of water plant installation. Candidate will be required to work in shift work.
<u>ENQUIRIES</u>	:	Mr Cholo MD Tel No: (017) 846 6108
<u>APPLICATIONS</u>	:	Central Operations Usutu River- (Geelhoutboom): Please forward your application quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.
<u>FOR ATTENTION</u>	:	Ms K.E. Thomo
<u>POST 29/130</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: 220822/08</u> Branch: Infrastructure Management: Central Operations WRIOM
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Central Operations (Pretoria)
<u>REQUIREMENTS</u>	:	A Senior / Grade 12 certificate. 0 to 1 year appropriate experience in Human Resources Management will serve as an added advantage, particularly on leave management, Pillir, and pension administration. Knowledge of the PERSAL system, and computer literacy (Microsoft Package). Good Communication skills (written and verbal). Ability to work under pressure. Knowledge of HR prescripts and willingness to travel. Must be a team player. A valid driver's license will serve as an added advantage.
<u>DUTIES</u>	:	Implement human resource administration practices: Conditions of Service (leave, IOD, PILIR, etc.), Address human resource administration inquiries: Keep filing records up to date, liaise with internal stakeholders regarding leave, IOD, etc., Provide HR registry services: Keep filing system of HR personnel and S-filing system updated e.g. open/ closing of files, etc.
<u>ENQUIRIES</u>	:	Schwartz I Tel No: (012) 741 7359
<u>APPLICATIONS</u>	:	Central Operations (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001, or Hand Deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Human Resource
<u>POST 29/131</u>	:	<u>ADMINISTRATION CLERK (HR) REF NO: 220822/09</u> Branch: Infrastructure Management Central Operations
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Gariep Dam
<u>REQUIREMENTS</u>	:	A Senior / Grade 12 certificate. Experience in Human Resources will serve as an added advantage. Knowledge of PERSAL system. Knowledge and understanding of Public Service Act, Public Service Regulations, Employment Equity Act and PFMA. Knowledge and experience of service conditions, service benefits, recruitment and selection and appointment procedures. Knowledge of administrative, clerical procedures and systems. Knowledge of database and spread sheet applications. Client orientation and customer focus skills. Good verbal and written communication skills. Good planning and organising skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Planning and organising.
<u>DUTIES</u>	:	Recruitment and selection (compiling advertisements, capturing of applications, verification of qualifications, security screening, reference checks, secretariat functions at shortlisting's, interviews, human resource development meetings, etc). Implement conditions of services (appointments, promotions, transfers, translations, leave, housing, medical aid, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR, probation, etc). Perform administration of Performance Management Development System. Ensure the verification and quality checking of PMDS documents. Liaise with internal and external stakeholders in relation to recruitment and selection and

		service benefits. Implement termination of services. Load pensions on PCM. Implement appointments, transfers, and promotions on PERSAL. Deal with all HRM related queries daily, in accordance with Batho Pele Principles.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SM Segalo Tel No: 051 754 0001
	:	Central Operations (Gariep Dam): Please forward your application quoting the relevant reference number to: Scheme Manager Central Operations WRIOM-Branch, Department of Water and Sanitation, Private Bag X 09, Gariep Dam, 9922.
<u>FOR ATTENTION</u>	:	Mrs Nsm Maloka
<u>POST 29/132</u>	:	<u>DRIVER AND MESSENGER REF NO: 220822/10</u> Branch: Infrastructure Management Central Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 459 per annum (Level 04)
	:	Central Operations (Pretoria)
	:	A Senior / Grade 12 certificate. One (1) to three (3) years of practical experience in registry, messenger, or driver services. A valid drivers license. Computer literacy in MS Office Software package. Ability to use and operate office equipment. Knowledge of government policies and procedures. Client orientation and customer focus. Good communication, interpersonal skills, ability to interact with people at all levels, and work in a team environment. Ability to pay attention to detail, handle confidential information, track, and trace documents. Accountability, analytical thinking, and problem-solving skills. Must be prepared to work under pressure, travel extensively, and work extended hours. Recognized tertiary qualification/certificate in Public Administration/Public Management/Records Management will serve as an added advantage.
<u>DUTIES</u>	:	Render quality messenger and driver services to the Directorate. Safe conveying of officials to and from various destinations. Routine maintenance and inspections of the vehicle to ensure roadworthiness. Collect and deliver mail and official documents to and from various destinations. Retrieval and delivery of files to various offices. Tracking, tracing of correspondence documents, and keeping registers. Operate photocopier machines; provide photocopier and binding services for the Directorate. Render administrative assistance through the execution of tasks related to the Administration Support section as and when there is a need.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Muelelwa Tel No: 012 741 7349
	:	Central Operations (Pretoria): Department of Water and Sanitation, IBOM: Central Operations, Private Bag X273, Pretoria, 0001 OR hand-deliver at: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Human Resources: Recruitment and Selection
<u>POST 29/133</u>	:	<u>TRADESMAN AID CIVIL MAINTENANCE REF NO: 220822/11</u> Branch: Infrastructure Management Central Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 per annum (Level 03)
	:	Gariep Dam
	:	ABET certificate (Ability to read and write). One (1) to two (2) years relevant experience. Knowledge of machinery repairs, service and maintenance, plumbing, bricklaying, carpentry and construction. Basic knowledge in maintenance of structures. Basic disciplinary knowledge in Occupational Health and Safety. Basic disciplinary knowledge in Public Administration. Basic knowledge in supporting water utilization and water resource strategy. Basic knowledge of flood controlling. Basic understanding of government legislation. To assist the artisan in execution of maintenance, repairs and services of the machinery and civil installations in various dams, reservoirs and pipelines. Do maintenance in the Departmental houses, including construction of building structures. Assist with the maintenance in the dam wall. Carry tools, equipment and keep them in a good condition. Willingness to perform other related duties. Loading and off-loading. Adhere to Occupational Health and Safety regulations and ensure that protective equipment is used appropriately. Knowledge of administration in relation to the correct completion of forms.
<u>DUTIES</u>	:	
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SM Segalo Tel No: 051 754 0001
	:	Central Operations (Gariep Dam): Please forward your application quoting the relevant reference number to: Scheme Manager Central Operations WRIOM-

	Branch, Department of Water and Sanitation, Private Bag X 09, Gariep Dam, 9922.
<u>FOR ATTENTION</u>	: Mrs NSM Maloka
<u>POST 29/134</u>	: <u>GROUNDSMAN REF NO: 220822/12</u> Branch: Infrastructure Management Central Operations
<u>SALARY CENTRE REQUIREMENTS</u>	: R104 073 per annum (Level 02) Bloemhof Dam ABET Level 4. 0 to 1 year working experience. Knowledge of gardening equipment and appliances, Knowledge of lawn care process, Knowledge of pruning and trimming process and techniques, Basic Understanding of the government legislation. Knowledge of chemical use / chemical product knowledge, Knowledge OHS Act procedures.
<u>DUTIES</u>	: Cleaning and maintain grounds and repair tools and structures such buildings, fences and benches using hand and power tools, Mix spray or spread fertilizers, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders, Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features, Maintain existing grounds/ gardens by caring for sod, plants and trees, Rake and mulch leaves, irrigate plants and lawns, Sweep parking lots, walkways, grounds, clean buildings by sweeping, washing floors and cleaning windows.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. S van der Westhuizen Tel No: (051) 405 9000 Central Operations (Bloemhof Dam) Please forward your application quoting the relevant reference number to: Department of Water and Sanitation, NWRI Central Operation, Private Bag 528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	: Ms N Maloka

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
PROVINCIAL TREASURY**

<u>APPLICATIONS</u>	:	Be forwarded to: Additional Note: Applicants are encouraged to apply using e-Recruitment system which is available on https://erecruitment.ecotp.gov.za/ . The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: Thelisiwa.nkonyili@ectreasury.gov.za (NB: For technical glitches only – No CVs). Email with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: Thelisiwa.nkonyili@ectreasury.gov.za and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.
<u>CLOSING DATE</u>	:	22 August 2022
<u>NOTE</u>	:	To All Applicants: Applications must be submitted on a duly completed New Z83 form (effective from 01 November 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae only until further notice. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability Checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. It is a DPSA requirement for applicants to produce or attach pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by the following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . ERRATUM: Kindly note that all the posts that were advertised in Public Service Vacancy Circular 28 dated 29 July 2022 are withdrawn. and Kindly note that the following post was advertised in Public Service Vacancy Circular 20 dated 03 June 2022; Executive Support to DDG: Provincial SCM Movable & Immovable Asset Management (1 year Contract) is withdrawn. Enquiries. Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574

MANAGEMENT ECHELON

<u>POST 29/135</u>	:	<u>DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE: ALFRED NZO REF NO: PT.01 /08/2022</u> Purpose: To monitor the implementation of the budgeting frameworks, compliance with financial assets and liabilities management, and coordinate and report on MFMA implementation.
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive)
<u>CENTRE</u>	:	Mount Ayliff
<u>REQUIREMENTS</u>	:	Three year Degree (NQF level 7as recognised by SAQA) in Financial Management/ Local Government Finance with Accounting as a major or any other financial related field, coupled with 7 years' experience in Financial Management environment at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Previous experience in monitoring or working in municipal environment is essential.

DUTIES

: Provide Guidance on Budget Planning, Monitor, Evaluate and Report on Budget Implementation; Train municipal staff on the implementation of the Municipal Budget and Reporting Regulations. Review assessments of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework, and provide comment and feedback to municipalities. Compile a district consolidated tabled budget assessment report. Facilitate the incorporation of recommendations on assessed tabled budgets into the budgets prior to adoption. Act on findings of non-compliance by municipalities in terms of the tabled and adopted budgets. Undertake all required PT reporting to NT on tabled and adopted budgets by municipalities. Undertake municipal benchmarking exercise on all tabled and adopted budgets. Review the completeness and accuracy of financial information provided in section 71 reports and provide feedback to municipalities. Compile monthly and quarterly consolidated district reports on section 71 of MFMA (In-Year Monitoring), provide feedback to municipalities, and address corrective measures. Each quarter develop consolidated action plan on municipal financial problems requiring attention & support municipalities to resolve issues. Compile analysis reports on mid-year budget and performance assessment (section 72) for each municipality, conduct mid-term engagements and address corrective measures. Co-ordinate the assessments and reporting on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Coordinate district inputs on proposed and existing circulars, regulations and legislation on budgeting and fiscal management and give feedback to the Provincial Treasury. Monitor MFMA Governance and Compliance to Improve Municipal Financial Management Systems and Processes; Coordinate the compilation of MFMA implementation reports and submit to the Provincial Treasury. Monitor, evaluate and report on Risk Management and Internal Audit compliance and corrective measures provided on a quarterly basis. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Consolidate assessment reports on governance and compliance structures to facilitate the implementation of recommendations. Co-ordinate regular reviews of Municipal Budget and Treasury Office Structures, monitor and report on vacancies in financial management activities. Coordinate institutional development and capacity building programs in municipalities in conjunction with COGTA EC based on identified gaps in financial management performance. Provide guidance to municipalities on designing and drafting of financial policies. Provide guidance on the monitoring of the implementation of approved financial recovery plans for municipalities where necessary. Monitor and provide guidance to municipalities on system of delegations as it relates to the MFMA. Monitor Compliance with Financial Assets and Liabilities and Revenue Management; Monitor, evaluate and report on financial asset management. Monitor, evaluate and report on liability management. Monitor, evaluate and report on revenue management. Coordinate implementation of recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area of Responsibility; Supervise and co-ordinate the effective and efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans. Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Participate in IGR Fora (e.g. CFO Forum, DIMAFO. Ensure The Implementation and Management of Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility; Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications

		are developed timeously and that there is compliance with supply chain prescripts Ensure the directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Skills and Competencies: Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Computer skills.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574 For e-Recruitment technical support email to: Theliswa.nkonyili@ectreasury.gov.za
<u>POST 29/136</u>	:	<u>DIRECTORS: PROJECT MANAGEMENT IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENT OF HEALTH REF NO: PT.02 /08/2022 (X2 POSTS)</u> (Fixed Term 12 Months Contracts)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 073 187 per annum (Level 13), (all-inclusive) Head Office: Bhisho Three year Degree (NQF level 7) in Commerce, majoring in Accounting or Auditing, coupled with Minimum 7 years' work experience in financial management or any other financial related field, of which 5 years should be middle management (Deputy Director) level. A certification in project management and experience in managing financial management related projects will be an added advantage.
<u>DUTIES</u>	:	Support the Programme Manager in leading the execution of turnaround plans by ensuring that project timeframes and objectives are met. Support the oversight and accountability in the management of resources allocated to the programme (Technical Support Unit). Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Oversee, support and manage the projects as determined from time to time. Support, digitalization, change management and business re-engineering strategies. Ensure integration of support initiatives with conventional programmes by engaging relevant sponsors for on-going improvement towards the desires impact. Ensure accurate management information to support decision making. Preparation of reports to facilitate governance and accountability as well as effective stakeholder management. Skills and Competencies :High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Understanding of legislative framework that governs the Public Financial Management Systems, applications of project management tools and methodologies in financial management related area, etc.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574 For e-Recruitment technical support email to: Theliswa.nkonyili@ectreasury.gov.za
<u>POST 29/137</u>	:	<u>DIRECTOR: INFORMATION TECHNOLOGY EXPERT: IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENT OF HEALTH REF NO: PT.03 /08/2022</u> (Fixed Term 12 Months Contracts)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 073 187 per annum (Level 13), (all-inclusive) Head Office: Bhisho A Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 8 years' work experience in IT environment, of which 5 years should be middle management (Deputy Director) level. An exposure of at least 2 years' experience in application/system development/life cycle will be an added advantage.
<u>DUTIES</u>	:	Working with Programme Manager Management, lead the development and execution of the IT strategy in support of business optimization, including Business Process Re-engineering and Change Management. Ensure data availability and its integrity for informed decision making; including performing data cleansing of the existing data within the Case Management IT system that is currently used by Health to eliminate duplicates and identify the missing information for each case or event. Support the Department of Health in the

litigation strategy by overseeing the automation/digitalisation and management of patient records as well as court/case records. Manage the development, review and implementation of ICT Policies and processes where necessary. Support the project stakeholders' communication and information sharing needs through the use of ICT. Participate in meetings with DOH, OTP and PT Task Team members. Preparation of reports to facilitate governance and accountability as well as effective stakeholder management. Skills and Competencies: Expert in IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Project Management Skills, Researching Skills, Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574
For e-Recruitment technical support email to:
Theliswa.nkonyili@ectreasury.gov.za

POST 29/138 : **CHANGE MANAGEMENT SPECIALIST: DIRECTOR LEVEL REF NO: PT.04 /08/2022**
(12 Months Contract)

SALARY : R1 073 187 per annum (Level 13), (all-inclusive)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate and a Bachelor's Degree (NQF level 7 as recognised BY SAQA) in Human Resource Management, Industrial Psychology (NQF 7) coupled with minimum of 7 years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management environment.

DUTIES : Facilitate Changes in Technology, Human Behaviour and Processes with Minimal Cost and Disruption to the Department, In a Manner That Enhances and Ensures Achievement and Delivery of Departmental Objectives: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Training specifically on PROSCI change methodology to be facilitated. Systematically Analyse Departmental Activities or Processes With A View To Improving the Department's Alignment with the Strategic Goals And Or Its Effectiveness and Efficiency: Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574
For e-Recruitment technical support email to:
Theliswa.nkonyili@ectreasury.gov.za

OTHER POSTS

POST 29/139 : **DEPUTY DIRECTOR: ICT BUSINESS ANALYST: IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENT OF HEALTH REF NO: PT 05/08/2022**
(Fixed Term 12 Months Contracts)

SALARY : R744 255 per annum (Level 11)
CENTRE : Head Office: Bhisho
REQUIREMENTS : A Three-year Degree (NQF level 7) in Business Process Re-engineering, Industrial Engineering, Computer Science / Information Technology/ or any related field, coupled with Minimum 5 years' work experience of which 3 years should be middle management (Assistant Director) level. An exposure of at

		least 2 years' experience working in process and/or quality improvement programme will be an added advantage. A certificate in Business Processes or ICT Governance will be an added advantage.
<u>DUTIES</u>	:	Working with IT Expert (Director), support the development and execution of the IT strategy for business process optimization, including Business Process Re-engineering and Change Management. Overseeing data collection and capturing (setting up data management capacity) to support Data integrity as well completeness, validity and accuracy of the E- Liability register, including sub registers (e.g. profile of cases paid to date, cases on the court roll, etc). Support contract management of private practitioners by ensuring continual update of the case development, verify billing and update payments of the private practitioners. Ensure accurate information to support the audit outcomes (disclosure of contingent liabilities), support litigation strategy by enhancing opportunities in presenting acceptable evidence in court (digitalisation/automation of patient records) as well as facilitate reporting to the Standing Committee on Public Accounts (SCOPA) report. Support the preparation of reports to facilitate governance and accountability as well as effective stakeholder management. Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574 For e-Recruitment Technical Support eMail to: Thelisiwa.nkonyili@ectreasury.gov.za
<u>POST 29/140</u>	:	<u>DEPUTY DIRECTOR: CFO SUPPORT REF NO: PT 06/08/2022</u> (1 Year Contract)
<u>SALARY</u>	:	R744 255 per annum (Level 11)
<u>CENTRE</u>	:	Head Office: Bhisho. NB: The officials will be deployed to any Municipalities for intervention when need arise
<u>REQUIREMENTS:</u>	:	A three-year Degree (NQF level 7) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential.
<u>DUTIES</u>	:	Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574 For e-Recruitment technical support email to: Thelisiwa.nkonyili@ectreasury.gov.za

POST 29/141 : **ASSISTANT DIRECTOR: DISPOSAL & ASSET MANAGEMENT REF NO: PT 07/08/2022**
Purpose: Tender disposal and asset management services in the department

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : Degree (NQF Level 7 as recognised by SAQA) in Logistics Management / B.Com in Accounting / Cost Management in Accounting/ Financial Management coupled with a Minimum 3 years in Supply Chain Management / Procurement / Logistics at an officer (Level 7 or higher). Knowledge of BAS and LOGIS systems. Valid driver's licence. Ability to work under pressure.

DUTIES : Render Support in the Development and Implementation of Asset Management Policies, Procedures & Strategy; Review Asset and Fleet Management Policies. Conduct research on best practice with regard to Asset and Fleet Management Policies. Draft recommendations of improvements and submit for approval. Consult reviews policy to stakeholders. Facilitate workshop on approved policies. Serve as a secretariat to the asset disposal committee and fleet management committee. Maintain Asset Register, Including; Acquisitions, Maintenance Management, Transfers and Valuations; Complete Asset, Finance Lease Registers are effectively maintained in compliance with legislative requirements and accounting standards. Conduct Asset verification. Investigate and report on variances, make necessary recommendations to resolve discrepancies. Conduct monthly reconciliation with supporting schedules of the assets register to the relevant accounting records is prepared and resolve uncleared items. Monitor the implementation of the asset acquisition, maintenance and disposal plans. Conduct Asset Needs Assessment, Acquisition Management, Operational and Disposal Plans; facilitate the success of asset needs assessment, acquisition management, operational and disposal plans are developed in alignment with the budget and in compliance with departmental policies and procedures. Implement asset annual acquisition, operation and maintenance plan in line with the approved budget. Render Support In The Development Pf Disposal Policy And Strategy: Review disposal policies, strategy and procedure for the department. Research best practice with regard to disposal policies. Draft recommendations of improvements. Circulate disposal strategy to internal stakeholders for input. Facilitate implementation of disposal policy. Develop And Maintain Accurate Redundant Material Database. Collate and verify list of redundant material to ensure accuracy. Monitor and update the database on a monthly basis. Report on redundant material and the value of the redundant material. Facilitate Execution Of The Disposal Process: Identify assets that are due for disposal / donation. Request approval for the disposal / donation of assets. Facilitate implementation of disposal process / donate assets. Skills and Competencies: Public finance Management Act. Asset Management Policies including disposal thereof. Treasury regulation. Asset Management Regulatory Framework in the Public Services. Standard Chard of Accounts. Principles and practices of accounting and disposing of Assets. Asset management, of movable asset management. Techniques and practices of asset verification. LOGIS & BAS Financial Systems. Decision Making. Analytical Thinking. Project Management. Organising and Planning. Communication Skills (verbal & written). Computer Literate. People Management.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574
For e-Recruitment technical support email to:
Thelisiwa.nkonyili@ectreasury.gov.za

POST 29/142 : **SENIOR STATE ACCOUNTANT: CREDITORS PAYMENTS & RECONCILIATION REF NO: PT 08/08/2022**
Purpose: To render effective creditors payments services.

SALARY : R321 543 per annum (Level 08)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior certificate and a Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Financial Accounting / Financial Management/ Public Finance coupled with Minimum of 2 years' experience in creditors payments & reconciliation environment. Extensive understanding/knowledge of BAS and LOGIS. (Certificates must be attached.)

DUTIES

: Facilitate processing of creditors payments: Check arithmetical accuracy of invoice and authenticity of supporting documents attached to the voucher to be paid. Process invoice and ensure that all invoice are paid within regulated timeframe. Record/update manual registration of commitment orders. Record paid vouchers after the run date. Prepare and submit paid batches to bookkeeping. Respond to queries from service providers. Facilitate monthly reconciliation of creditors accounts: Prepare creditors reconciliation on a monthly basis. Follow up on creditors queries arising from creditor's reconciliation. Process clearance of outstanding items on creditor reconciliation and attend to supplier queries. Prepare and submit reports before due date: Prepare and submit creditor's reconciliation report for each service provider. Prepare and submit register of orders and invoices paid. Prepare and submit report for all outstanding invoices and orders report for preparation of accruals. Manage area of responsibility: Maintain high standard by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate function to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensure that assets are managed, maintained and kept safely. Skills and Competencies: Knowledge and application of the following Legislation: Public finance Management Act. National Credit Act. National Treasury Regulation. Financial Management. Accounting systems. Extensive understanding of BAS and LOGIS. Project Management. Interpersonal Relations .Planning and Execution. Communication. Computer Literacy.

ENQUIRIES

: Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574
For e-Recruitment technical support email to:
Theliswa.nkonyili@ectreasury.gov.za

DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

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

APPLICATIONS

: Submit Applications via one of the options below: Via the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. Post: to P/Bag X0040, Bhisho, 5605. Hand Deliver: to Department of Rural Development & Agrarian Reform, Dukumbana Building Foyer, Independence Avenue, Bhisho, 5605. Applications should be addressed to The Head of Department: Rural Development & Agrarian Reform.Or Can be submitted direct to the following District Addresses (Direct to a specific address):
Joe Gqabi: 2 Aliwal Street, Aliwal North, 9750, OR, Private Bag X1006, Aliwal North, 9750.Enquiry: Mrs Nqangiso Tel: 051 633 1726/29
Or Tambo: 4th Floor Room 100, Botha Sigcawu Building, Corner Leeds and Owen Street, Umtata, 5099, or, Private Bag 5002, Umtata, 5099. Enquiry: Ms Z. Mjali Tel: 047 502 7726
Amathole; 94 Old BKB Building, Fitz Patrick Road, Acardia, Quigney, East London, 5200, or, Private Bag X9032 East London, 5200. Enquiry – Ms P. Ngwexane Cell: 083 451 7454
Chris Hani: Bathandwa Ndondo, Block H Komani Office Park, Komani Hospital, OR, Private Bag X7187, Queenstown, 5320. Enquiry: Mr Mabongo Tel: 045 807 7000
Dohne: Dohne Agricultural Development Institute, Research Institute, Stutterheim, 4930, OR, Private Bag X15, Stutterheim, 4930. Enquiry: Ms N. Lugodlo Tel: 043 683 5439
Alfred Nzo: Maluti Ex College of Education, ERF 206, Magistrate Street, Maluti Township, 4370, or, Private Bag X3523, Kokstad, 4700. nquiry: Mr X. Brukwe Tel: 066 238 2488
Mpofu: Private Bag X02, Balfour, 5740, Mpofu Training Centre, R67, Komani /Fort Beaufort Road, 5740. Enquiry: Mr. W. Mtati Tel: 040 864 9800
Western District/ Sarah Baartman: 64 Govan Mbeki Avenue, Mutual Building, 6th Floor, or, Private Bag X6012, Port Elizabeth, 6001. Enquiries: Ms HA Fala & Ms NT Aplein Tel: 041 402 6260 / 041 402 6266

Tardi/ Tsolo College: Thurston Street, College Drive, Tsolo, 5170, or, Private Bag X1008, Tsolo, 5170. Enquiries: Mr L. Stowman / Ms. M. Ngqwazi at (040 602 5065 / 5066)

ENQUIRIES
CLOSING DATE
NOTE

: Mr L. Stowman / Ms. M. Ngqwazi at Tel No: (040 602 5065 / 5066)
: 22 August 2022
: To all applicants: Applications must be submitted on a duly completed New Z83 form (effective from 01 November 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae only until further notice. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability Checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. Applications received after the closing date will not be considered. No faxed applications will be accepted. No late applications will be accepted. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to erecruitment@drdar.gov.za (NB: For technical glitches only – No CVs) with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@drdar.gov.za and not as specified – your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system. Refer all application related enquiries to the specified contact person.

MANAGEMENT ECHELON

POST 29/143

: **CHIEF DIRECTOR: FARMER SUPPORT REF NO: DRDAR: 01/08/2022**

SALARY

: R1 269 951 - R1 518 396 per annum (Level 14), (all-inclusive remuneration package)

CENTRE
REQUIREMENTS

: Head Office (Bhisho)
: National Senior Certificate. A BSc Degree in Agricultural Science (NQF 7) as recognised by SAQA. Five (5) years' experience at Senior Management Level in the agricultural environment. Knowledge of Agricultural related legislation. Knowledge of Public Service Legislation, Regulations and Policies. Technical engineering consulting experience. Engineering & professional judgment. Computer skills. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>. Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.

DUTIES

: Management of Extension & Advisory Services. Provide direction and leadership in the implementation of national norms and standards for Extension in the Province. Provide strategic direction for the roll-out of the Extension Recovery Plan in the Department. Develop, implement, evaluate and adjust plans to achieve the desired objectives while ensuring the optimum use of allocated resources. Ensure development of business plans for access to the national food security conditional grant. Ensure the development of the provincial cropping plan, which includes production plan from the districts, Ensure n enabling environment for implementation of the Provincial Production Plan. Management of risk across multiple projects by examining total resource requirements and assessing the impact of projects. Ensure application of more advanced financial management concepts, systems and processes across different directorates.

<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/144</u>	:	<u>CHIEF DIRECTOR: STRATEGY AND PLANNING REF NO: DRDAR: 02/08/2022</u> (Re-advertisement. Candidates who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R1 269 951 – R1 518 396 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. A bachelor's degree in Public Administration/ Management Sciences at NQF level 7 as recognized by SAQA. Five (5) years' relevant experience in the area of Strategic Planning at Senior Management Level. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Project Management Methodologies (Prince 2 or others). A good understanding of the National Development Plan (2030), MTSF Priorities, PGDP, goals and other priorities of Government . Extensive knowledge of strategy, planning, performance monitoring and evaluation, research and data collection, and reporting in the public sector. Good leadership, planning, organising, coordinating and management skills. Advanced writing, verbal communication and presentation skills. Extensive understanding of the legislative and policy framework of Government. Broad experience in stakeholder engagement. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: https://www.thensg.gov.za/training-cours/sms-pre-entry-programme . Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.
<u>DUTIES</u>	:	Strategically manage the development and application of the departmental strategy, annual performance planning and work planning policies, regime and instruments. Facilitate the development, adoption and publishing of the departmental Strategic Plan. Direct the development and maintenance of the departmental planning agenda. Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments. Monitor and evaluate the performance of Department programmes and report thereon. Provide technical support to departmental programmes with the development of Annual Performance and Operational Work Plans. Coordinate research and data collection initiatives in support of departmental strategic / other planning processes. Manage and coordinate stakeholder input processes into the departmental planning regime. Strategically direct the development and maintenance of the departmental performance, monitoring, evaluation and reporting regime / protocols / instruments. Manage the development of strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/145</u>	:	<u>DIRECTOR: ENGINEERING SERVICES REF NO: DRDAR: 03/08/2022</u> (Re-advertisement. Candidates who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R1 073 187 per annum, (Level 13), (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.
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate, A bachelor's or equivalent qualification at NQF level 7 as recognized by SAQA in Civil Engineering / Agricultural Engineering. Registration as professional engineer at Engineering Council of South Africa (ECSA). At least 5 years relevant post qualification experience at middle management level, coupled with 5 years relevant post registration (ECSA) experience. The recommended candidate has to produce an SMS Pre-entry

		certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: https://www.thensg.gov.za/training-cours/sms-pre-entry-programme . Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.
<u>DUTIES</u>	:	Perform final review and approvals or audits on new engineering designs according to design principles or theory. Ensure the operational effectiveness of Engineering Services. Governance. Allocate, monitor and control resources. Risk Management. Manage and implement knowledge sharing initiatives. Financial and human resource management. Coordinate design efforts and integration process across disciplines and ensure seamless integration with current technology. Manage the execution of the maintenance strategy through the provision of appropriate structures, systems and resources for the attainment of organizational objectives. The management of funds to meet the MTEF objectives within the engineering environment / services.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/146</u>	:	<u>DIRECTOR: CORPORATE SERVICES ADMINISTRATIVE SUPPORT REF NO: DRDAR: 04/08/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum Level 13), (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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	An appropriate qualification at NQF level 7 as recognized by SAQA in Human Resources Management/ Industrial Psychology/ Public Administration/ Management. At least 5 years' relevant experience in Human Resource Management at middle management/ Deputy Director Level. Extensive knowledge of policies, regulations and directives which guide Human Resource Management in the public service. Proven leadership, strategic management, financial management and people management skills. Good administrative, planning and communication. Advanced computer skills. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: https://www.thensg.gov.za/training-cours/sms-pre-entry-programme . Candidates will be subjected to a competency assessment, which will test generic Senior Management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.
<u>DUTIES</u>	:	Develop human resource management and administration strategies and best practices aligned to relevant Acts, legislative prescripts, collective agreements and DPSA Public Service directives. Ensure strategic human resource planning by developing and implementing the Departmental HR Plan and HR Plan reports. Manage recruitment and selection processes. Conduct research, develop, and implement human resource management policies in line with relevant legislative provisions. Ensure the implementation of relevant legislation including Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act and the Public Service Regulations. Manage the administration of service benefits and remuneration of employees. Manage the provision of auxiliary services. Ensure the provision of relevant Human Resource Management information to support the development of the Strategic Plan, Annual Performance Plan, Operational Plan and Annual Report. Management of allocated resources. Coordinate and manage the compilation and submission of compliance reports.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

<u>POST 29/147</u>	:	<u>DIRECTOR: CORPORATE ADVISORY SERVICES REF NO: DRDAR: 05/08/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	A qualification at NQF level 7 as recognized by SAQA in Human Resource Management /Public Administration/ Public Management/Social Sciences. At least 5 years' relevant experience at middle management / Deputy Director Level. Extensive knowledge of policies, regulations and directives which guide Human Resource Development, Labour Relations, Employee Health & Wellness, Employment Equity and Performance Management & Development in the public service. Proven leadership, strategic management, financial management and people management skills. Good administrative, planning and communication skills. Advanced computer skills. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: https://www.thensg.gov.za/training-cours/sms-pre-entry-programme . Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.
<u>DUTIES</u>	:	Develop and implement the departmental human resource development strategies and best practices to align with relevant Acts, legislative prescripts, collective agreements and DPSA and Public Service Commission directives. Ensure the implementation of relevant legislation including Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act and the Public Service Regulations. Manage Labour Relations, Employee Health & Wellness, Employment Equity and Performance Management & Development in the Department. Manage allocated resources in line with legislative framework and comply with corporate governance and planning imperatives. Manage the implementation of appropriate structures, systems and resources for the attainment of organizational objectives. Financial and human resource management. Coordinate and manage the compilation and submission of compliance reports.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/148</u>	:	<u>DIRECTOR: CONTRACT MANAGEMENT REF NO: DRDAR: 06/08/2022</u> (Re-advertisement. Candidates who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	National Senior Certificate. A bachelor's degree at NQF level 7 (As recognized by SAQA) in LLB/BJURIS/BPROC/Bachelor of Laws or Bachelor's Degree in Logistics or Supply Chain Management. At least five years relevant contract management experience at Middle Management level. Knowledge: Public Financial Management Act (PFMA), 1999, Treasury Regulations. Supply Chain Management (SCM) Prescripts including Preferential Procurement Policy Framework. Public Service Act, 1994, Good project management, operational and financial management skills. Law of Contracts and Supply Chain Management. Excellent analytical, numeric, communication and report writing skills. Ability to handle multiple and complex tasks and projects. Computer literacy, especially in Microsoft MS Excel, MS Project and PowerPoint. People Management skills with the ability to deal with stakeholders at all levels. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the

		SMS" and full details can be sourced by following the link: https://www.thensg.gov.za/training-cours/sms-pre-entry-programme . Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.
<u>DUTIES</u>	:	Implement, manage and assess Contract and Vendor Management processes in the Department in terms of legal and procedural requirements. Management of leases. Design Service Level Agreements (SLAs), Memoranda of Agreement (MOAs) and Memoranda of Understanding (MOUs). Management of Supply Chain Management compliance. Preparation of inputs to quarterly and annual financial statements. Advise management on SCM practices and compliance.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/149</u>	:	<u>DISTRICT DIRECTOR (X2 POSTS)</u> (Re-advertisement. Candidates who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (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.
<u>CENTRE</u>	:	Joe Gqabi Ref No: DRDAR: 07/08/2022 Alfred Nzo Ref No: DRDAR: 08/08/2022
<u>REQUIREMENTS</u>	:	A qualification at NQF 7 in Agriculture / Rural Development. At least five to eight (5 - 8) years' experience, of which three (3) years must be actual exposure at middle management / Deputy Director Level. Extensive knowledge of/and experience in the agricultural sector. Good understanding of the farming systems in the Province. Proven experience in financial, human capital and project management. Ability to represent the department at all district IGR forums. Full understanding of Treasury Regulations and Public Service Regulatory Framework. Proven strategic and analytical thinking. Good communication (written and verbal), report writing, organizational and presentation skills. Computer literacy. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: https://www.thensg.gov.za/training-cours/sms-pre-entry-programme . Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.
<u>DUTIES</u>	:	Formulate plans which will enable the District to successfully fulfill its service delivery mandate in relation to agriculture and rural development with particular reference to food security, farmer settlement and support, infrastructure development, extension services, crop production, livestock development and agricultural training. Develop and implement systems and processes that will ensure departmental goals are achieved in an effective and efficient manner including redirecting of resources where and when necessary. Provide overall management in the District. Ensure the implementation of Departmental priorities within the set Service Delivery Plan.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/150</u>	:	<u>DIRECTOR: COMMUNICATION AND CUSTOMER CARE SERVICES REF NO: DRDAR: 09/08/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (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.
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 7 as recognized by SAQA or equivalent qualification in Communication, Marketing, Journalism and /or Public relations. At least 5 years' relevant experience at middle management /

Deputy Director Level. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>. Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.

DUTIES : Manage corporate communication and customer care services. Develop and implement Communication and Customer Care Strategies in the Department. Ensure compliance with the Promotion of Access to Information Act (Act 2 of 2000). Manage public relations services including marketing and promoting of a good corporate image of the Department. Ensuring effective stakeholder liaison, communication and marketing initiatives. Manage effective and efficient customer care services within premise of Batho Pele Principles. Execute and manage departmental awareness sessions, campaigns and events.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/151 : **DIRECTOR: AGRICULTURAL ECONOMIC SERVICES REF NO: DRDAR: 10/08/2022**

SALARY : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package) (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 REQUIREMENTS : Head Office (Bhisho)
: A bachelor's degree in Economics / Business Management at NQF level 7 as recognised by SAQA. An Honours / post graduate degree will be an added advantage. At least 5 years' relevant experience at middle management / Deputy Director Level. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/>. A valid driver's license.

DUTIES : Support the development of sustainable agricultural related entrepreneurial activities within the Eastern Cape Province. Facilitate strategic interventions to develop and create entrepreneurial opportunities. Facilitate the promotion of agri-business and public private partnerships. Effective administration and human resource execution.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

OTHER POSTS

POST 29/152 : **CHIEF ENGINEER GRADE A (X3 POSTS)**

SALARY : R1 058 469 - R1 210 251 per annum, (OSD)
CENTRE : Head Office (Dohne) Ref No: DRDAR: 11/08/2022
Alfred Nzo District Ref No: DRDAR: 12/08/2022
OR Tambo District Ref No: DRDAR: 13/08/2022

REQUIREMENTS : Engineering degree (B Engineering/ BSC (Engineering) or relevant qualification at NQF level 7 as recognized by SAQA. Six (6) years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A Programme - or Project Management course will be an added advantage. Knowledge of local government sector/ municipalities and municipal electrification programme would also be an added advantage. Presentation, communication, liaison, coordination, planning and organizing skills. A valid driver's license. Candidates will be subjected to a competency assessment.

<u>DUTIES</u>	:	Coordinate and approve the planning, design, preparation of specifications and tender documents, contract management and construction supervision for the development of agricultural infrastructure in the district as professional engineer. Perform final review and approvals or audits on new engineering designs according to design principle of theory. Co-ordinate design efforts and integration across disciplines to ensure integration with current technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/153</u>	:	<u>DEPUTY DIRECTOR: CO-ORDINATION REF NO: DRDAR: 14/08/2022</u>
<u>SALARY</u>	:	R882 042 – R1 038 999 per annum (Level 12), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	OR Tambo District (Nyandeni)
<u>REQUIREMENTS</u>	:	A qualification at NQF 8 in Agriculture/ Developmental Studies. At least 5 – 8 years' experience in Agriculture/ Rural Development of which three (03) years must be at Assistant Director or equivalent level. Good financial management, organizing, facilitation and communication skills. Ability to participate at local municipality IGR Forums. A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Co-ordinate agricultural and rural development activities within the local municipality. Coordinate, facilitate, align and integrate development programmes in the local municipality through the IDP. Overall management of all functions. Coordinate stakeholder engagement. Oversee overall implementation of agriculture and rural development programmes within the local municipality. Ensure effective and efficient mobilization and utilization of resources.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/154</u>	:	<u>DEPUTY DIRECTOR: EXTENSION ADVISORY SERVICES REF NO: DRDAR: 15/08/2022</u>
<u>SALARY</u>	:	R882 042 – R1 038 999 per annum (Level 12), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	OR Tambo District (Nyandeni)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate qualification at NQF level 8 in Agriculture with 5-8 years' relevant experience, of which three (3) years must be at an Assistant Director or equivalent level with specific focus on Extension and Advisory services. Ability to apply scientific methodology. Managerial experience and efficiency. A valid drivers' license Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Overall management of agricultural activities in the District in an integrated manner with stakeholders. Coordinate and manage agriculture research programmes. Co-ordinate stakeholder activities involved in Agriculture. Manage human, financial and material resources.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/155</u>	:	<u>STATE VETERINARIAN (X2 POSTS)</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	OR Tambo District (Mthatha) Ref No: DRDAR: 16/08/2022
	:	OR Tambo District (Port St Johns) Ref No: DRDAR: 17/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate qualification at NQF level 8 as recognized by SAQA in Veterinary Science (B.VSC OR B.VMSC). Valid proof of registration with the SA Veterinary Council as a Veterinarian. Knowledge of

		the Animal Diseases Act No 35 of 1984, Meat Safety Act No 40 of 2000, Veterinary and Para-Veterinary Professions' Act No 19 of 1982, Animal Protection Act No 71 of 1962, Animal Identification Act No 6 of 2002. The candidate must be computer literate, and must possess dynamic communication, negotiation and interpersonal skills. A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Implement Animal Disease Act 35 of 1984, Meat Safety Act 40 of 2000, Animal Protection Act No 71 of 1962 and Animal Identification Act No 6 of 2002. Play a leading role in Animal Disease Surveillance and Control. Facilitate importation and exportation of animals and products of animal origin. Responsible for implementation of primary animal health care programme and mentoring of State Veterinarians on compulsory community service. Handle administrative functions emanating from these activities including performance reporting and disease reports. Coordinate the allocated resources of the State Veterinary Area in line with legislative and departmental policy directives. Comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Management of assets. Qualifying unemployed Veterinarians who were given a bursary by the Department will be given preference.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/156</u>	:	<u>DEPUTY DIRECTOR: EFFICIENCY SERVICES REF NO: DRDAR: 18/08/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A National Diploma at NQF level 6 in Organizational Development Management/ Operation Management/ Management Services/ HRM as recognized by SAQA. Five (5) years' experience in an Organisational Development environment, of which three (3) years must be at an Assistant Director or equivalent level. Knowledge of Organizational Development, Organizational Design, and Job Evaluation. Certification as Job Analysts in the Equate Job Evaluation System. Presentation and good communication skills. Advanced computer skills. A valid driver's license.
<u>DUTIES</u>	:	Manage the development and review of the departmental Organizational Structure, Service Delivery Model and facilitate the implementation thereof. Manage the development and review of Job Descriptions. Conduct and manage the implementation of Job Evaluation in the Department. Manage the business processes mapping and development of Standard Operating Procedures. Manage the allocated human, asset and financial resources for the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/157</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DRDAR: 19/08/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	A qualification at NQF 6 in Human Resource Management / Public Management. At least 5 years' relevant experience, of which at least three (3) years must be at an Assistant Director level. Extensive knowledge of HR legislation and policies applicable to the Public Service. Good interpersonal and communication skills. Thorough knowledge of HR systems and processes in particular HR Development, HR Administration, Employment Relations, PERSAL, Performance Management and Employee Wellness. Ability to perform at both strategic and operational level. A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Manage recruitment and selection processes. Management and administration of service benefits. Management of PERSAL. Responsible for the facilitation

		of HR Development and Performance Management in the District. Management of Employment Relations, Employee Health & Wellness and Personnel Practice. Financial planning and management. Manage corporate functions such as IT, Auxiliary Services OD and Communication Services.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/158</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: DRDAR: 20/08/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	B-degree (NQF level 7) or equivalent qualification with Audit and Accounting or related subjects as majors. Minimum of 5 years' experience in Auditing including 3 years' relevant post qualification experience at Assistant Director or equivalent level. Proficiency in the MS Office Package (Word, PowerPoint and Excel). Extensive knowledge of Public Finance Management Act, Risk Management, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies. Theory and Practice of Internal Audit. Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies, Governance & Risk Management, Budget Preparation, Monitoring and Reporting. Valid driver's license.
<u>DUTIES</u>	:	Assist in the development of the departmental Audit Plan and manage the execution thereof. Assist in allocating appropriate resources for the Audit Plan. Control progress of audits. Manage the internal audit activity. Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Manage the development of Audit Programmes and ensure execution of audits based on the Audit Programme. Review audit work done and execute audits. Present Audit reports to management and the Audit Committee. Ensure follow up audits are done to determine whether all agreed rectification plans have been implemented. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/159</u>	:	<u>DEPUTY DIRECTOR: BAS CONTROLLER REF NO: DRDAR: 21/08/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF 7 level in Commerce /Accounting /Economics /Public Finance/Management Accounting or equivalent. A minimum of 5 years' relevant experience, of which at least 3 years must be at Assistant Director Level. Extensive understanding of the BAS system and basic accounting principles. Sound knowledge and understanding of the PFMA. Ability to conduct financial analysis, prepare reports and financial proposals related to the Department's strategic and operational plans. Strong analytical skills. Advanced computer skills. Good communication skills. A valid driver's license.
<u>DUTIES</u>	:	Manage BAS System support in the Department. Create and maintain segment detail structure for the purpose of budget capturing and PERSAL integration. Maintain User Account Management, i.e. security profile. Manage exception reports for efficient BAS closure. Monitor BAS ledger accounts. Monitor bank and PERSAL exceptions. Manage preparation of weekly and monthly financial reports. Monitor confirmation of exchequer releases. Reconcile revenue for the purpose of financial year-end. Verify BAS/ LOGIS integration reconciliation and petty cash.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/160</u>	:	<u>DEPUTY DIRECTOR: OFFICE OF HEAD OF DEPARTMENT REF NO: DRDAR: 22/08/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	A qualification at NQF level 6 in Office Management/ Public Management/ Management Assistant/ Business Management. At least five (5) years relevant experience, of which three (3) years must be at an Assistant Director level. Good planning, organizing, coordinating and administrative skills. Ability to engage with both internal and external stakeholders. Knowledge of Public Service Regulatory Framework and Policies. Sound decision-making, client orientation and customer focus, communication and information management skills. A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Coordinate communication with internal and external stakeholders. Receive, sort and analyze the incoming and outgoing correspondence in the office of the HOD. Ensure proper record management in the office of the HOD. Handle all complaints referred to the office of the HOD. Collect and consolidate responses to all legislature committees, Treasury and other Provincial and National departments as well as all other entities that do business with the department. Monitor and update the Departmental Calendar to ensure that reporting deadlines are met. Facilitate linkage between the office of the HOD and the office of the MEC. Manage human, financial and material resources attached to the office of the HOD.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/161</u>	:	<u>DEPUTY DIRECTOR: FIXED ASSETS REF NO: DRDAR: 23/08/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	B. Degree (NQF Level 7) as recognized by SAQA in Logistics, Purchasing. At least 5 (five) years relevant experience, of which 3 years must be at Assistant Director or equivalent. Extensive knowledge of the Financial Handbook, Public Finance Management Act, Treasury Regulations, Supply Chain Management policies and Preferential Procurement Policies. A Valid Drivers' License.
<u>DUTIES</u>	:	Manage the provision of fixed asset management services. Develop and implement appropriate asset management strategies, policies and procedures to govern all asset life cycle phases consistent with national treasury prescripts. Perform asset needs assessment and manage appropriate acquisition, operational and disposal plans for sound financial management and utilization of departmental assets. Maintain a comprehensive and reliable asset register and reconciliation. Coordinate and provide reliable asset disclosure inputs to the Financial Statements.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/162</u>	:	<u>DEPUTY DIRECTOR: CUSTOMER CARE REF NO: DRDAR: 24/08/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	A NQF level 6 qualification in Communication/ Media Relations/ Marketing/ Journalism or equivalent. Five (5) years' relevant experience, of which three (3) years must be at Assistant Director Level or equivalent. A valid driver's license.
<u>DUTIES</u>	:	Develop, implement, and manage the social media strategy after having conducted competitive research, platform determination, messaging, and audience identification. Develop the written elements of the content strategy including editorial features, press releases, social media posts, marketing emails, product & category descriptions on sciconsports.com . Planning, development, and management of organic and paid Social channels: Instagram, Facebook, Twitter, YouTube, LinkedIn. Plan, create, publish, and share new content (including original text, images, and video) daily that builds meaningful customer connections, increases brand awareness, and encourages community members to engage with the brand. Collaborate with media relations, events, stakeholder, design & production, and marketing unit to develop social media campaigns. Stay up to date with the latest social media best practices and technologies. Moderate user-generated content in line with the social media policy of the department. Capture and analyze the appropriate

		social data/metrics, insights, and social media best practices to measure the success of every social media campaign, then use that information to refine future campaigns.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/163</u>	:	<u>ENGINEER PRODUCTION GRADE A (OSD) REF NO: DRDAR: 25/08/2022</u>
<u>SALARY</u>	:	R728 829 – R777 771 per annum, (OSD)
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	B Engineering / BSc (Engineering) Degree at NQF level 7 or equivalent qualification. Compulsory registration with ECSA as a Professional Engineer. A Valid driver's license. Proof of three (3) years post qualification Engineering experience must be attached. Proof of recognized experience must be attached. Knowledge of programme and project management. Engineering design and analysis, research and development. Problem solving, planning and organising, communication skills. Computer literacy.
<u>DUTIES</u>	:	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 works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/164</u>	:	<u>SCIENTIST (PRODUCTION): GRADE A (ANIMAL SCIENCE) (X4 POSTS)</u>
<u>SALARY</u>	:	R628 014 – R676 539 per annum (OSD), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Dohne Ref No: DRDAR: 26/08/2022 (X2 Posts)
<u>REQUIREMENTS</u>	:	Joe Gqabi Ref No: DRDAR: 27/08/2022 (X2 Posts) National Senior Certificate. Science degree (Bsc) (Hons) or relevant qualification. Compulsory registration with the SACNASP as a professional Natural Scientist (Animal Science). Three (3) years post qualification natural scientific experience. A valid driver's license. Program and project management skills. Knowledge of scientific methodologies and models, research and development and computer aided scientific application. Knowledge of legal compliance. Technical report writing and presentation skills. Professional judgment, data analysis, policy development and analysis. Communication skills.
<u>DUTIES</u>	:	Conduct Animal Science research, assessment, development and innovation. Formulate proposals and compile reports on matters related to Animal Science. Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Handle administrative functions emanating from these activities, including HR and Financial Management.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/165</u>	:	<u>CANDIDATE ENGINEER REF NO: DRDAR: 28/08/2022</u> (48 Months Contract Appointment)
<u>SALARY</u>	:	R628 014 - R666 558 per annum, (OSD)
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	National Senior Certificate. Engineering degree (B Engineering/ BSc (Engineering) in Agricultural Engineering/ Civil Engineering or relevant qualification at NQF level 7 as recognized by SAQA. Registration with ECSA as a Candidate Engineer is compulsory upon appointment. A valid Code EB

		driver's license. Project Management skills, Engineering technical design and analysis knowledge, computer-aided engineering applications, knowledge of engineering legal compliance. Problem solving and analysis, planning and organizing, networking, self-management.
<u>DUTIES</u>	:	Design new system to solve practical engineering problems and improve efficiency and enhance safety: Planning, designing, operating and maintenance of engineering projects. Development of cost effective solutions according to standards. Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology. Promote safety in line with statutory and regulatory requirements. Office administration. Research and development: 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. Follow approved programme of development for registration purposes.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/166</u>	:	<u>CONTROL ENGINEERING TECHNICIAN (GRADE A) (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R452 895 – R517 842 per annum, (OSD)
	:	Alfred Nzo Ref No: DRDAR: 29/08/2022
	:	Amathole Ref No: DRDAR: 30/08/2022
	:	Chris Hani Ref No: DRDAR: 31/08/2022
	:	Sarah Baartman Ref No: DRDAR: 32/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma in Engineering/ in Civil Engineering at NQF 6. At least 6 years post-qualification technical engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (attach proof of registration). Understanding and competence in all facets of practices, design methods operation and maintenance of all systems in the full spectrum of the field. Proof of registration must be provided. Good technical problem-solving abilities. Appropriate experience in project management, fieldwork, formulating and setting of standards, managerial and administrative fields. Understanding of Government policies. Knowledge of the implementation of the Occupational Health and Safety Act (OHS). Knowledge of environment conservation and the National Water Act. Good interpersonal relations (good human relations) presentation, organizing and analytical skills. Proven ability to operate independently. Computer literacy. The successful candidate will be required to travel and will work away from home from time to time and may work under physically demanding conditions. He/she must be prepared to undergo intensive in-house training at different locations. A valid driver's license is essential. Computer literacy. Candidates will be subjected to competency assessment. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Be responsible for the technical team under his / her control for the planning and design of agricultural infrastructure. Manage all construction and maintenance of irrigation projects in the district. Perform quality control tasks on planning, designs, tender specifications, tender documents, construction management and reports done by subordinates. Write technical reports. Compile relevant monthly statistics and progress reports. Support subordinates in project management. Provide guidance and assist subordinates. Supervise and train subordinates in his/her division. Report to the Chief Engineer on all activities and performance of the staff under his/her control.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/167</u>	:	<u>CONTROL ANIMAL HEALTH TECHNICIAN (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R477 090 – R561 981 per annum (Level 10)
	:	Alfred Nzo District Ref No: DRDAR: 33/08/2022 (X1 Post)
	:	Amathole District Ref No: DRDAR: 34/08/2022 (X2 Posts)
	:	OR Tambo District Ref No: DRDAR: 35/08/2022 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate qualification at NQF 6 in Animal Health. Proof of Registration with the South African Veterinary Council. At least 6 years appropriate experience of which 3 years must be at Animal Health Technician level. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Knowledge of Animal

		Health Extension Methodology and Project Planning. Self-management, Financial management, People management, Change management, conflict management, Customer focus and responsiveness, Planning and organizing, Communication, presentation, Interpersonal skills. Advanced computer skills. A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	The successful candidate will be responsible for the co-ordination and management of Animal Health activities in terms of the Animal Health Diseases Act (Act 35 of 1984). Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis through vaccinations for animal diseases and inspections of livestock for the presence of controlled and notifiable diseases. Vaccinations for animal diseases, inspections of livestock for the presence of controlled and notifiable diseases. Perform campaigns and other activities aimed at eradicating the spread of animal diseases, manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement Identify challenges and shortcomings in Animal Health Extension and take initiative in resolving them. Coordinate and facilitate Animal Health Extension Services. Coordinate and facilitate in Animal Health Extension Services. Coordinate the training of Animal Health Technicians. Provide guidance to Technicians and Advisors.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/168</u>	:	<u>ASSISTANT DIRECTOR: ENTREPRENEURIAL DEVELOPMENT REF NO: DRDAR: 36/08/2022</u>
<u>SALARY</u>	:	R477 090 - R561 981 per annum (Level 10)
<u>CENTRE</u>	:	Amatole District
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 7 in Agriculture having majored in Agricultural Economics. Good understanding of Agriculture, Marketing and Production Economics. Three 3 years' experience in the field of Agricultural Economics. A valid driver's license. Candidates will be subjected to a competency assessment. Computer skills in Microsoft Office Applications. Ability to write quality reports. Good communication and presentation skills. Understanding of economics, marketing and statistical services in the Province. A valid driver's license.
<u>DUTIES</u>	:	Facilitate the economic operation of agricultural markets. Collect, collate and analyse statistical data. Develop and maintain a database of statistical data / information. Promote economic viable projects. Provide agricultural economic advice to clients of the Department in order to promote the sustainability of their businesses. Facilitate access to finance and markets. Promote cooperative and commodity group plans.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/169</u>	:	<u>ASSISTANT DIRECTOR: EXTENSION & ADVISORY SERVICES (X20 POSTS)</u>
<u>SALARY</u>	:	R477 090 - R561 981 per annum (Level 10)
<u>CENTRE</u>	:	Alfred Nzo District Ref No: DRDAR: 164/08/2022 (X4 Posts) Sarah Baartman District Ref No: DRDAR: 165/08/2022 (X1 Post) Amathole Ref No: DRDAR: 166/08/2022 (X6 Posts) Chris Hani Ref No: DRDAR: 167/08/2022 (X3 Posts) Joe Gqabi Ref No: DRDAR: 168/08/2022 (X1 Post) O.R. Tambo Ref No: DRDAR: 169/08/2022 (X5 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate qualification at NQF level 8 in Agriculture with at least 5 years' relevant experience in Extension and Advisory Services of which 3 years must be at supervisory level. A valid drivers' license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Co-ordinate stakeholder activities at local municipality level involved in Agriculture. Supervision of staff. Perform administrative and related functions, such as monthly and quarterly reports, budgeting, expenditure control, asset management and performance management of staff.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

<u>POST 29/170</u>	:	<u>PROJECT CO-ORDINATOR (X3 POSTS)</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Alfred Nzo Ref No: DRDAR: 37/08/2022 Chris Hani District Ref No: DRDAR: 38/08/2022 OR Tambo Ref No: DRDAR: 39/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 7 in Project Management/ Agriculture/ Developmental Studies/ Economics. Three years' experience in the abovementioned fields, of which at least one year must be direct involvement with project management. Good written and verbal communication skills. Ability to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes. Ability to initiate and support organizational transformation and change. Ability to explore and implement new ways of delivering services. Ability to systematically identify, analyze and resolve existing and anticipated problems. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer skills.
<u>DUTIES</u>	:	Facilitate project-screening committees at local municipality level. Present project recommendations to district screening committees. Facilitate awareness of departmental programmes. Ensure adherence to the district planning schedule. Compile and consolidate individual project plans. Presentation of local municipality project plans. Facilitation of procurement processes. Conduct project visits site handovers and site meetings. Reporting on implementation status and deviations from projects plans. Recordkeeping and data capturing for performance audit requirements. Collection of data and update of online information systems (EPWP MIS, Smart Pen, etc.) of stakeholders. Verification of collected information in conjunction with stakeholders. Geo referencing of projects. Performance reporting (monthly, quarterly and annually) in respect of conditional grants.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/171</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: DRDAR: 40/08/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate qualification (NQF Level 6) in Human Resource Management/ Development/ Training or equivalent as recognized by SAQA. At least 3-5 years relevant experience of which 3 years must be at supervisory level. Valid driver's license.
<u>DUTIES</u>	:	Provide human resource development administration services. Facilitate the Annual Training Plan and prepare the quarterly report. Apply and coordinate of SETA Grant Funding. Coordinate short courses for employees. Coordinate and facilitate the CIP Level 6-15 (Compulsory Induction Program) Design and implement the departmental orientation and induction programs. Report on evaluation of training programs and make necessary recommendations to improve training. Coordinate and facilitate the re-orientation Programme. Coordinate the Artisan Development Program. Coordinate the implementation of Learnerships and capacity building. Manage and monitor the Accelerated Woman Developmental Program. Coordinate SMS capacity Building. Manage the contracting of staff and PMDS quarterly reviews. Promote staff development through continuous supervision coaching and mentoring.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/172</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT SERVICES REF NO: DRDAR: 41/08/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. B-degree (NQF level 7) or equivalent with Internal Auditing / Auditing and Accounting or related subjects as majors. At least 3 to 5 years' appropriate experience in Internal Audit. Membership of Institute of Internal Audit (IIA). Proficiency in the MS Office Package (Word, PowerPoint and Excel). Valid driver's license. Note: Relevant Post-graduate qualification,

		registration as CIA, knowledge of Team Mate and ACL will be added advantages.
<u>DUTIES</u>	:	Evaluate the Internal Control Systems, Risk Management and governance processes of the Department. Plan audit projects. Develop adequate audit programmes. Execute audit programme by gathering all relevant data. Coach, lead, train and supervise the Audit Tam. Document all audit findings and provide supporting evidence. Compile audit reports and discuss with the client. Conduct internal audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up reviews to ensure that agreed action plans have been implemented. Build relationships with clients, external auditors, and other assurance providers.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/173</u>	:	<u>ASSISTANT DIRECTOR: CONTRACTS REF NO: DRDAR: 42/08/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Chris Hani
<u>REQUIREMENTS</u>	:	National Senior Certificate. A bachelor's degree at NQF level 7 in Law of Contracts/ Supply Chain Management/ Financial Management/ Public Management. At least 3 years' supervisory experience in Contract Management. Computer literacy. Report writing skills. Communication and presentation skills. A good understanding of the Public Finance Management Act, Treasury Regulations and relevant prescripts. Analytical and critical skills. Knowledge in corporate governance and finance. A valid driver's license. Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Supervise, monitor, analyse and determine actions to ensure proper contract administration. Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Supervise and monitor supplier performance according to the contract and service level agreement. Ensure compliance with the PFMA, Treasury Regulations and all relevant legislation. Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage the key performance areas of subordinates by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/174</u>	:	<u>ASSISTANT DIRECTOR: PERSAL MANAGEMENT REF NO: DRDAR: 43/08/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Human Resources Management / Public Management / Administration. At least 3-5 years relevant experience of which 3 years must be at supervisory level. Successful completion of PERSAL Introduction, PERSAL Personnel Administration and PERSAL Controller courses is essential. Thorough knowledge PERSAL system operation, applicable requirements for PERSAL Users, Supervisors, Personnel and Salary Controllers is essential. Good understanding of the Public Service Regulatory Framework. A valid driver's license. Computer skills.
<u>DUTIES</u>	:	Execute PERSAL control in the Department. Orientation of the users of the PERSAL System. Ensure effective monitoring and control of all PERSAL related functions. Ensure effective and efficient utilization and management of human, physical and financial resources of the sub-directorate. Ensure development and implementation of policies relating to PERSAL management. Develop, monitor and evaluate the rendering of PERSAL services within the department. Liaise with Provincial and National Treasury regarding the functionality of the PERSAL system, compliance matters and extraction of

		reports from the PERSAL System. Pivoting of extracted reports according to the individual needs. Management of reporting on activities of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/175</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DRDAR: 44/08/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in HR Management / Public Management. At least 3-5 years relevant experience of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resource Administration, Performance Management, Human Resource Development, Employee Relations and Wellness Programmes. Good understanding of the Public Service Regulatory Framework. Experience in working on the PERSAL System. People management and empowerment skill, good interpersonal skill. Ability to work with Microsoft Outlook, PowerPoint, MS Word, Excel and other relevant software packages. A valid driver's license. Computer skills. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Co-ordinate recruitment and selection processes. Facilitate the development and implementation of the Annual Recruitment Plan. Manage the crafting of job advertisement for publication internally and externally. Manage the appointment of recruitment selection panels. Manage short listing and job interview processes. Compile and submit monthly and quarterly reports. Assist MMS / SMS members with the structuring of packages. Develop and implement best practice policies and models for HR Provisioning. Provide guidance and support to District Offices and line managers on recruitment and HR matters. Ensure compliance with HR policies and other related legislation. Ensure data acquisition, analysis, information management and reporting in terms of Employment Practices. Manage HR Registry services. Manage the resources of the unit.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/176</u>	:	<u>ASSISTANT DIRECTOR: CORPORATES SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Joe Gqabi Ref No: DRDAR: 45/08/2022 Chris Hani Ref No: DRDAR: 46/08/2022 OR Tambo Ref No: DRDAR: 47/08/2022
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Human Resources Management / Public Management. At least 3-5 years' experience in human resources, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resources Administration, Performance Management, Human Resources Development, Employee Relations and Wellness Programmes. Good understanding of the Public Service Regulatory Framework. Experience in working on the PERSAL system. People management and empowerment skill. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Provide HRM, HRD, Employee Relations, Employee Health and Wellness Services, Auxiliary Services in the District / Centre. Facilitate recruitment and selection processes. Process applications for service benefits and exists within the District. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HRM & Development advice to management and staff in the District / Centre. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports, staff procurement, training and development, service conditions, appointments, staff exits and transfers. Manage Corporate Services in respect of ICT and Office Services.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

<u>POST 29/177</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR: 48/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Dohne A qualification at NQF level 7 in Supply Chain Management / Logistics, Purchasing Management, Accounting/ Business Management with 3-5 years' experience in Supply Chain Management, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Transport, LOGIS and BAS. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Computer skills. A valid driver's license. Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Responsible for effective and efficient Procurement Services, Fleet Management Services and Logistics Ensure compliance with all relevant Supply Chain Management legislation and Policies. Management and control of LOGIS. Provide training to staff on the LOGIS system. Facilitate implementation of LOGIS within the Department. Prepare Procurement Plans and be responsible for Bid administration. Monitor commitments and re-commitments on the system. Management and control of departmental assets and transport. Management and handling of accidents, damages to vehicles, stolen vehicles, theft and losses. Management and control of purchasing stores, equipment and services. Management and control of contract administration and supplier performance.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/178</u>	:	<u>ASSISTANT DIRECTOR: CASH AND BANKING MANAGEMENT REF NO: DRDAR: 49/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Head Office (Bhisho) A qualification at NQF level 7 in Financial Accounting / Accounting, Cost & Management Accounting with 3-5 years' relevant experience of which 3 years must have been at a supervisory level. SAICA articles will be an added advantage. Knowledge of the Basic Accounting System. The ability to work extended hours. The ability to work under pressure. Good communication skills. Sound analytical, statistical and problem-solving skills. Computer skills. A valid driver's license is essential (Code EB). Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Manage preparation of weekly and monthly cash flow requisitions in compliance with PFMA and Treasury Regulations. Compile weekly and monthly bank reconciliation. Ensure all bank-related suspense accounts are monitored, cleared on a daily basis and reconciled. Compile and co-ordinate the processing of credit transfers. Monitor all bank limits. Ensure consolidated compliance reports are prepared and submitted as required by the PFMA and Treasury Regulations. Liaise with the Provincial Treasury and the Bank. Compile bank-related financial reports for the preparation of interim and annual financial statement.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/179</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL CONTROL (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R382 245 – R450 255 per annum (Level 09) Chris Hani Ref No: DRDAR: 50/08/2022 Sarah Baartman Ref No: DRDAR: 51/08/2022 Alfred Nzo Ref No: DRDAR: 52/08/2022
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Financial Management / Accounting, Cost & Management Accounting with 3-5 years' relevant experience of which 3 years must have been at a supervisory level in the relevant field. Knowledge of and practical experience in the Basic Accounting System, Supply Chain Management and budget processes in Government. The ability to work extended hours. The ability to work under pressure. Good communication skills. Sound analytical, statistical and problem-solving skills. Computer skills. A valid driver's license. Candidates will be subjected to competency assessment.

<u>DUTIES</u>	:	Manage all budget control duties as specified in the PFMA and Treasury Regulations. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and Medium-term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk management.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/180</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: DRDAR: 53/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09)
	:	Head Office (Bhisho)
	:	National Senior Certificate. A three-year diploma/ degree at NQF level 6 in Records/ Document Management or equivalent qualification. At least 3-5 years relevant experience of which three (3) years' experience must be at Supervisory level. Sound knowledge of Archives and records management legislation. Knowledge of records management practices and electronic records systems. A valid driver's license.
<u>DUTIES</u>	:	Manage compilation and review records classification systems. Develop and oversee the implementation of Records Management policies and procedure manuals. Evaluate and monitor compliance with sound Records Management legislation and prescripts. Training of staff in Records Management. Manage the administration of the Promotion of Access to Information Act (PAIA) and promotion of Promotion of Administration Justice Act (PAJA). Manage and control creation, movement, security, physical custody and care of records and flow of information. Manage the disposal of records. Manage records, manage staff and registries to ensure sound Records Management practices. Liaise with other stakeholders within the Department. Conduct regular audits on records management practices.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/181</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DRDAR: 54/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09)
	:	Sarah Baartman
	:	National Senior Certificate, an appropriate qualification at NQF level 7 as recognised by SAQA in Commerce / Financial Management/ Auditing / Asset Management with at least five years' relevant experience in asset management environment of which three years must have been at the level of State Accountant or equivalent position in this field. A valid driver's license. Candidates will be subjected to a competency assessment. Thorough understanding of the Standard Chart of Accounts (SCOA). Good understanding of the BAS System. Advanced computer skills. Good writing and verbal communication skills. Problem solving skills. A clear understanding of the public sector legislative framework (PMFA, Treasury Regulations and related prescripts. Ability to work under pressure and to meet deadlines.
<u>DUTIES</u>	:	Monitor and review the capturing of all physical (moveable and immovable) assets in the Asset Management Registers. Receipt of all moveable assets. Perform quantity and quality control. Allocation of inventory and bar code to assets. Capturing of asset information in the relevant registers. Monitor and review the allocation of assets to asset holders. Determine asset allocation according to furniture and equipment policy and procedures of the Department. Capturing of asset information on the inventory list (room list) of the asset holder. Issuing of asset and inventory list (room list) list to asset holder. The delivery of assets to the asset holder. Approval of the moveable Asset Register updates. Monitor assets for physical condition, utilisation functionality and financial performance. Monitor the performance of asset verification according to prescribed timeframes. Give guidance to employees on Asset Management matters. Develop, implement and monitor work systems and processes to ensure efficient and effective utilisation of resources.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

<u>POST 29/182</u>	:	<u>MONITORING & EVALUATION SPECIALIST (X2 POSTS)</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	JOE Gqabi Ref No: DRDAR: 55/08/2022 O.R. Tambo Ref No: DRDAR: 56/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in M&E/ Public Administration/ Public Policy or Public Finance or a relevant tertiary qualification as recognized by SAQA. 3-5 years exposure or experience in Strategic Management, Monitoring and Evaluation. Knowledge of the application of Monitoring and Evaluation systems. A strong research background. The ability to appraise programmes and development projects. Knowledge and understanding of computers and application of relevant programmes. Good presentation and report-writing skills. A valid driver's license.
<u>DUTIES</u>	:	Evaluate the implementation of Departmental policies and assess the impact and sustainability of programmes. Collect, store, analyze, and disseminate research and M&E information. Ensure the accuracy and integrity of captured information. Monitor the performance through monthly, quarterly and annual reports submitted. Monitor and evaluate implementation of departmental programmes. Compile and analyze the departmental monthly, quarterly and annual reports. Provide detailed project reports and documentation. Promote quality assurance of information received to account for development interventions. Conduct verification of projects undertaken in the district. Provide effective liaison communication and consultation with relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/183</u>	:	<u>SPECIAL PROGRAMME UNIT (SPU) CO-ORDINATOR REF NO: DRDAR: 57/08/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Developmental studies/ Community Development/ Social Sciences and any other related studies with 3-5 years' experience in working with special groups of which three (3) years must be at Supervisory level. Knowledge of Public Policies and Procedures. Understanding and practical experience / exposure to Community Development issues. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer skills.
<u>DUTIES</u>	:	Provide an effective coordination, monitoring and evaluation framework for implementation in the Districts and liaise with the Head Office SPU Directorate. Assist the designated groups in accessing the services offered by the Department. Provide support and advice to the District on issues affecting gender, disability, youth, children & the elderly. Report on programmes and activities for designated groups in the District.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/184</u>	:	<u>ORGANIZATIONAL DEVELOPMENT CONSULTANT REF NO: DRDAR: 58/08/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Public Administration/ Business Administration/ Social Sciences or equivalent. Minimum of 3 -5 years relevant experience of which 3 years must be at supervisory level. Clear understanding of the National Treasury Regulations, Public Service Regulations and provincial imperatives with regard to planning. Ability to communicate at strategic level. Good understanding of the national and provincial plans relevant to the agriculture sector. Good presentation and communication skills. In-depth knowledge of Batho Pele principles, Service Charter, Service Delivery Improvement Plans. Valid drivers' license.
<u>DUTIES</u>	:	Manage the development and implementation of the Service Delivery Improvement Plan. Facilitate the development and maintenance of service standards. Facilitate the development, display and adherence to the Service

		Charter of the Department. Assist in the alignment and roll-out of systems and processes within the Department. Render organization diagnosis programmes. Assist in the identification of training needs so as to build capacity within the organization. Facilitate the implementation of the strategy and policies of the Department.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/185</u>	:	<u>POLICY ANALYST REF NO: DRDAR: 59/08/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma (NQF 6) or equivalent qualification in Social Science/ Public Administration/ Research Methodology or Public Policy Analysis. At least 3-5 years' experience in research, policy formulation and management of which at least three (3) years must be at Supervisory level. Ability to conduct research and analyse policies. Facilitate the development and review of policies. Monitor and advise on policy implementation. Harness functional linkages with provincial and national government on policy compliance. Strategic cognitive skills. Ability to communicate at the highest level in the Department. Advanced computer skills and a driver's licence.
<u>DUTIES</u>	:	Conduct policy research and development. Analyze and review the existing policies to determine possible gaps in service delivery. Assist with the crafting of the policy and budget speech. Develop quarterly reports on policy compliance. Continuously update the departmental policy database. Input on relevant national policies and legislation.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/186</u>	:	<u>STRATEGIC PLANNER REF NO: DRDAR: 60/08/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF 6 level in Monitoring & Evaluation/ Social Sciences/ Public Administration/ BSc in Agricultural Economics or equivalent. Three (3) years exposure in the field of Strategic Planning. Knowledge of Government planning systems & cycles. Advanced computer skills. In-depth knowledge of planning approaches (including strategic planning and scenario planning). Clear understanding of the National Treasury Regulations, Public Service Regulations and provincial imperatives with regard to strategic planning. Ability to communicate at strategic level. Good understanding of the national and provincial plans relevant to the agriculture sector. Good presentation and communication skills. A valid drivers' license.
<u>DUTIES</u>	:	Render operational and strategic planning processes including research, government priorities. Analyze and evaluate internal business plans. Gather, analyse and organize organizational information. Coordinate and compile strategic and operational plans. Set research agenda, provide policy support, development of processes and maintain repository thereof. Provide technical support to Program Managers in the development of the strategic plans, review thereof, annual performance plan and operational plan.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/187</u>	:	<u>SENIOR AGRICULTURAL ADVISOR (X60 POSTS)</u> (Three-Year Contract)
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Alfred Nzo District Ref No: DRDAR: 152/08/2022 (X10 Posts) Sarah Baartman District Ref No: DRDAR: 153/08/2022 (X10 Posts) Amathole Ref No: DRDAR: 154/08/2022 (X8 Posts) Chris Hani Ref No: DRDAR: 155/08/2022 (X10 Posts) Joe Gqabi Ref No: DRDAR: 156/08/2022 (X4 Posts) O.R. Tambo Ref No: DRDAR: 157/08/2022 (X23 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate NQF level 8 qualification in Agriculture as recognized by SAQA. Compulsory registration with SACNASP.

		At least three years' experience in the field of Extension and Advisory Services. A valid driving license. Candidates will be subjected to a competency assessment. Knowledge of Agriculture Extension Methodology and Project Planning. Planning and organizing skills. Change management skills. Conflict management. Customer focus and responsiveness. Communication skills, presentation skills and interpersonal skills. Computer skills.
<u>DUTIES</u>	:	Coordinate the implementation of all strategic agricultural and rural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support to other staff members with and afford staff adequate training and development opportunities. Management of assets.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/188</u>	:	<u>AGRICULTURAL ADVISOR (X41 POSTS)</u> (Three-Year Contract)
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Alfred Nzo District Ref No: DRDAR: 158/08/2022 (X8 Posts)
	:	Sarah Baartman District Ref No: DRDAR: 159/08/2022 (X5 Posts)
	:	Amathole Ref No: DRDAR: 160/08/2022 (X6 Posts)
	:	Chris Hani Ref No: DRDAR: 161/08/2022 (X5 Posts)
	:	Joe Gqabi Ref No: DRDAR: 162/08/2022 (X5 Posts)
	:	O.R. Tambo Ref No: DRDAR: 163/08/2022 (X12 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate qualification at NQF level 8 in Agriculture. Compulsory registration with SACNASP. Self-management, People management, Change Management, Conflict management, Customer focus and responsiveness, Planning and organizing, Communication, Presentation and Interpersonal skills. Computer literate. Valid driver's license. Candidates will be subjected to a competency assessment. Preference will be given to DRDAR bursary holders meeting the required qualification.
<u>DUTIES</u>	:	Performs an operational technical role for the Department related to Agriculture Development and rural development. Give practical and technical advice to farmers. Coordination of agricultural activities. Transfer of farming skills to a wide range of producers by focusing on farms, feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Network with key players in the industry such as suppliers, government entities, NGOs and research establishments towards supporting farmers. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/189</u>	:	<u>VETERINARY/ LABORATORY TECHNOLOGIST (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Sarah Baartman (Grahamstown) Ref No: DRDAR: 69/08/2022
	:	Chris Hani Ref No: DRDAR: 70/08/2022
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Veterinary Technology or Revised qualification of Bachelor of Veterinary Technology and registration with the South African Veterinary Council (SAVC). A valid driver's license.
<u>DUTIES</u>	:	Collect, package, register and process diagnostic specimens. Run diagnostic tests/assays on above specimens and interpret test results. Operate laboratory analytical equipment and apparatuses in the unit. Implement laboratory equipment programme for calibration /maintenance. Verification and intermediate checks Implement internal and external quality controls' programme to assure validity of all test results. Implement and report on occupational health and safety measures at section level. Supervise laboratory

		assistants' testing work/activities. Implement ISO 17025 technical requirements and all SANAS regulations/ technical guides applicable to accredited testing facilities. Report back on testing and related activities in the section.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/190</u>	:	<u>SKILLS DEVELOPMENT COORDINATOR (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Alfred Nzo Ref No: DRDAR: 71/08/2022
	:	Joe Gqabi Ref No: DRDAR: 72/08/2022
	:	O.R. Tambo Ref No: DRDAR: 73/08/2022 (X2 Posts) has been identified to be filled by people living with disabilities.)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate qualification at NQF 6 level in Social Science/ Agriculture/ Development Studies or National Diploma in Agriculture/ Education/ Project Management, Three (3) years' relevant experience in the training field. Facilitator or Assessor Skills. Clear understanding of the PGDP, AET Strategy of 2005, Department Strategic Plan, Branch Annual Performance Plan and Food Security & Infrastructure Development Programmes of the Department, Programs of the Department. Good Presentation, Facilitation and research skills. Sound knowledge of the relevant legislation, policies and regulations in the Public Services. Advanced Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Provide ongoing facilitation/ advice/ liaison with farmer groups, agriculture-based projects and AET Service Providers, community projects on agriculture, rural development and soft skills training programs, Design and develop training needs assessment instruments, Facilitate the development of training plans for agriculture and rural development project beneficiaries. Capture and assess training needs of project beneficiaries, Monitor the rollout of training plans. Develop and submit monthly, quarterly and annual training reports. Compile monthly district training activities.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/191</u>	:	<u>SENIOR HR PRACTITIONER: PMDS AND TRAINING MANAGEMENT (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Chris Hani Ref No: DRDAR: 74/08/2022
	:	Sarah Baartman Ref No: DRDAR: 75/08/2022
	:	O.R. Tambo Ref No: DRDAR: 76/08/2022 has been identified to be filled by people living with disabilities.
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma (NQF 6) in Human Resource Management/ Human Resource Development. 2-3 years' experience in the HR environment. Knowledge of the Public Service Regulations and Public Service Act. Knowledge of HR legislation and policies and Performance Management and Development. Planning and organizing, good interpersonal and presentation skills, verbal and written communication. A valid driver's license.
<u>DUTIES</u>	:	Provide support for training and development interventions. Administer the Compulsory Induction Programme, coordinate adult education programmes. Administer and maintain an effective database for training plans and reports. Implement the Workplace Skills Plan and training programmes. Identify training interventions in line with the skills audit/ need analysis undertook. Provide support in the compilation of the Quarterly Monitoring Report, Work Skills Plans & and relevant stakeholders (e.g. SETA's). Render PMDS support services. Capture Performance Agreements on PERSAL, quality assurance of PMDS documents and ensure PMDS compliance. A valid driver's license.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/192</u>	:	<u>SENIOR STATE ACCOUNTANT: FIXED ASSETS REF NO: DRDAR: 77/08/2022</u>
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Head Office (Bhisho)

<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF 6 level in Financial Management/ Accounting or equivalent relevant qualification. A minimum of three years' experience in the finance or asset management or related field. Knowledge of PFMA, Treasury Regulations. Experience in BAS and LOGIS. Project management. Computer literacy. Planning and organizing skills. Conflict management skills. A valid driver's license.
<u>DUTIES</u>	:	Administer the Asset Register. Monitor compliance and compilation of the Asset Register according to departmental policies, procedures and other relevant prescripts. Ensure newly acquired assets are accounted for and the Asset Register is updated accordingly. Ensure that title deeds, movements of assets and other information are updated in the Asset Register. Administer asset losses. Administer the verification of assets. Coordinate asset verification and asset spot checks. Reconcile the number of assets verified against the Asset Register, follow up and produce a report. Administer the disposal of assets. Coordinate the impairment, losses/surpluses, donations and any form of disposal of asset process. Ensure that the disposal, write-off and impairment of assets is performed. Calculate impairments of assets. Reconciliation of assets. Review and consolidate reconciliation reports.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/193</u>	:	<u>SENIOR ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: DRDAR: 78/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08) Head Office (Bhisho) National Senior Certificate. A qualification at NQF 6 level in HR/ Organizational Development/ Industrial Psychology/ Production Management or Operations Management. Three (3) years' experience in the field of Organizational Design and Job Evaluation. Knowledge of Public service legislation/ policies/ prescripts and procedures. Basic knowledge of financial management, Organizational Design Tool Kit, Job Evaluation, Government policies and planning systems. A valid driver's license.
<u>DUTIES</u>	:	Render support during the design/ review of the departmental organisational structure. Conduct Job Evaluation (JE). Develop Job Descriptions. Conduct Business Process Mapping and standard operating procedures. Compile OD reports. Conduct Business Processes Mapping (BPM) and develop Standard Operating Procedures (SOPs). Facilitate the development of job descriptions and maintain a database thereof. Implementation of the Job Evaluation System. Comply with legislation, policy directives, corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/194</u>	:	<u>SENIOR ADMIN OFFICER: FLEET MANAGEMENT REF NO: DRDAR: 79/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08) Alfred Nzo National Senior Certificate. A qualification at NQF 6 in Public Administration/ Finance/ Logistics/ Project Management or equivalent. Relevant experience in the Fleet Management environment. A good understanding of the PFMA, SCM prescripts, Treasury Regulations and Practice Notes. Computer skills. A valid drivers' license.
<u>DUTIES</u>	:	Management and delivery of transport services. Determine transport needs. Ensure compliance with all relevant legislation and policies. Maintain cost effective vehicle management systems in liaison with service providers. Maintenance / adherence to the service level agreement. Optimal utilization of vehicles and drivers. Administer road accidents and maintain the governmental fleet. Administer different schemes i.e. Subsidized and POB Schemes. Conduct staff performance reviews.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5064 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/195</u>	:	<u>NETWORK CONTROLLER REF NO: DRDAR: 80/08/2022</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	National Senior Certificate. A qualification at NQF level 6 in Information and Communication Technology. Three to five years' relevant experience. Good communication and report writing skills. Ability to conduct research. Computer skills. Ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Implement and monitor service level agreements. Render first line technical support to users on transversal systems and network applications. Develop and manage the updating of a user's database Advise and empower users on fault reporting and ICT issues. Ensure compliance with the Information Security System and relevant policies and procedures.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/196</u>	:	<u>SENIOR LABOUR RELATIONS PRACTITIONER REF NO: DRDAR: 81/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Sarah Baartman
	:	National Senior Certificate. A qualification at NQF level 6 in Labour Relations / Labour Law / Social Science with Labour Relations/ Law as major subjects. Minimum 3 years' experience in an employment relations environment. A good understanding of Labour legislation, policy and procedures applicable to the Public Service. Knowledge of disciplinary, grievance and dispute resolution procedures. Computer skills. Good interpersonal, verbal and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	Represent the Department at disciplinary and conciliation hearings. Advise management/ employees on the handling of labour related matters. Conduct audits, surveys on compliance with labour relations legislation. Coordinate training, workshops and meetings for the component. Coordinate the submission and consolidation of prescribed reports. Conduct research related to employment relations in the Department and present proposals to improve relationships at all levels in the organization.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/197</u>	:	<u>EMPLOYEE WELLNESS PRACTITIONER REF NO: DRDAR: 82/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Alfred Nzo District
	:	National Senior Certificate. A qualification at NQF level 6 in Social Work/ Psychology or equivalent qualification. At least minimum of 3-5 years' relevant experience. Knowledge of Public Service Employee Wellness Programmes, Public Service legislative regulatory framework and policies. Good communication, report writing, facilitation, co-ordination, liaison, and networking skills. Ability to conduct research. Computer skills. Good interpersonal skills and verbal and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	To render employee wellness services to the district. Implement the Safety, Health and Environment Policy (SHE). Coordinate the implementation of the Employee Wellness Strategy of the Department. Implement departmental policies on EWP. Render advice to management on request. Implement special programmes in line with departmental policies. Facilitate counselling for staff on request or when deemed appropriate. Manage the implementation of projects. Support and supervise peer and educators /counsellors, SHE representatives and OHS Functionaries.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/198</u>	:	<u>CHIEF PERSONNEL OFFICER: SERVICE CONDITIONS (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Dohne Ref No: DRDAR: 83/08/2022
	:	Joe Gqabi Ref No: DRDAR: 84/08/2022
	:	National Senior Certificate. A qualification at NQF level 6 in Human Resource Management/ Public Administration or a relevant discipline. Four years' appropriate experience in conditions of service. Proficiency in the MS Office

		Package (Word, PowerPoint and Excel). Ability to work on the PERSAL System. A valid driver's licence.
<u>DUTIES</u>	:	Administer the implementation of service benefits. Ensure accurate and updated capturing of data on PERSAL. Process leave gratuity and discounting applications. Process on line withdrawal of pension benefits. Quality assurance of application forms for resigned, retired and deceased officials. Request PERSAL compliance reports. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Capture and release state guarantees on PERSAL. Administer leave matters. Conduct quarterly leave reconciliation. Facilitate implementation of PILIR in the Department. Draft correspondence on approval of recommendations made by Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to employees regarding application for incapacity leave. Serve as Departmental representative on PILIR steering committee. Supervise staff.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/199</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OFFICE SERVICES (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Alfred Nzo Ref No: DRDAR: 85/08/2022
	:	Dohne Ref No: DRDAR: 86/08/2022
	:	Joe Gqabi Ref No: DRDAR: 87/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Public Administration/ Supply Chain/ Records Management. At least minimum of 3-5 years' relevant experience. Good communication and administrative skills. A good understanding of Office / Auxiliary Services. Computer skills. Good interpersonal and verbal - and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	Administer leases, telephone contracts and office equipment. Oversee Records Management. Supervise cleaning and security services.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/200</u>	:	<u>SENIOR ADMIN OFFICER: DEMAND MANAGEMENT (TENDERS & CONTRACTS) REF NO: DRDAR: 88/08/2022</u>
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
<u>REQUIREMENTS</u>	:	Alfred Nzo
	:	National Senior Certificate. A qualification at NQF level 6 in Commerce/ Finance/ Auditing/ Logistics/ Supply Management, Public Administration. / Public Management or equivalent. At least 3-5 years' experience in Demand Management. Understanding of the business requirements of the Department. Knowledge of PFMA, PPPFA, LOGIS, BAS and Supply Chain Management Framework. Computer skills in MS Office suites. Good interpersonal and communication skills. Planning and organizing skills. Problem solving skills.
<u>DUTIES</u>	:	Implement procurement strategies. Coordinate implementation of Procurement Plan. Implementation of Demand Management Plan. Determine sourcing strategies. Collate data demand analysis. Identify the frequency of needs. Identify critical delivery dates. Collect data demand analysis. Manage Supplier Database. Facilitate development of specifications. Perform secretarial duties for Bid Specification Committee. Advertisement of Bids. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/201</u>	:	<u>FARM MANAGER REF NO: DRDAR: 89/08/2022</u>
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
<u>REQUIREMENTS</u>	:	Dohne
	:	National Senior Certificate. An appropriate qualification at NQF level 6 as recognized by SAQA in Agriculture. At least 2 years' relevant experience. Proven self-management, people management, change management, conflict management, planning, organizing, communication, and interpersonal skills. Computer skills. A valid driver's license. Candidates will be subjected to a competency assessment.

<u>DUTIES</u>	:	Manage a farm complex. Cultivate crops and care for livestock. Erection and maintenance of farm infrastructure. Maintenance of farm equipment. Land preparation. Manage allocated budget and resources. Maintain farm records.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/202</u>	:	<u>GIS TECHNICIAN (PRODUCTION) GRADE A (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R316 536 - R337 791 per annum, (OSD)
	:	Amatole Ref No: DRDAR: 61/08/2022
	:	Chris Hani Ref No: DRDAR: 62/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. Diploma in GIS, Cartography or relevant qualification Three (3) years post qualification technical GIS experience. Compulsory registration with PLATO as GIS Technician. A valid driver's license. Candidates will be subjected to a competency assessment. Understanding of GIS applications and special data queries. Knowledge and capability of GIS software. Understanding of technologies such as GPSc. Photogrammetry and remote sensing. Problem solving and analysis. Planning, organising and execution. Project Management.
<u>DUTIES</u>	:	Perform technical GISc activities. Source spatial information from various data custodians. Capture and clean spatial data from various format and sources. Perform data manipulation according to application requirements. Apply coordinate systems and projections. Maintain spatial database. Develop and implement relational/ object orientated databases. Produce customized maps to meet client's needs. Advise on GISc equipment, software, data and products. Provide geographical support to internal and external stakeholders. Keep up with developments in the geo-spatial industry. Participate in relevant GISs forums. Maintain GISc unit effectiveness by way of maintenance of GISc tools. Training of End - users in basis GISc, skills. Compilation of content for web publishing, capturing of metadata, updating of GISc software and renewal of licenses.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/203</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (X17 POSTS)</u>
<u>SALARY CENTRE</u>	:	R316 536 - R337 791 per annum, (OSD)
	:	Alfred Nzo District Ref No: DRDAR: 63/08/2022 (X3 Posts)
	:	Amathole District Ref No: DRDAR: 64/08/2022 (X2 Posts)
	:	Chris Hani District Ref No: DRDAR: 65/08/2022 (X3 Posts)
	:	Joe Gqabi District Ref No: DRDAR: 66/08/2022 (X3 Posts)
	:	O.R. Tambo District Ref No: DRDAR: 67/08/2022 (X4 Posts)
	:	Sarah Baartman District Ref No: DRDAR: 68/08/2022 (X2 Posts)
<u>REQUIREMENTS</u>	:	A National Diploma at NQF level 6 in Civil Engineering/ Engineering or relevant qualification as recognized by SAQA. Three (3) years' post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as Engineering Technician (attach proof of registration). A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into budgeting process as required; Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain database and Supervise and control technical and related personnel and assets. Research and Development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

<u>POST 29/204</u>	:	<u>ARTISAN FOREMAN (PRODUCTION) GRADE A (DIESEL MECHANIC) REF NO: DRDAR: 90/08/2022</u>
<u>SALARY CENTRE</u>	:	R308 826 – R349 809 per annum, (OSD)
<u>REQUIREMENTS</u>	:	Chris Hani District National Senior Certificate. Appropriate Trade Test Certificate as Diesel Mechanic minimum of 5 year's post qualification experience as an Artisan Diesel Mechanics. Good writing and verbal communication skills. Ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervision of Artisans. Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specifications and recognized standards. Quality assurance of produced products. Regular maintenance. Administrative and related functions. Check and verify compliance with regard to the relevant laws and regulations. Report to the Chief Engineer of the district on all activities and performance of the Artisans being supervised.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/205</u>	:	<u>ADMINISTRATION OFFICER: CONTRACT MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Amathole Ref No: DRDAR: 91/08/2022 Joe Gqabi Ref No: DRDAR: 92/08/2022 National Senior Certificate. An appropriate qualification at NQF 6 level in Supply Chain/ Logistics/ Contract Management/ Public Administration. Experience in Supply Chain and Contract Management and administration of suppliers database. Good knowledge of administrative and procurement procedures. Knowledge of Supply Chain government policies and prescripts, Treasury Regulations, Public Finance Management Act (PFMA) and LOGIS. Computer skills in MS Office suites. Good communication, organizational, interpersonal and planning skills. Ability to work with hostile clients and to resolve conflict. A valid driver's license.
<u>DUTIES</u>	:	Proper administration of contracts. Maintain a list of all transversal contracts. Updating of contracts. Ensure that SLA's are amended according to amendments in contracts. Effectively monitor the expiry of contracts. Ensure that project managers send in copies of relevant documents upon expiry of contracts. Administration of database. Arrange supplier summits with local suppliers. Do monthly analysis on rotation of suppliers. Verify BEE scores per request received, supplier banking details on safety web and suppliers information on LOGIS (LSBD).
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/206</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Alfred Nzo Ref No: DRDAR: 931/08/2022 OR Tambo Ref No: DRDAR: 94/08/2022 Joe Gqabi Ref No: DRDAR: 95/08/2022 National Senior Certificate. A qualification at NQF Level 6 in Public Administration / Human Resources Management. Knowledge of and proven experience in PERSAL will be an advantage. Sound knowledge of the public service legislation, policies and prescripts. Good verbal and written communication skills. Knowledge of the Policy and Procedure on Incapacity leave and Ill-health retirement (PILIR). Proficiency in the MS Office suites. A valid driver's license.
<u>DUTIES</u>	:	Administer the implementation of service benefits. Verify records of all departmental employees who are homeowners and those who are tenants. Ensure accurate and updated capturing of data on PERSAL. Process leave gratuity and discounting applications. Process on line withdrawal of pension benefits. Quality assurance of application forms for resigned, retired and deceased officials. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Capture and release state guarantees on PERSAL. Administer leave matters. Conduct quarterly leave reconciliation. Facilitate implementation of PILIR. Draft correspondence on approval of

		recommendations made by Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to employees regarding application for incapacity leave. Serve as Departmental representative on PILIR steering committee.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/207</u>	:	<u>ADMINISTRATION OFFICER: COMMUNICATION REF NO: DRDAR: 96/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07)
	:	Head Office (Bhisho)
	:	National Senior Certificate. A qualification at NQF 6 level in Communication/ Media/ Marketing/ Public Administration. Computer Literacy. One-year relevant experience. Organizational awareness. Knowledge of relevant policies and procedures. Customer focus and awareness. Networking and liaison skills. Adaptability. Good writing and verbal skills. Detail orientated. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Logistical arrangements for the Communications Directorate. Office administration. Facilitate procurement processes and payments. Liaise with service providers. Track all documents and publications.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/208</u>	:	<u>SYSTEM ADMINISTRATOR: ICT INFRASTRUCTURE REF NO: DRDAR: 97/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum
	:	Head Office (Bhisho)
	:	National Senior Certificate. A relevant qualification at NQF 6 level. A certificate in A+ and Network+ accompanied by at least 2-3 years' relevant work experience in an IT environment. Experience in Network Troubleshooting, Routers, Hubs and Switches. Experience in Government IT Systems will be an added advantage. Good interpersonal skills, verbal and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	Install, upgrade and monitor software and hardware. Maintain operating systems, business applications, security tools, Email, PCs, Local and Web Area Network. Maintain both hardware and software and mid-range server hardware. Assist with protecting system by defining access privileges, control structures and resources. Solve problems by identifying abnormalities and reporting violations. Keep users informed of communicating system status. Maintain a quality service by following departmental security standards.
<u>ENQUIRIES</u>	:	Mr. L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/209</u>	:	<u>STATE ACCOUNTANT: SALARIES REF NO: DRDAR: 98/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07)
	:	OR Tambo
	:	National Senior Certificate. A qualification at NQF Level 6 in Financial Management/ Accounting/ Cost and Management Accounting / B Com Accounting/ Financial Information Systems / Internal Auditing. Two (2) years' experience in Finance and/ or related field. Good knowledge of the PFMA and National Treasury Regulations. Knowledge of financial and operational prescripts that governs the Department and Public Sector. Knowledge of transversal systems used in the Department e.g. BAS and PERSAL. Knowledge of budgeting and vote account. Computer skills. Good verbal and written communication skills. Problem solving skills. A valid driver's license.
<u>DUTIES</u>	:	Administer staff salary matters. Receive and check all claims submitted by HR. Process payment of employee benefits. Process other salary related claims. Handle all salary related enquiries. Payroll support. Receive and sort pay slips and IRP files when necessary. Send e-mails to appointed pay-point managers. Distribute pay slips to pay-point managers. Prepare MsExcel spreadsheet for all returned payrolls. Do follow up on unreturned payrolls. Safekeeping of salary related files and payment vouchers. File all salary related payment documents. Submit salary BAS payment vouchers to Registry for safekeeping.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)

	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/210</u>	:	<u>STATE ACCOUNTANT: PAYMENTS (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 – R307 890 per annum (Level 07)
	:	Head Office (Bhisho) Ref No: DRDAR: 99/08/2022
	:	Amathole Ref No: DRDAR: 100/08/2022
	:	Chris Hani Ref No: DRDAR: 101/08/2022
	:	Dohne Ref No: DRDAR: 102/08/2022 (has been identified to be filled by people living with disabilities)
	:	O.R. Tambo Ref No: DRDAR: 103/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Financial Management, majoring in Accounting/ Cost & Management Accounting. Two (2) years' experience in Finance and/ or related field. Proven experience related to Financial Management. Good knowledge of BAS and LOGIS. Good communication and interpersonal skills. Ability to meet deadlines. Knowledge of PFMA and Treasury Regulations. A valid driver's license.
<u>DUTIES</u>	:	Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Attend to account queries.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/211</u>	:	<u>STATE ACCOUNTANT: BUDGET (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 - R307 890 per annum (Level 07)
	:	Amathole Ref No: DRDAR: 104/08/2022
	:	Dohne Ref No: DRDAR: 105/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Financial Management/ Public Finance/ Economics. Two (2) years' experience in Finance and/ or related field. Proven experience related to budget planning and implementation. A valid driver's license.
<u>DUTIES</u>	:	Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections and assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will inform the monthly IYM. Analyse and check completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Provide monthly IYM analysis findings. Loading of approved budget on BAS. Implementation of signed shifting, virements and rollovers. Correction of misallocations through journals on the system.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/212</u>	:	<u>STATE ACCOUNTANT: ACQUISITION REF NO: DRDAR: 106/08/2022</u>
<u>SALARY CENTRE</u>	:	R261 372 – R307 890 per annum (Level 07)
	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. A NQF level 6 qualification in Financial Management/ SCM/ Logistics/ Public Management in Supply Chain Management or Public Procurement. Two (2) years' experience in Supply Chain Management. Knowledge of Public Finance Management Act, Framework for Supply Chain Management, LOGIS, Preferential Procurement Regulations, BEE Framework and BBBEE. Good understanding of Acquisition Management. A valid driver's license.
<u>DUTIES</u>	:	Render Bid Administration services through compilation of bid documents, notification, invitation and evaluation of bids / quotations / proposals. Provide secretariat functions. Ensure compliance to all bid processes. Administer departmental policies with regard to Acquisition Management. Report on progress or status of submitted quotations. This post has been identified to be filled by people living with disabilities.

<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/213</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 – R307 890 per annum (Level 07)
	:	Dohne Ref No: DRDAR: 107/08/2022
	:	Sarah Baartman Ref No: DRDAR: 108/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Finance or Internal Audit (with Accounting & Internal Auditing). Two (2) years' experience within a finance/ internal control environment. Understanding of legislative framework (PFMA, Treasury Regulations, SCM Prescripts and Departmental Financial Reporting Framework) that governs Public Sector Financial Management and Supply Chain Management). Computer literacy (Knowledge of Microsoft Office, Excel, M S Word and PowerPoint). Knowledge of Government Transversal Systems (BAS, PERSAL and LOGIS). Good communication skills at all levels (verbal and writing). Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Receive commitment vouchers (order vouchers) for compliance checking (pre-auditing) in order to prevent irregular, fruitless and wasteful expenditure being incurred by the department before an order is generated in LOGIS. Issue Pre-audit certificates for all documents that are in compliance with the procurement prescripts for the generation of an order. Issue non-compliance pre-audit certificate for all commitment vouchers that are not in line with procurement processes and SCM prescripts. Receive pre-authorised payment vouchers for compliance checking before final authorization by Payment Section. Issue non-compliance certificate for payment vouchers deemed to be non-compliant with payment processes. Prevention and detection of irregular, fruitless and wasteful expenditure and communicate such information to the immediate supervisor on a regular basis. Maintain a good working relationship with customers and stakeholders.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/214</u>	:	<u>STATE ACCOUNTANT: FIXED ASSETS REF NO: DRDAR: 109/08/2022</u>
<u>SALARY CENTRE</u>	:	R261 372 - R307 890 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Dohne National Senior Certificate. A qualification at NQF level 6 in Financial Management, Accounting or equivalent relevant qualification. Three (3) years' experience in the finance or asset management or related field. Knowledge of PFMA, Treasury Regulations. Experience in BAS and LOGIS. Project management. Computer skills. Planning and organizational skills. Conflict management skills. A valid driver's license.
<u>DUTIES</u>	:	Administer the Asset Register. Monitor the compliance and process of compilation of the Asset Register according to departmental policies, procedures and other relevant prescripts. Ensure newly acquired assets are accounted for and the Asset Register is updated accordingly. Ensure that title deeds, movements of assets and other information are updated in the Asset Register. Administer the losses of assets. Arrange with Registry for the opening of a case file for the lost assets. Ensuring that a copy of the Incident Report Form is sent to Security Services for investigation. Coordinate asset verification and asset spot checks processes. Reconcile the number of assets verified against the Asset Register, follow up and produce a report. Consolidate verification and asset spot checks reports received and reconcile the recommendations updated in the Asset Register. Administer the disposal of assets. Coordinate the impairment, losses/surpluses, donations and any form of disposal of asset process. Ensure that the disposal, write-off and impairments of assets is performed. Calculate impairments of assets.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/215</u>	:	<u>STATE ACCOUNTANT: BIOLOGICAL ASSETS REF NO: DRDAR: 110/08/2022</u>
<u>SALARY CENTRE</u>	:	R261 372 - R307 890 per annum (Level 07)
	:	Head Office (Bhisho)

<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF 6 level in Financial Management, Accounting or equivalent relevant qualification. Three (3) years' experience in Finance or Asset Management or related field. Knowledge of PFMA, Treasury Regulations. Experience in BAS and LOGIS. Project Management skills. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Administer the Asset Register. Monitor the compliance and process of compilation of the Asset Register according to the Departmental policies, procedures and other relevant prescripts. Ensure newly acquired assets are accounted for and the Asset Register is updated accordingly. Ensure that title deeds, movements of assets and other information are updated in the Asset Register. Administer the losses of assets. Advise the asset user on the formal written reporting of the loss to their supervisor, reporting thereof to SAPS and providing Asset Management with the copies thereof. Ensuring that a copy of the Incident Report is sent to the Asset Loss Controller Officer for investigation. Recording of every case sent to Disposal Management. Administer verification and counting of assets. Coordinate the asset verification and monthly asset counting processes. Reconcile the number of assets verified against the Asset Register, follow up and produce a report. Facilitate the disposal of assets. Coordinate losses/surpluses, donations and any form of disposal of asset process. Ensure that the disposal, write-off of assets is performed. Reconciliation of the Asset Register with BAS. Review and consolidate reconciliation reports.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/216</u>	:	<u>STATE ACCOUNTANT REF NO: DRDAR: 111/08/2022</u>
<u>SALARY</u>	:	R261 372 - R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Mpofu Training Centre
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF 6 level in Financial Management/ Accounting or equivalent relevant qualification. At least 3 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of financial and administrative processes of the EU and / or other donors. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of PERSAL. A valid driver's license.
<u>DUTIES</u>	:	Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on PERSAL. Record unauthorised, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/217</u>	:	<u>COMMUNICATION OFFICER REF NO: DRDAR: 112/08/2022</u>
<u>SALARY</u>	:	R261 372 - R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. A Diploma (NQF 6) in Journalism/Communication or equivalent as recognized by SAQA. Three (3) years relevant experience. Computer literacy, verbal, good writing and journalistic skills for media is essential. Must have ability to liaise with stakeholders in the relevant field. Valid Driver's license.
<u>DUTIES</u>	:	Design, compile and edit departmental magazine, internal and external newsletter covering key departmental programs and projects. Organize talk shows/media briefings/writing articles/previews and advertorials for marketing the department. Media monitoring- analysis and keeping of press clippings in order to check perceptions within the mainstream media and advise management on responses. Media planning - placing adverts on print and

		electronic media, jingles and co-ordinate television coverage for the Department.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/218</u>	:	<u>CHIEF REGISTRY CLERK (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 - R307 890 per annum (Level 07)
	:	Head Office (Bhisho) Ref No: DRDAR: 113/08/2022
		Alfred Nzo Ref No: DRDAR: 114/08/2022
		Chris Hani Ref No: DRDAR: 115/08/2022
		Joe Gqabi Ref No: DRDAR: 116/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Records Management or equivalent qualification. Three years' experience in Records Management. Knowledge of registry procedures, policies and exposure to general Office Administration. Knowledge of registry duties, practices as well as the ability to capture data. Knowledge of storage and retrieval procedures. Good communication skills. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation of office machines. Supervise the processing and process documents for archiving and disposal. Supervise human resource/ staff.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/219</u>	:	<u>PERSONAL ASSISTANT (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 - R307 890 per annum
	:	Head Office (Bhisho)
		Chief Director: Communication Ref No. DRDAR: 117/08/2022
		Director: Internal Audit Ref No. DRDAR: 118/08/2022 (have been identified to be filled by people living with disabilities)
		Director: Intergovernmental Relations Ref No. DRDAR: 119/08/2022 (have been identified to be filled by people living with disabilities)
		Director: Facilitation and Intervention Ref No. DRDAR: 120/08/2022
		District Director: Alfred Nzo Ref No. DRDAR: 121/08/2022
		Principal: Tardi Ref No. DRDAR: 122/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Office Management/ Secretarial Studies. At least 3 years' experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette and stakeholder relations. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Excellent interpersonal skills and portray of front line image. Thorough understanding of the Public Service and its processes. Candidates will be subjected to a competency assessment. A valid driver's license.
<u>DUTIES</u>	:	Implement and manage all administrative systems, processes and procedures in the Senior Manager's office. Manage appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filing (manually and electronically) and general office housekeeping.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/220</u>	:	<u>ARTISAN (PRODUCTION) GRADE A (PLUMBING) REF NO. DRDAR: 123/08/2022</u>
<u>SALARY CENTRE</u>	:	R193 512 – R214 770 per annum, (OSD)
	:	Dohne
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate as Plumber. Technical analysis knowledge. Technical report writing. Production, process knowledge and skills. Problem solving and analysis, communication and decision-making skills.

		Teamwork abilities. A valid driver's license. Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/221</u>	:	<u>REGISTRY CLERK REF NO. DRDAR: 124/08/2022</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. Knowledge of Records Management procedures and policies. Exposure to general office administration. Excellent interpersonal relations and communication skills. Computer skills.
<u>DUTIES</u>	:	Perform a variety of administration duties such as opening of mail and distribution thereof to relevant offices. The drawing and distribution of files, maintenance of various registers in accordance with File Plan and Electronic Document Management System. Operate office equipment machines. This post has been identified to be filled by people living with disabilities.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5064)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/222</u>	:	<u>HUMAN RESOURCES CLERK: HR PROVISIONING (X2 POSTS)</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	Chris Hani Ref No. DRDAR: 125/08/2022
	:	Tardi Ref No. DRDAR: 126/07/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. Computer skills. A good understanding of Human Resource Management in the Public Service and in particular the PSA, BCEA, EEA, LRA, PFMA and PSR. Good communication, writing and administrative skills.
<u>DUTIES</u>	:	Implement and ensure compliance with HR policies and procedures. Provide HR advice to management and staff. Maintain and administer PERSAL information. Administer the appointment of employees on PERSAL, transfers and service terminations. Structuring of MMS/ SMS packages. Facilitate the Implementation of PMDS. This post has been identified to be filled by people living with disabilities.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/223</u>	:	<u>LAND ADMINISTRATION CLERK REF NO. DRDAR: 127/08/2022</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	National Senior Certificate. No experience required. A valid driver's license will be an added advantage. Computer literate.
<u>DUTIES</u>	:	Receive and process land applications. Logistical arrangements for land disputes meeting. Minutes taking and general administration. Administer incoming and outgoing correspondence. Information and documentation management. Any other relevant duties assigned by supervisor.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/224</u>	:	<u>ADMIN CLERK (X14 POSTS)</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)

<u>CENTRE</u>	:	Alfred Nzo (Pims) Ref No. DRDAR: 128/08/2022 (have been identified to be filled by people living with disabilities) (X1 Post) Amathole (Asset) Ref No. DRDAR: 129/08/2022 (have been identified to be filled by people living with disabilities) (X1 Post) Chris Hani (Pims/ Economics & Marketing) Ref No. DRDAR: 130/07/2022 (X2 Posts) Joe Gqabi (Office Services) Ref No. DRDAR: 131/08/2022 (X1 Post) Mpofu Training Centre) Ref No. DRDAR: 132/08/2022 (X1 Post) Sarah Baartman (Sub-Districts) Ref No. DRDAR: 133/08/2022 (X8 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate. No experience required. Good writing and verbal communication skills. Computer literate. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Maintain records and perform administrative tasks. Coordinate and prepare routine complex correspondence in respect of a variety of relevant matters.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/225</u>	:	<u>ACCOUNTING CLERK (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 – R207 681 per annum (Level 05) Alfred Nzo Ref No: DRDAR: 134/08/2022 Mpofu Training Centre Ref No. DRDAR: 135/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. Basic knowledge of financial functions and practices. Ability to capture data, operate computers and collate financial statistics. Basic knowledge and understanding insight of the Public Service financial legislation (PFMA, Treasury regulations, DORA, PSA, PSR, PPPFA, Financial Manual) and procedures. Knowledge of basic financial operating systems (PERSAL, BAS and LOGIS).
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices. Check and verify invoices for correctness. Conduct internal control. Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support service. Receive salary advices. Process salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). Perform bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture virements on budgets. Distribute documents with regard to the budget.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/226</u>	:	<u>SWITCHBOARD OPERATOR REF NO. DRDAR: 136/08/2022</u>
<u>SALARY CENTRE</u>	:	R147 459 – R173 706 per annum (Level 04) Joe Gqabi
<u>REQUIREMENTS</u>	:	National Senior Certificate with relevant experience. Client Focus and Orientation. Sound Interpersonal skills. Basic Computer literacy Bilingual (Ability to communicate fluently in English and a second language inherent to the region/district). Sound telephone Etiquette. Knowledge of operations will be an advantage.
<u>DUTIES</u>	:	Provide a switchboard service to external and internal clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list. Update, maintain accurate contacts and information list of service providers, stakeholders, departments and staff members. Report faults on telephone lines to the Information Services unit within the Department. Attend to emergency/high priority calls and forward calls to relevant business units. Provide highest level of prompt and friendly response related to switchboard queries. This post has been identified to be filled by persons living with disabilities.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/227</u>	:	<u>DRIVER - HEAVY DUTY REF NO: DRDAR: 137/08/2022</u>
<u>SALARY CENTRE</u>	:	R147 459 – R173 706 per annum (Level 04) Tardi

<u>REQUIREMENTS</u>	:	Grade 10/ Standard 8. A valid driver's license, Code 14 with PDP. Three (3) years' previous experience as a Driver in this code. Good understanding of routes in between towns or cities in the Eastern Cape Province as well as nationally. Candidates will be subjected to compulsory driving competency test.
<u>DUTIES</u>	:	Driving of state vehicles including buses and trucks. Routine maintenance of vehicles, garaging of vehicles and timely reporting of defects. Keep records and handle goods.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5064) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/228</u>	:	<u>COMMUNITY ANIMAL HEALTH WORKER (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R124 434 – R146 577 per annum (Level 03) OR Tambo (Lusikisiki) Ref No: DRDAR: 138/08/2022 (X3 Posts) OR Tambo (Mthatha) Ref No: DRDAR: 139/08/2022 (X1 Post) OR Tambo (Libode) Ref No: DRDAR: 140/08/2022 (X1 Post) OR Tambo (Qumbu) Ref No: DRDAR: 141/08/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10/Standard 8. Related experience in community dipping functions. Preference will be given to local qualifying candidates.
<u>DUTIES</u>	:	Count and record cattle for dipping. Ensure that the water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tanks repairs. Ensure that dipping material is safeguarded. Report to Animal Health Technician any defects and problems that need attention. Assist with vaccinations, treatments and restraining of animals during castration and dehorning.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi (040 602 5065) eMail e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/229</u>	:	<u>DRIVER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R124 434 – R146 577 per annum (Level 03) Head Office (Bisho Corporate Services) Ref No. DRDAR: 142/08/2022 Chris Hani District Ref No. DRDAR: 143/08/2022 Joe Gqabi Ref No. DRDAR: 144/08/2022
<u>REQUIREMENTS</u>	:	Grade 10/ Standard 8. A valid driver's licence is essential. Relevant experience as a driver in the public service/ private sector. Good understanding of routes in-between towns or cities in the Eastern Cape Province as well as nationally. Candidates will be subjected to a compulsory driving competency test.
<u>DUTIES</u>	:	Driving of State vehicles. Routine maintenance of vehicles, garaging of vehicles and the timely reporting of defects. Keep record of trips and goods handled.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/230</u>	:	<u>MESSENGER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R104 073 – R122 592 per annum (Level 02) Head Office (Bhisho) Ref No. DRDAR: 145/08/2022 O.R. Tambo Ref No. DRDAR: 146/08/2022
<u>REQUIREMENTS</u>	:	Grade 10/ Standard 8. Appropriate experience relating to the position will be an added advantage. Candidates will be subjected to a competency test.
<u>DUTIES</u>	:	Collect and deliver documents from office to office. Collect and deliver departmental mail to and from the Post Office on a daily basis. Dispatch mail internally.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No (040 602 5065) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/231</u>	:	<u>CLEANER (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R104 073 – R122 592 per annum (Level 02) Western District Ref No: DRDAR: 147/08/2022 (X5 Posts) OR Tambo District Ref No: DRDAR: 148/08/2022 (X1 Post) Alfred Nzo Ref No: DRDAR: 149/08/2022 (X2 Posts) Chris Hani Ref No: DRDAR: 150/08/2022 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 10/ Standard 8. Appropriate experience relating to general cleaning and maintenance. Candidates will be subjected to a competency exercise.

<u>DUTIES</u>	:	Cleaning and maintenance of offices and agricultural premises.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/232</u>	:	<u>GENERAL ASSISTANT REF NO: DRDAR: 151/08/2022</u>
<u>SALARY</u>	:	R104 073 – R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Amathole
<u>REQUIREMENTS</u>	:	Grade 10/ Standard 8. Must be able to read and write. Good interpersonal skills. Possess good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Possess physical strength to cope with physical demands of the position. Be able to work in a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean offices / buildings. Provide effective office and property care support services. Safeguard all master and spare keys belonging to the building. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

**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.

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms M Parkies/ K Majafe
<u>CLOSING DATE</u>	:	26 August 2022 at 16:00
<u>NOTE</u>	:	Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za-vacancies and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. 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 course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and proof of the level of their qualifications after evaluation will be required when shortlisted. 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: 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 successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . 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. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement, and an employment contract. Note: Only shortlisted candidates will be required to submit certified copies of qualifications.

MANAGEMENT ECHELON

<u>POST 29/233</u>	:	<u>DIRECTOR: COMMUNICATION AND IT REF NO: DESTEA 01/08/22</u>
<u>SALARY</u>	:	R1 073 187 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 and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate Bachelor's Degree (NQF level 7) in Corporate Communication/ Communication Sciences/ Information Technology or equivalent qualifications. Relevant experience in the Communication environment. Knowledge of

		Government processes and relevant legislation. Computer literacy and a valid driver's license. Added Advantage: Experience in dealing with SMMEs and Cooperatives.
<u>DUTIES</u>	:	To ensure effective internal and external communications through promoting comprehensive marketing strategies and building a positive image for the department. To ensure comprehensive and coherent media and liaison services. To ensure proper planning and management strategies of the departmental communication material. To oversee the provision of ICT services to the Department, the development of ICT strategies, and the rollout thereof. Manage the development of the Operational Plan of the Directorate and participate enormously in the development of the Strategic and Annual Performance Plan of the Department. Management of resources of the Directorate, i.e., human, asset, and financial resources.
<u>ENQUIRIES</u>	:	Adv R Pitso Tel No: 051 400 4914
OTHER POST		
<u>POST 29/234</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: AIR QUALITY REF NO: DESTEA 03/08/22</u>
<u>SALARY</u>		R276 831 per annum, (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF level 7) in Natural/ Physical Science/ Environmental Management or equivalent qualifications. Good communication and report writing skills are essential. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Monitor, evaluate, and report on the implementation of Air Quality policy instrumentations in the Municipalities and industries. Contribute towards the development and implementation of specific projects e.g. Air Quality Management Planning, information management, and capacity building with Municipalities and industries. Provide support concerning compliance monitoring and enforcement concerning statutory obligations, which include the following; monitoring of air stations around the province. Attend forums with municipalities that are experiencing Air Quality problems. Investigate, analyze, interpret and evaluate Air Quality reports.
<u>ENQUIRIES</u>	:	Ms. N Nkoe Tel No: (051) 400 4917

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 29/235</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 068/2022 (X2 POSTS)</u> Directorate: Anaesthesiology
<u>SALARY</u>	:	R1 122 630 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB & MMed or FCA or equivalent, registration as a specialist with the Health Professions Council of South Africa. Strong leadership, training and organizational skills.
<u>DUTIES</u>	:	The successful candidate will provide clinical services and consultancy work to Steve Biko Academic Hospital as allocated. The incumbent will be responsible for teaching and training of under and post graduate students, including medical interns and medical officers. The candidate will participate in the departmental outreach programmes and research activities.
<u>ENQUIRIES</u>	:	Prof. S Spijkerman Tel No: 012 354 1510
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/236</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3 REF NO: SBAH 067/2022</u> Directorate: Radiation Oncology
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, plus benefits Grade 2: R1 264 623 per annum, plus benefits Grade 3: R1 467 651 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB and Degree in Radiation Oncology, Full Registration with Health Professional's Council of South African as Radiation Oncologist. Microsoft office (Word, Excel, Power point).
<u>DUTIES</u>	:	The department of Radiation Oncology is based at Steve Biko Academic hospital and affiliated with the University of Pretoria. This is a full time, permanent position for a Consultant Radiation Oncologist at Steve Biko Academic hospital. The candidate should have full registration in Radiation oncology with the Health professional Council of South Africa. Clinical duties including running radiation oncology clinics, radiotherapy planning and treatment, participation in multi-disciplinary team meetings, supervision and training of registrars. Academic participation including participation in research activities, lecturing of undergraduate and post graduate students in medical and affiliated fields. Duties include compulsory overtime and ward cover.
<u>ENQUIRIES</u>	:	Dr. S Bassa No: 012 354 1185
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose

	appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	: 26 August 2022
<u>POST 29/237</u>	: <u>MEDICAL REGISTRAR REF NO: SBAH 069/2022</u> Directorate: Urology
<u>SALARY</u>	: R833 523 per annum, plus benefits
<u>CENTRE</u>	: Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	: MBChB Degree. Registered as an Independent Medical Practitioner with HPCSA. Must have primary exams, having intermediates exams is not mandated but will serve as an advantage.
<u>DUTIES</u>	: Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Patient management and full time clinical service provision within the Urology department. Participate in departments academic program and research activities. Ability to work within a team of health care professionals with integrity and respect. Dedicated to patient care and quality health care services. A good track record of fostering teamwork and collaborations with among physicians. Dr. K Mathabe Tel No: 012 354 1513
<u>ENQUIRIES APPLICATIONS</u>	: Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	: The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	: 26 August 2022
<u>POST 29/238</u>	: <u>MEDICAL REGISTRAR REF NO: SBAH 070/2022</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	: R833 523 per annum, plus benefits
<u>CENTRE</u>	: Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	: MBChB or equivalent degree. Registration with HPCSA and recent proof of payment.
<u>DUTIES</u>	: The successful candidate will work in the Department of Obstetrics and Gynaecology and rotate at the hospitals that comprise the Pretoria Academic Complex. These include Kalafong Provincial Tertiary Hospital, Tembisa Hospital and Witbank Hospital. After-hour services are compulsory. The post includes teaching and training of under-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs.
<u>ENQUIRIES APPLICATIONS</u>	: Prof. P Soma-Pillay Tel No: 012 354 2366 Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	: The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	: 26 August 2022
<u>POST 29/239</u>	: <u>MEDICAL REGISTRAR REF NO: SBAH 071/2022</u> Directorate: Otorhinolaryngology
<u>SALARY</u>	: R833 523 per annum, plus benefits

<u>CENTRE REQUIREMENTS</u>	Steve Biko Academic Hospital MBChB or equivalent. A valid registration with HPCSA as an Independent Medical Practitioner. Patient care, Service Rendering, Teaching, Research, Administration.
<u>DUTIES</u>	: Clinical Assessment and Management patients. Participation in all the activities of the Ear, Nose and Throat Department in respect of administration, teaching and research. Liaison, communication and cooperation with other disciplines in the Steve Biko Academic Hospital. Examination and treatment of patients with recognized ENT pathology. Arrange for appropriate and optima treatment and care management. Gather medical/scientific data. Teach medical students, nurses and other health care personnel. Perform necessary tests in OPD ward. Perform professional and Middle management tasks in the department of Ear, Nose and throat. Surgery of a Tertiary Academic Hospital.
<u>ENQUIRIES APPLICATIONS</u>	: Prof. M Tshifularo Tel No: (012) 354 2702 : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	: C The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae, ertified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	26 August 2022
<u>POST 29/240</u>	: <u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: SBAH 0/2022</u> Directorate: Human Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	R744 255 - R876 705 per annum, plus benefits : Steve Biko Academic Hospital A Grade 12 certificate plus an appropriate degree or national diploma in Human Resources Management, with a minimum of 10 years' relevant experience in Human Resources management of which 5 years must be at a middle management level. The experience must also be as an HR Generalist. A post graduate qualification will be an added advantage. A demonstrable ability to develop, monitor and evaluate HR policies and procedures. The ability to develop, interpret and analyze HR data. Knowledge and understanding of the Public Service Legislative framework; Public Service Act, Public Finance Management Act, etc., and other prescripts that govern Human Resource Management in the Public Services including PSCBC Resolutions and other related bargaining council resolutions. Demonstrable knowledge of the PERSAL system and drawing reports. Computer literate. Good writing and communication skills, Presentation skills. Must have leadership skills; ability to work independently, adhere to strict deadlines and problem-solving skills. Must have the ability to interact with diverse stakeholders. Must have good interpersonal relations and ability to work under pressure. Must knowledge of Quality Assurance in the Public Health and customer care services. Must have competency in Programme and project management. Must have a valid Driver license.
<u>DUTIES</u>	: Implement Human Resource policies and strategies and ensure the alignment of the organizational structure to the hospital strategic plan. Develop standard operating procedure in areas of responsibility. Manage human resources information. Monitor and evaluate the implementation of human resources strategies. Render efficient HR administration services including the departmental performance Management of PMDS. Manage appointments, transfers, and terminations. Manage the compensation and conditions of services for staff members. Manage salary administration and remuneration. Management of HRD. Manage HR personnel records. Participate in the development of the institutional HR plan. Monitor and evaluate the quality information captured on PERSAL and other HR Database. Authorize manual and electronic transactions and verify source documents. Maintenance of post establishment on HRM database. Attend to Auditor General Findings, National

		Core Standards/Ideal Hospital Framework for HR, HR Risk Management and compile action plans and their reports.
<u>ENQUIRIES</u>	:	Mr. JJ Ngcobo Tel No: (012) 354 1843/ 1661
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/241</u>	:	<u>HEAD OF DEPARTMENT: ACADEMIC PND III REF NO: REFS/014584 (X2 POSTS)</u> Directorate: Nursing Education and Training Re-advertisement Post: Candidates who applied previously need to re-apply
<u>SALARY</u>		PND III: R588 390 – R682 098 per annum, (plus benefits)
<u>CENTRE</u>	:	Gauteng College of Nursing (Ga-Rankuwa Campus)
<u>REQUIREMENTS</u>	:	A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in: Nursing Education and Nursing Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year Post-basic qualification in Nursing Education. From the five years, two (2) years must be teaching experience in a post basic environment. A post basic qualification in R.212, R.48 programme. Master's degree in Nursing or Midwifery. Computer literacy. Valid driver's licence. Skills and Knowledge: Knowledge of procedures and processes related to basic and post basic programmes, knowledge of relevant Acts and Legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Sound communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Coordinate the facilitation of teaching and learning in theory. Coordinate Work Integrated Learning (WIL). Collaborate with other stakeholders and build a sound relationship within the Department of Health. Participate in day-to-day management of the Campus. Coordinate scholarly research and community engagement activities. Facilitate budget needs for Academic components of the campus. Provide Academic support to students. Develop, implement, review, and evaluate the curricula of academic programmes.
<u>ENQUIRIES</u>	:	B Govene (Mr.) Tel No: (063) 504 4734
<u>APPLICATIONS</u>	:	Please e-mail your applications to recruit.garankuwa@gcon.ac.za . Please quote the post name in the subject line of the e-mail address in order to receive acknowledgement.
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The specific reference must be quoted. Applicants can apply online at http://professionaljobcentre.gpg.gov.za . It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification

process entails reference checks; identity verification, qualifications verification, criminal record checks. 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. Incomplete applications or applications received after the closing date will not be considered. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery, faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za.

CLOSING DATE

:

26 August 2026

POST 29/242

OPERATIONAL MANAGER: SPECIALTY - TRAUMA SURGICAL INTENSIVE CARE UNIT REF NO: SBAH 072/2022

Directorate: Nursing

SALARY
CENTRE
REQUIREMENTS

:

PN-B3: R571 424 per annum, plus benefits

:

Steve Biko Academic Hospital

:

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 medical and surgical nursing science Critical care Nursing. 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. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Critical care Nursing .Diploma/degree in Nursing Management will be an added advantage .Service certificates are compulsory. South African Nursing Council annual practicing certificate. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. A Valid driver's license.

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, 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 subordinate.

ENQUIRIES
APPLICATIONS

:

Ms. AM Mowayo Tel No: 012 354 1300

:

Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE

:

The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE

26 August 2022

POST 29/243

:

RADIOTHERAPY RADIOGRAPHER REF NO: SBAH 073/2022

SALARY

:

Grade 1: R401 640 per annum, plus benefits

Grade 2: R473 112 per annum, plus benefits

Grade 3: R557 301 per annum, plus benefits

CENTRE
REQUIREMENTS

:

Steve Biko Academic Hospital

:

Brad: Radiotherapy (Hons. Therapy) /Diploma in Radiotherapy. Registration with HPCSA. **Grade 1:** less than 10 years, **Grade 2:** 10-20 years and Grade 3 more than 20 years' experience in radiotherapy. Good knowledge of VMAT and Stereotactic radiotherapy as well as HDR Brachytherapy. Dedicated to profession and patients. Excellent communication skills. Good interpersonal skills. Empathetic. Excellent patient care. Good team worker. Excellent health record. **Grade 2 – 3** radiographers are also expected to take responsibility in

		their area of duty. Have excellent supervisory and leadership skills, show problem solving skills and show initiative.
<u>DUTIES</u>	:	Responsible for accurate delivery of radiation treatment to patients with neoplasms, including brachytherapy. Assist in localization and treatment planning. Physical and emotional support of patients and family. Daily and weekly QA. Manage and organize area of work. Administration duties e.g. organization of appointments and statistics. Assist students during clinical work to develop radiography skills. Treat emergency patients after hours. Attend and participate in continuous professional development program. Grade 2 – 3 Radiographers are expected to also conduct PMDS evaluations of subordinates as well as handle discipline and conflict management in their work areas. Assist in the overall management of the department in the manager's absence.
<u>ENQUIRIES</u>	:	Ms. P Pillay Tel No: 012 354 2309
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/244</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SBAH 0/2022</u> Directorate: Human Resources Management
<u>SALARY</u>	:	R382 245 - R450 255 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	An appropriate degree or diploma in Human Resources with a minimum of 5 years Human Resource experience on a supervisory level. Proven managerial experience. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and PowerPoint). Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organizing and problem- solving and conflict management skills. Must be able to manage and lead a team. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment.
<u>DUTIES</u>	:	Lead and manage the Human Resource teams. Manage HR budget. Implement and interpret policies, directives, and guidelines. Implement and maintain sound quality management systems, including applicable legislations, policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage OSD appointments, grade progressions for OSD and non OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of Finance (GDF) are captured correctly. Manage staff establishment and post filling. Draw up a post filling plan. Implement Policy and procedures on Incapacity leave and Ill- Health Retirement (PILIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the implementation thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly captured on PERSAL. Collect specimen signatures. Management of payroll (ESS & Manual). Implement effective Human

		Resources and general administrative management within the unit. Serve on relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and evaluations to achieve Hospital Objectives. Prepare and submit consolidated monthly, quarterly and annual reports to the Manager HRM. Maintain ethical and professional conduct.
<u>ENQUIRIES</u>	:	Mr. JJ Ngcobo Tel No: (012) 354 1843/ 1661
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/245</u>	:	<u>ASSISTANT DIRECTOR REF NO: REFS/014571</u> Directorate: Information Management Unit
<u>SALARY</u>	:	R382 245 per annum, (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Matric and appropriate three (3) year National Diploma or Degree from a recognized SAQA accredited tertiary institution in Public Administration, Monitoring and Evaluation and/ or Public Health or equivalent. Minimum of 5-10 years' experience in a related health facility information management environment. 3 years in supervisory role. The following will be an advantage: Post qualification in Monitoring and Evaluation. Experience in quality improvement, implementation of quality methodology for monitoring and evaluation. Knowledge of the District Health Information System (DHIS). Biostatic or other analytical tools. Computer skills and driver's license is essential. Knowledge and Skills: sound interpersonal relations, project planning skills, ability to prepare reports. Good communication skills both verbal and written. Must be computer literate. Understanding and knowledge of communication, Problem-Solving Skills, Organizing, Planning, Numerical and Analytical Skills. Strong sense of commitment. Excellent project management skills. Results driven and ability to work under pressure and meet deadlines. Computer Literacy with knowledge of MS Office software: MS Excel (Intermediate-Advanced), MS Word and MS PowerPoint. Experience with Medicom or PAAB patient administration systems, TIER.NET, DATCOV and WebDhIS. Understanding of environment related Acts/Policies and Frameworks: PFMA; Treasury Regulations, DHMIS Policy, and Framework for Managing Programme Performance Information and the Division of Revenue Act (DoRA) including National Tertiary Services Grant (NTSG).
<u>DUTIES</u>	:	Assist in establishing and improving mechanisms, policies and procedures for CMJAH's institutional programme on performance information management and reporting in line with the existing legislative framework/s. Provide support to the business units on the utilization of reporting framework/ tools as well as interpretation of departmental reporting requirements. Compile and submit NTSG, TIER.NET, DHIS reports. Align reporting to strategic plans, business plans, operational plans and annual performance plans. Develop sub-directorate or sub-speciality departmental operational plans. Collect, verify and consolidate data from business units in line with the Departmental Annual Performance Plan, Business plans, Operational Plans and any other Departmental Planning documents and in line with weekly, monthly, quarterly and annual monitoring and evaluation commitments. Ensure the accuracy, validity and completeness of reported performance information. Analyse and interpret data obtained from various in-facility sources and convert it to meaningful information products for managers and end-users. Compilation of monthly and quarterly reports, reflecting progress on key Departmental outcome indicators, for submission to various stakeholders. Co-ordinate and manage monthly data interrogation committee meetings, develop and arrange training schedule related to all health information management tools,

		procedures and policies within the institution. Timeously respond to audit queries and any other enquiries on performance information. Maintain the credibility of performance information. Gather and maintain the Portfolio of Evidence for reported performance. Strict adherence to departmental/ stakeholder reporting deadlines. Oversee and ensure optimal Information Management Unit-HR activities, including staff performance in line with job descriptions and PMDS monitoring.
<u>ENQUIRIES APPLICATIONS</u>	:	E-Mail: Tshegofatso.Maimela@gauteng.gov.za
	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://professionaljobcenter.gpg.gov.za . No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to e-recruitment@gauteng.gov.za .
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/246</u>	:	<u>MEDICAL BIOLOGICAL SCIENTIST OR CLINICAL TECHNOLOGIST REF NO: SBAH 074/2022</u> Directorate: Reproductive Biology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R322 746 per annum, plus benefits Steve Biko Academic Hospital BSc honors in a relevant field (Reproductive Biology/Physiology/Cell Biology) or B-Tech (Reproductive Biology). Current Independent practice registration at the HPCSA as Medical Biological Scientist or Clinical Technologist, in the category Reproductive Biology. Skilled in basic theoretical and practical aspects of Assisted Reproductive Technology laboratory procedures including semen processing, embryo culture, micromanipulation and cryopreservation techniques.
<u>DUTIES</u>	:	Demonstrate a working knowledge in the field of human Assisted Reproductive Technology (ART), including Embryology and Andrology. The candidate will be expected to partake in procedures including (i) Andrology services (semen analyses, sperm processing and decontamination), (ii) human embryo culture (conventional culture and time-lapse culture, micromanipulation, double witnessing), database use and upkeep (including SARA/ANARA); (iii) assist in the practical and theoretical training of Assisted Reproduction interns according to HPCSA regulations and (iv) meet milestone targets, with detailed attention to time management and multi-tasking.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. C Huyser Tel No: 012 354 2067/ 2208
	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	26 August 2022

<u>POST 29/247</u>	:	<u>CLINICAL TECHNOLOGIST REF NO: REFS/014599</u> Directorate: Pulmonology
<u>SALARY</u>	:	Grade 1: R322 746 per annum
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa as a Clinical Technologist or registered as a Pulmonology Clinical Technologist. No experience required after registration with the HPCSA in the Clinical Technologist profession in respect of RSA qualified employees who performed community service as required in South Africa. 1-year relevant experience after registration with HPCSA in the Clinical Technologist profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa.
<u>DUTIES</u>	:	To perform/provide a professional clinical technology service in a Pulmonology department. To support and confirm diagnostic, therapeutic and corrective procedures on patients using specialized equipment and techniques for the treatment and or interpretation of a diagnosis of abnormalities and diseases.
<u>ENQUIRIES</u>	:	Dr. A.G. Oberholster Tel No: 011 488 3844
<u>APPLICATIONS</u>	:	Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za . Please use the reference as subject.
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/248</u>	:	<u>ADMINISTRATION OFFICER (PERSONAL ASSISTANT) REF NO: REFS/014577</u> Directorate: Clinical Services
<u>SALARY</u>	:	R261 372 per annum, (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent, Grade 10 or equivalent and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Administration/ Office Management/ Public Administration or related field. 3-5 years of secretarial experience at a management level. Knowledge and Skills: Knowledge of a variety of work procedures such as: Finance, HR Matters, Training, Telephone etiquette, Planning and organizing. Procurement directives and procedures, Computer, Provisioning Administration procedures. Mathematics, Ability to operate computers, ability to interpret directives, interpersonal relationship, formulating and editing, problem solving, maintaining discipline, conflict resolution, typing. Report writing Skills, Analytical Skills. Computer Literacy with knowledge of MS Office Software: MS Excel MS Word and MS PowerPoint. Excellent Communication Skills.
<u>DUTIES</u>	:	Provide secretarial and administrative support services to the Clinical Director's office. This will, inter alia entail the following: Establish and maintain efficient administrative systems for work coordination. Office management, electronic diary management, Screen correspondence and telephone calls. Receive and direct correspondence to relevant managers or departments. Organize and plan logistics for meetings, take minutes and ensure proper record keeping. Ensure strategic decisions taken in meetings are auctioned timeously. Collate all relevant documents to ensure the Clinical Director is prepared for meetings.

	Organize refreshments for visitors and other stakeholders that may engage with the office. Drafts routine correspondence and reports as required. Supervision of Clinical Managers secretaries. Create and maintain an appropriate filing system using the approved departmental file plan. Operates office equipment like computers, photocopiers, etc. Handle the procurement of standard items like stationary, refreshments etc. and understanding of cost containment. Coordinate and administer research enquiries and approval letters. Keep and maintain the Medical Equipment data base. Remain abreast with the procedures and processes that apply in the office of the Clinical Director by studying the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	: Dr J. Punwasi Tel No: 011 488 4777
<u>APPLICATIONS</u>	: Applications should be submitted strictly online at the following E-Recruitment portal: http://professionaljobcenter.gpg.gov.za . No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to e-recruitment@gauteng.gov.za .
<u>NOTE</u>	: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
<u>CLOSING DATE</u>	: 22 August 2022
<u>POST 29/249</u>	: <u>ADMINISTRATION OFFICER REF NO: REFS/014574</u> Directorate: Information Management Unit
<u>SALARY</u>	: R261 372 per annum, (plus benefits)
<u>CENTRE</u>	: Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	: Grade 12 or equivalent, Grade 10 or equivalent and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Information Technology Management Information Systems Statistics /Computer Science or related equivalent qualification. Minimum of 2-3 years' experience in a related health facility information management environment. Computer skills and driver's licence are essential. Knowledge and Skills: Knowledge of a variety of work procedures such as: Finance, HR Matters, Training, Telephone etiquette, Planning and organising. Procurement directives and procedures, Statistics, Computer, Provisioning Administration procedures. Mathematics, Ability to operate computers, ability to interpret directives, interpersonal relationship, formulating and editing, problem solving, maintaining discipline, conflict resolution, typing. Report writing Skills, Analytical Skills. Strong sense of commitment, Computer Literacy with knowledge of MS Office Software: MS Excel (Intermediate), MS Word and MS PowerPoint. In depth knowledge and technical skills in Information Health System and Data Management. Communication. The following will be an added advantage: Experience with Medicom or PAAB patient administration systems, TIER.NET, DATCOV AND WebDhIS. Ability and skill to compile presentation and /or graphic presentation of facility health information/statistics. Ability to work under pressure and meet reporting deadlines. Understanding of environment related Acts/ Policies AND Frameworks: DHMIS Policy; Framework for Managing Programme Performance Information and the Division of Revenue Act (DoRA), including National Tertiary Services Grant (NTSG).
<u>DUTIES</u>	: Co-ordinate the collection of quality routine and non-routine facility data and the maintenance of Institutional Health and Management Information Databases. Ensure the maintenance and security of DATCOV, DHIS, TB/HIV

Information systems. Supervise and liaise with patient administration to ensuring that data capturers capture correctly and timeously all health information as per collection tools and various other health information. Oversee optimal information management system performance and reduced down-time, through engagement with ward clerks, ICT and case managers. Ensure validation, completeness and integrity of all facility health information data. Compiling and presentation of facilities monthly clinical statistical reports and information to promote health information use. Presentation of facility health information at the monthly Data Interrogation Committee meeting. Ensuring that quarterly reports are compiled, captured and submitted timeously to the next level inclusive of surveys. Improving provision of accurate and complete data through staff trainings on data management processes/ Standard Operating Procedures/Policies. Conduct validation and verification audits on collected health information to ensure quality of data. Providing advice toward operational managers and clinical heads of departments regarding information technology and systems related needs e.g., completion of standardised collection tools and use of face value registers and I.T. Policy related issues. Address Auditor General Findings on predetermined objectives and develop improvements plans. Ensure the effectiveness, efficient and economical management of allocated resources of the Information Management Unit. Oversee and ensure optimal Information Management Unit HR activities, including staff performance in line with job descriptions and PMDS monitoring.

**ENQUIRIES
APPLICATIONS**

: E-Mail: Tshegofatso.Maimela@gauteng.gov.za
: Applications should be submitted strictly online at the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to e-recruitment@gauteng.gov.za.

NOTE

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE

: 22 August 2022

POST 29/250

: **HUMAN RESOURCE OFFICER (LABOUR RELATIONS) REF NO: REFS/014575**

Directorate: Human Resource Department

**SALARY
CENTRE
REQUIREMENTS**

: R261 372 per annum, (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Qualifications & Experience: Grade 10 or equivalent with more than 10 years' relevant experience of Grade 12 or equivalent with 3 to 5 years' experience or a relevant Diploma or Degree from a recognized SAQA accredited tertiary institution in Human Resource (Labour Relations) with a maximum of 2 years' relevant experience. Valid Driver's License. Knowledge: Sound knowledge of Human Resource Management with emphasis on Staff Relations in-depth knowledge of Legislative Prescripts, Computer Literacy - Ms. Office (Word, Excel, Outlook & PowerPoint), PERSAL system, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relations, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research

		and Competencies Required. Good verbal communication and report writing skills. Competences Required. Good verbal communication and report writing skills.
<u>DUTIES</u>	:	Key Performance Areas amongst others; Investigate allegations of misconduct and grievance cases. Write misconduct and grievance reports. Be able to draft charge sheets, prepare witnesses and represent the employer in disciplinary and grievance hearings. Advise management on labour relations issues. Analyse trends on misconduct, grievances and provide training. Identify labour relations training needs for managers, supervisors and employees in the department and provide training. Maintain and promote sound labour peace within the institution. Facilitate bilateral and multilateral meetings between management and organized labour. Assist head office with preparation of disputes cases. Prepare and submit accurate statistics reports to management.
<u>ENQUIRIES</u>	:	Mr. SM Mpyana Tel No: 011 488 4426/4657
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://professionaljobcenter.gpg.gov.za . No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to e-recruitment@gauteng.gov.za .
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/251</u>	:	<u>DATA TECHNOLOGIST REF NO: REFS/014578</u> Directorate: ICT
<u>SALARY</u>	:	R261 372 per annum, (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent, Grade 10 or equivalent and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Information Technology, /Computer Science or related equivalent qualification. Knowledge and Skills: Knowledge of a variety of work procedures such as: Finance, HR Matters, Training, Telephone etiquette, Planning and organising. Procurement directives and procedures, Statistics, Computer, Stores, Provisioning Administration. Procedures. Knowledge and Skills: Mathematics, Organizing, Ability to operate computers, ability to interpret directives, interpersonal relationship, formulating and editing, problem solving, maintaining discipline, conflict resolution, typing. The following will be an added advantage: Microsoft certifications, CISCO, CCNA, A+, N+. 2-3 years functional experience in ICT environment\desktop support. Knowledge of operating systems, network connection technologies, Active Directory and government systems (MEDICOM, BAS, PERSAL, ESS, etc). Strong communication and report writing skills. Must have sound verbal and written communication skills. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing ICT end-user desktop and system support. Attend and resolve calls logged through the service desk and escalate the calls not resolved accordingly. Provide network troubleshooting and support (LAN, WAN, Wireless). Provide support to peripheral devices such as desktop computers, multifunction and high-volume network printers, and IP phones. Install and support software and applications (Microsoft 0365 environment). Keep abreast with ICT Information systems,

		changes and updates. Escalate warranty repairs for peripherals to appropriate vendors. Support and provide guidance to clients. Ensure all computer assets are accounted for and asset register is updated timeously.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P. Mkhize Tel No: 011 488 4996
	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://professionaljobcenter.gpg.gov.za . No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to e-recruitment@gauteng.gov.za .
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/252</u>	:	<u>MATERIAL RECORDING CLERK REF NO: REFS/014579</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum, (plus benefits) Charlotte Maxeke Johannesburg Academic Hospital Grade 10 or equivalent, Grade 12 or equivalent with a minimum of 3-5 years' experience or National Diploma or Degree from a recognized SAQA accredited tertiary institution with a minimum of 12-18 months experience in government Supply Chain Management. A range of work procedures such as Finance, HR matters, Safety, Training, and Stores. Administration procedures relating to working environment including norms and standards, planning and organizing, reporting procedures, procurement directives and procedures. Knowledge and Skills: Mathematics, Organizing, Ability to operate computer (both hardware and software), basic interpersonal relationship problem solving, maintaining discipline, formulating and editing, conflict resolution, research, analytical thinking. The following will be an added advantage: It is imperative that the applicant demonstrates strength understanding of processes in Transit (Web cycle clearing & expediting functions) as well as inventory management. In addition, candidate must be computer literate with better understanding of Ms. Packages and or programs such as Ms PowerPoint, Teams, Excel and Word and knowledge of SAP system. Competencies: In depth knowledge and understanding of Supply chain Management processes, relevant prescripts, regulations and policies. Candidate to portray good leadership skills, report writing, presentation and any other relevant management qualities and or skills.
<u>DUTIES</u>	:	Manage and utilize human resources in accordance with HR directives and legislation within the designated sections. Manage and supervise functions and functionaries within Transit and Web cycle space. Manage the exception reports within Transit section (Commitment's report and Web cycle report) including supervision of the 0-9 file functionaries. Support and or assist the inventory management as and when the need arises. Provide customer care service to both internal and external clients of queries related to the functions within the designated sections and in relevance to SCM process in general. Compile and or submit report in line with duties/ functions they are responsible for.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S.T. Lefawane Tel No: 011 488 3082
	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://professionaljobcenter.gpg.gov.za . No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to e-recruitment@gauteng.gov.za .

<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/253</u>	:	<u>PROFESSIONAL NURSE GRADE 1 REF NO: EHD2022/08/01</u> Directorate: Primary Health Care (School Health) (2 Months Contract)
<u>SALARY</u>	:	R260 760 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e., diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC.
<u>DUTIES</u>	:	Provision of health education to learners and parents about the importance of immunizations. Conducting health screening of learners according to the Integrated School Health Policy (ISHP). Provision of School Based Immunization (HPV, Tetanus Toxoid) and deworming of learners. Recording and capturing of all the immunized grade 5 girls and other learners.
<u>ENQUIRIES</u>	:	Ms K.R. Monyanyedi. Tel No: (011) 876 1810
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/254</u>	:	<u>OCCUPATIONAL THERAPY TECHNICIAN GRADE1 – GRADE 2 REF NO: EHD2022/08/02 (X1 POST)</u> Directorate: Mental Health Services
<u>SALARY</u>	:	Grade 1: R213 726 - R244 374 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	: Grade 2: R251 754 – R305 520 per annum, (plus benefits) : Ekurhuleni Health District : Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as Occupational Therapy Technician. HPCSA registration certificate and current proof of registration with HPCSA as an Occupational Therapy Technician. Valid driver's license is essential. Experience in community service mental health OT services will be an advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public service Act and Regulations. Good communication, interpersonal, problem-solving skills, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-solving capacities, and seating (intermediate and advance recommended). Computer Literacy is essential.
<u>DUTIES</u>	: Provision of Occupational Therapy service to all users, as well as designated outreach areas per schedule to comply with the Norms and standards of the Department. Work within multidisciplinary team. Assessment for issuing of assistive devices. Conduct assessment audits to all licensed NGOs quarterly. Ability to identify training needs then train NGO managers and care givers. Participate in health promotion, disability awareness campaigns as per health calendar. Administration submission of monthly statistics, records of assessments and escalate to management early, attends meetings and give feedback. Ability to collaborate with other stake holders in the community.
<u>ENQUIRIES APPLICATIONS</u>	: Ms B. Moleofane Tel No: (011) 876 - 1717 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	: 22 August 2022
<u>POST 29/255</u>	: <u>OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 – GRADE 2 REF NO: EHD2022/08/03 (X1 POST)</u> Directorate: Therapeutic Services
<u>SALARY</u>	: Grade 1: R213 726 - R244 374 per annum, (plus benefits) Grade 2: R251 754 – R305 520 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	: Ekurhuleni Health District : Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as Occupational Therapy Technician. HPCSA registration certificate and current proof of registration with HPCSA as an Occupational Therapy Technician. Valid driver's license is essential. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. Ability to be able to work within a multidisciplinary team approach. Problem solving skills, innovative skills, good communication skills and report writing skills.

<u>DUTIES</u>	:	Do outreach to the surrounding clinics in responsibility (based team). Conduct home visits where required. Plan and conduct a group exercise class and Task Centered Groups. Assess and treat patients who require Occupational Therapy treatment according to scope of practice. Demonstrate ability to conduct and participate in health promotion, prevention, curative, and rehabilitation disability awareness. Issue assistive devices (as per occupational therapy needs identified). Submit detailed individual monthly report and daily stats using the daily tick registers within the set time lines. Do outreach to the surrounding NGO's and screening for ECI (Early childhood intervention). Participate in continuous professional development activities (compulsory). Establish support groups and run projects as identified with multidisciplinary team members. Attend and participate in OT monthly professional meetings.
<u>ENQUIRIES</u>	:	Ms A. Tshivhase / Mr G. Mavimbela Tel No: (011) 876 - 1776
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/256</u>	:	<u>ADMINISTRATION CLERK REF NO: REFS/014600</u> Directorate: Quality Assurance
<u>SALARY</u>	:	R176 310 per annum, plus benefits
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent or a Grade 12 or equivalent and a Computer Certificate. Knowledge: A range of work procedures such as data capturing, administration procedures relating to working environment including norms and standards, planning and organizing, reporting procedures, ability to conduct basic research, data and information gathering, procurement directives and procedures. Skills: Mathematics, Organizing, Administration, Computer Literacy: (MS Suit), Office Organization, people skills, general and electronic filing. Ability to handle stressful environment, conflict management, basic interpersonal relationship and problem solving, maintaining discipline, formulating and editing. The following will be an added advantage: A minimum of one (1) year experience in office management.
<u>DUTIES</u>	:	Manage administration functions of the quality assurance office: manage all incoming and outgoing correspondence: arranging meetings and appointments, take minutes of meetings etc. Use Computer skills for filing, statistics and database. General typing, making photocopies, ordering and maintaining stationery and equipment. Organizational storing paper, documents and computer information.
<u>ENQUIRIES</u>	:	MS M. Mthezula-Kganakga Tel No: 011 488 4600
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://professionaljobcenter.gpg.gov.za . No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to e-recruitment@gauteng.gov.za .
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at

www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/257</u>	:	<u>DESKTOP TECHNICIAN (ICT AND ASSET) RFE NO: REFS/014585</u> Directorate: Information and Communication Technology
<u>SALARY</u>	:	R176 310 per annum (Level 05), (plus benefits)
<u>CENTRE</u>	:	Gauteng College of nursing (Ga-Rankuwa Campus)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent certificate. Degree/ National Diploma in information Communication Technology or related qualifications. Knowledge and experience in Desktop, LAN, and WAN support. Knowledge of system such as BAS, PERSAL, SAP, SRM and Microsoft package. MCSA or MCSE will be an advantage. Computer skills, Word and Excel. Communication skills and application of Batho Pele principles. Valid Driver's license.
<u>DUTIES</u>	:	Manage, install, configure, upgrade operating systems and software. Using standard business and administrative packages. Install, assemble, configure computers, monitors, network infrastructure and peripherals, such as cables and printers. Help in maintaining departmental LAN. Act as a technical resource in assisting users to resolve problems with equipment and data. Analyse and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Help Manage overall ICT systems security and disaster. Liaise between management and users. Anticipate and manage ICT risks e.g., virus threats, power outages, leakage of information, etc. Help Manage and maintain all ICT equipment. Provide first line technical support and maintain WAN / LAN and desktop for all users. Minimize service disruption by operating, supporting, and maintaining day to day operational issues. Attend to user complain. Record keeping, Manage telecommunications / telephone management system. Maintenance and administration of campus assets. Safeguard and control of campus assets. Participate in college and campus committees, task groups, projects, activities, and meetings. Participate in activities that will promote the institutional ICT integrity e.g., Adhere to the Code of Conduct. Perform any other duties delegated by supervisor.
<u>ENQUIRIES</u>	:	B Govene (Mr.) Tel No: (063) 504 4734
<u>APPLICATIONS</u>	:	Please e-mail your applications to recruit.garankuwa@gcon.ac.za . Please quote the post name in the subject line of the e-mail address in order to receive acknowledgement.
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The specific reference must be quoted. Applicants can apply online at http://professionaljobcentre.gpg.gov.za . It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identity verification, qualifications verification, criminal record checks. 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. Incomplete applications or applications received after the

closing date will not be considered. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery, faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za.

<u>CLOSING DATE</u>	:	26 August 2026
<u>POST 29/258</u>	:	<u>MEDICAL BIOLOGICAL SCIENTIST INTERN (LEVEL 3 TWO STUDENT POST) REF NO: SBAH 075/2022</u> Directorate: Reproductive Biology
<u>SALARY</u>	:	R124 434 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. BSc honors in a relevant field (Reproductive Biology/Physiology/Cell Biology) Registration at the HPCSA as an intern Medical Biological Scientist in the category Reproductive Biology.
<u>DUTIES</u>	:	Undertake practical and theoretical training for 24 months according to the Reproductive Biology registered HPCSA curriculum, to achieve Independent practice registration at the HPCSA as a Medical Biological Scientist. Compile a Portfolio of Evidence consisting of case studies, assignments, presentations and a research project. Assisted Reproductive procedures will be observed, practiced and performed under supervision.
<u>ENQUIRIES</u>	:	Prof. C Huyser Tel No: 012 354 2067/ 2208
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	C The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	26 August 2022

DEPARTMENT OF ROADS AND TRANSPORT

<u>APPLICATIONS</u>	:	Applications must be forwarded to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107 or submitted electronically through https://professionaljobcentre.gpg.gov.za/ . The Z83 is also compulsory for online applications. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.
<u>CLOSING DATE</u>	:	26 August 2022
<u>NOTE</u>	:	All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. Applicants must utilize the new/ most recent Z83 application for employment form (compulsory) obtainable from www.dpsa.gov.za (effective from 01 January 2022), all fields in Part A to D of the Z83 form must be completed; and Part E to G noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) of see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae.

OTHER POSTS

<u>POST 29/259</u>	:	<u>DEPUTY DIRECTOR: OPERATIONS REF NO: REFS/014597 (X1 POST)</u> Branch: Transport Services
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized tertiary qualification or equivalent NQF level 6/7 qualification in Public Administration or relevant to Transport environment with 5 years' relevant experience at an Assistant Director level. Knowledge and understanding of e-Natis, Public Finance Management Act, Supply Chain Management Regulations, Public Service Act and its regulations. Administration procedures relating to the DLTC environment including norms and standard. Knowledge of National Road Traffic Act and it's Regulations. Computer literacy, communication (verbal and written), planning and organizing. A valid Code EB or B Driver's license.
<u>DUTIES</u>	:	Provide inputs into the compilation and administration of the annual budget. Identify and develop projects and initiatives to improve business processes and procedures. Create and build partnerships with various stakeholders. Assist with resolution of complaints and concerns by staff and members of the public. Ensure compliance with all audit requirements and recommendations. Submit input/s into the compilation of reports. Ensure filling of vacant positions within set timeframes to ensure complete structure at all levels within the Directorate. Manage compliance and implementation of National Road Transport Act at the Provincial Driver's License Testing Centres.
<u>ENQUIRIES</u>	:	Mr. N. Mooi Tel No: Mooi 0646421035 / Mr. B. Mabeba Tel No: (011) 355 - 9039
<u>POST 29/260</u>	:	<u>DEPUTY DIRECTOR: PROJECTS REF NO: REFS/014598 (X1 POST)</u> Branch: Transport Services
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A recognized 3-year Diploma or 4-year Degree (NQF level 6/7) in Transport Management, Logistics Management, Compliance/Planning, Transport Economics or equivalent and Public Administration and Management will be an added advantage. At least 3-5 years at an Assistant Director level in Public Transport Management and understanding of Project Management and the National Land Transport Information System (NLTIS). A sound knowledge of government policies. Experience in and exposure to the Public Transport sector as well as stakeholder management. Excellent Project Management. Communication (written & verbal) skills. Computer literacy (MS Excel, Word, Project & Power point) are essential. The incumbent must be willing and able to work under pressure. A valid driver's license is essential.
<u>DUTIES</u>	:	The Incumbent will maintain and sustain the National Land Transport Information System (NLTIS) and records management of Public Transport modes. Associations, members/ operators and routes. Assess and oversee applications and capturing of Public Transport Operators and Associations. Liaise with National Department of Transport, Provinces and Municipalities regarding registration processes. To ensure the implementation of the National Land Transport Act no 5 of 2009 and the Provincial Land Transport Policy. To manage all regional office information and accurately manage reports from the database Registration and Administration System (RAS) register. Manage and oversee the correctness of the Registration Processes. Ensure legal compliance to the NLTA. Prepare Monthly and Quarterly reports and draft Annual performance plans.
<u>ENQUIRIES</u>	:	Mr. P. Dhlamini Tel No: (011) 355 7340

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

OTHER POSTS

POST 29/261**CLINICAL MANAGER HAST REF NO: EMS/ 06/2022**

(Re-Advertised – Candidates who applied previously must re-apply)

<u>SALARY</u>	:	R1 191 510 per annum, inclusive (package), Plus Rural allowance (18%). Plus commuted overtime
<u>CENTRE</u>	:	Emmaus Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric or Grade 12. MBCHB degree or equivalent qualification Current registration certificate with HPCSA as Medical Practitioner. At least (04) four years' experience as a Medical Officer after registration as Medical Practitioner with the HPCSA. Diploma in HIV Management, Valid driver's licence code EB. Proof of Competence in performing general anaesthesia. NB: Proof of experience endorsed and stamped by human resource Knowledge & Skills Knowledge of health legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Sound knowledge of clinical scope as applicable to district hospital Computer literacy. Sound negotiation, planning, decision making and conflict management skills. Good team building and problem solving skills. Knowledge of medical disciplines and management skills. Knowledge and experience in District Health System.
<u>DUTIES</u>	:	Provide management, support, mentorship and supervision of all medical staff, pharmacy services and allied health professional services. Provide expert advised of a professional management nature, particularly in the management of HIV, STI and TB for the population of the sub-district. Formulate protocols, policies and procedures for medical service and ensure that they are in accordance with current statutory regulations and guidelines. Ensure the provision of protocols and guidelines to doctors/multidisciplinary team members. Provision of quality care, existing team members with quality assurance, quality improvement projects, mobility and mortality reviews, monthly audits, development of clinical guidelines and policies. Participate and lead quality improvement programmers and research services. Ensure ongoing training/teaching programmers for medical, nursing and allied health professionals. Assist and participate in ensuring that the hospital achieved the district level package of services. Ensure the provision and support of outreach/PHC service, particularly the HAST services. Drive the procurement process for the medical equipment. Formulate strategies plan in keeping with the HAST requirement of the hospital as guided by the national and provincial Department of Health.
<u>ENQUIRIES</u>	:	DR Mochaoa Tel No: 036 488 1570 EXT: 8208
<u>APPLICATIONS</u>	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.
<u>CLOSING DATE</u>	:	23 August 2022 at 16:00

<u>POST 29/262</u>	:	<u>MEDICAL MANAGER GRADE 1 REF NO: NDH 11/2022 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 191 510 – R1 322 391 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 Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Northdale Hospital MBCHB qualification; PLUS Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner; PLUS A minimum of five (5) years in a Health Institution; Unendorsed valid Code B driving license (Code 08). Knowledge, Skills, Training and Competencies Required: Possess knowledge of relevant legislation such as Nation Health Act, Pharmacy Act, Labour Relations Act, Public Act, Basic Conditions of Service Act, Occupational Health and Safety Act, Medical and Allied Health Professionals Act, Public Finance Management Act (PMF). Have strategic capability and leadership; programme and project management, financial management, change management people, people management an empowerment. Have service delivery innovation, knowledge management, problem solving an analysis, communication, client orientation and customer focus.
<u>DUTIES</u>	:	Accelerate implementation of PHC re-engineering. Reduce the burden of disease. Achieve universal health coverage, access to quality essential health care services an safe, effective, and quality. Essential medicines and vaccines for citizens within catchment area. Provide strategic leadership in the delivery of integrated district health services based on a relevant policy. Ensure the effective, efficient and economical management of allocated resources. Reduce the burden of disease. Achieve universal health coverage, access to quality essential health care services and safe, effective, quality essential medicines and vaccines for citizens within the catchment area. To improve health indicators, decrease Morbidity and Mortality. Oversee clinical governance to ensure high level of care. Ensure Complaints mechanism is adhered to. Effective efficient management of Medical Services, Pharmaceutical service, Rehabilitation Service, Radiology Service, Diabetic Service, Psychology Service, Social Work Service, Crisis Centre Service. Provide strategic leadership in the delivery of integrated district health services based on a relevant policy. Develop and implement an annual business plan/operational plan for service delivery based for each Medical and Allied Health Component, based on current needs assessment an priorities. Ensure the effective, efficient and economical management of allocated resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Xulu (CEO) Tel No: 033-387 9007
<u>FOR ATTENTION CLOSING DATE</u>	:	Must be posted: The CEO, Northdale Hospital, P/Bag X9006, Pietermaritzburg 3201 or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg, 3201. HR Department (Admin Block) 26 August 2022
<u>POST 29/263</u>	:	<u>CLINICAL MANAGER (GRADE 1, 2) REF NO: NDH 08/2022 (X1 POST)</u> Component: Paediatrics Department
<u>SALARY</u>	:	Grade 1: R1 191 510 – R1 322 391 per annum Grade 2: R1 362 363 – R1 489 665 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, with compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form.
<u>CENTRE REQUIREMENTS</u>	:	Northdale Hospital MBCHB Degree or Equivalent qualification, plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice, plus Diploma in Child Health or equivalent post-graduation paediatric qualification (eg Post grad diploma in Community and General Paediatrics; Masters in Child Health / community paediatrics; Masters in public health – Maternal and child health etc). Grade 1: as per minimum requirements for this specialized service plus Five years post registration as a medical practitioner. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: as per minimum requirements for this specialized service and 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it

	is not required to perform Community Service as required in South Africa. Knowledge, Skills, Training and Competency Required: Relevant medical knowledge, with Paediatrics and Child Health focus. Specific knowledge of Neonatal & Paediatric conditions. Skills and competence at procedures and care in neonates and children. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology and statistics.
<u>DUTIES</u>	: (Will cover clinical care, scholarship, professionalism, clinical governance and administration & management.) Participate in and oversee the provision of in- and outpatient clinical care within the Northdale Paediatrics Department. Participate in relevant Outreach activities. Assist with the training & development AND supervision & support of Medical officers, CSOs, interns and students in the Paediatric Department. Participate in personal and departmental scholarship activities including mandatory attendance of the academic programme in the Pietermaritzburg metropolitan department of Paediatrics and child health. Ensure that the department runs in a professional manner in terms of discipline, communication, collaboration and ethics. Oversee the maintenance of standards of care and clinical governance activities within the department. Be responsible for the management of the staff component of Paediatrics, Northdale Hospital. Ensure that the Essential Package of Care for Children and Neonates is implemented in Northdale Hospital. Be responsible for the administration and management of the Paediatric Department at Northdale Hospital. Assist and participate in research activities / projects as defined within the department. Collaborate with the Paediatric Units at Harry Gwala Regional Hospital and Grey's Hospital under the leadership of the Head Clinical Department Paediatrics and Child Health
<u>ENQUIRIES</u>	: Dr Turino Tel No: 033-8979014
<u>APPLICATIONS</u>	: Must be posted: The CEO, Northdale Hospital, P/Bag X9006, Pietermaritzburg 3201 or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg, 3201.
<u>FOR ATTENTION</u>	: HR Department (Admin Block)
<u>NOTE</u>	: Applicants are advised to use latest prescribed application for employment (Z83) form. Application for Employment (Z83) form which must be originally signed initialed and dated. All required information on the Z83 must be provided. Failure to complete and or disclose all information will automatically disqualify the applicant. The new application for employment form Z83 can be downloaded at www.dpsa.gov.za/vacancies . Applications submitted using the old Z83 form will not be accepted. The Z83 should be accompanied by a comprehensive CV ONLY with detailed experience with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience. Only shortlisted candidates will be required to submit certified documents / copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks Security clearance, vetting, criminal clearance, credit records, citizenship and the verification of educational qualifications by SAQA, verification of previous experience by Employers and verification from the Company Intellectual Property Commission (CIPC). 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.
<u>CLOSING DATE</u>	: 26 August 2022
<u>POST 29/264</u>	: <u>MEDICAL SPECIALIST GRADE 1/2/3 ANAESTHETIC, REF NO: MED 25/2022 (X3 POSTS)</u>
<u>SALARY</u>	: Grade 1: R1 122 630 – R1 173 900 per annum Grade 2: R1 283 592 - R1 362 363 per annum Grade 3: R1 489 665 – R1 862 412 per annum (All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
<u>CENTRE</u>	: Harry Gwala Regional Hospital

REQUIREMENTS

: Senior Certificate (Matric). MBCHB or equivalent qualification. FCA (SA) or MMed (Anaes), PLUS Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Specialist Anaesthesiologist. Current practice with the HPCSA as a Medical Specialist (2022/2023). This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. In the event that a candidate who is eligible for specialist registration but has not received such registration from the council is successful, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received. Specialist cover at Harry Gwala Regional Hospital is shared between the Anaesthetic and Critical Care Departments. The purpose of the post is to develop advanced Anaesthetic skills as well as develop an interest in critical care. The facility to spend 6 months focusing on Critical Care within the first two years of employment will be built into the job description of this post. Experience Required: **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. 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:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

DUTIES

: To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management of critically ill patients. Ensure the proper and economical use of equipment and other resources. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Harry Gwala Regional and Northdale). Willingness to rotate through ICU for up to 6 months is essential. Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital. Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

ENQUIRIES

: Dr Jonathan Invernizzi Tel No: 082 385 8915. Email: jonathan.invernizzi@kznhealth.gov.za

APPLICATIONS

: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

FOR ATTENTION NOTE

: Mr. T.C. Manyoni
: 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. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring

certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that 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 advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. 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. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays 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, Coloured Male

CLOSING DATE

:

26 August 2022

POST 29/265

:

**MEDICAL SPECIALIST GRADE 1/2/3 OBSTETRICS AND GYNAECOLOGY
REF NO: MED 26 /2022 (X1 POST)**

SALARY

:

Grade 1: R1 122 630 – R1 173 900 per annum
Grade 2: R1 283 592 - R1 362 363 per annum
Grade 3: R1 489 665 – R1 862 412 per annum
(All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)

**CENTRE
REQUIREMENTS**

:

Harry Gwala Regional Hospital

:

Grade 12 Certificate, Appropriate qualification in Health Science. Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Current practice with the HPCSA as a Medical Specialist (2022/2023). Experience Required: **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. 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:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Recommendation: Additional experience in the relevant discipline.

DUTIES

:

Appropriate diagnosis and management and follow – up of patient at a specialist level. Apply appropriate cost – effective and correct pharmaceutical measures in line with EDL. Appropriate selection and effective rendering of treatment modalities at a specialist level. Maintain clear, concise and legible medical records and ensure that junior staff do likewise. Actively participate in Quality assurance and good governance program of the Hospital. Participate in all academic and clinical meetings of the Department. Any other duties as assigned by the Head of Department. Train medical students / interns / medical officers and other junior personnel Registration as a Specialist with HPCSA. Sound working specialist knowledge of the relevant medical discipline to allow for accurate diagnosis and appropriate management of clinical problems at a specialist level. Sound knowledge of medical ethics.

**ENQUIRIES
APPLICATIONS**

:

Dr. P. Israel Tel No: (033)395-4046

:

All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

FOR ATTENTION

:

Mr. T.C. Manyoni

<u>NOTE</u>	:	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 . Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that 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 advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. 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. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays 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, Coloured Male
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/266</u>	:	<u>MEDICAL SPECIALIST: SURGERY REF NO: SP/SUR1/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 122 630 - R1 191 510 per annum, (all-inclusive package) Grade 2: R1 283 592 - R1 362 363 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Addington Hospital: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	MBChB Degree, Registration certificate with the Health Professions Council as a Specialist-Surgery, Current registration card (2022/2023) with HPCSA, Grade 1: No experience. Grade 2: Appropriate qualification in relevant discipline that allows registration as a Medical Specialist with HPCSA plus five (5) years' experience in the discipline after registration with the HPCSA as a Medical Specialist. Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Knowledge, Skills Training and Competencies Required: Sound clinical knowledge and experience of procedures and protocols in general surgery with added experience in the management of upper gastrointestinal surgical conditions. Good verbal and written communication skills and interpersonal skills. Sound teaching and supervisory abilities. Ability to function in multi-disciplinary team. Laparoscopic skills and experience would be advantageous. Interest in establishing and developing clinical outreach program.
<u>DUTIES</u>	:	Run specialist and special interest outpatient clinics. Key focus is to develop functional clinical and minor surgical service at outlying hospitals as part of our ongoing outreach program. Provide in-patient clinical services. Assist with undergraduate teaching. Take responsibility for post-graduate training of flexible endoscopy training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Co-ordinate clinical outreach programme. Assist with quality improvement programmes including clinical audits and continuous professional development activities. Assist the Departmental Manager to ensure an optimal surgical service is provided. Assist the Departmental Manager in the development of management protocols/ policies for the department.
<u>ENQUIRIES</u>	:	Dr A Botha Tel No: 031 327 2507
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 09, Human Resource Department, 1 st Floor, Addington Hospital.
<u>FOR ATTENTION</u>	:	The Human Resource Department
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are

not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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. Limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. 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. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays.

<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/267</u>	:	<u>MEDICAL SPECIALIST GRADE1 - 3 (ORTHOPAEDICS) REF NO: SPEC/ORTH 01/2022 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 122 630 – R1 173 900 per annum, (all-inclusive package) Grade 2: R1 283 592 - R1 362 363 per annum, (all-inclusive package) Grade 3: R1 489 665 – R1 862 412 per annum, (all-inclusive package) All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital – Orthopaedics
	:	MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Orthopaedics). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Orthopaedics). Proof of current registration as a Medical Practitioner with HPCSA (2022/2023). Experience: Medical Officer Grade 1 : No experience required. Medical Officer Grade 2 : Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires <u>5</u> years appropriate experience after registration with HPCSA as a Medical Specialist in a normal Specialty. Medical Officer Grade 3 : Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires <u>10</u> years appropriate experience after registration with HPCSA as a Medical Specialist in a normal Specialty. Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Orthopaedics. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.
<u>DUIES</u>	:	Manage speciality clinics. Provide in-patient and out-patient clinical services. Assist with undergraduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of

		commuted overtime is a requirement as per the policy on commuted overtime for medical practitioners. (After hours and weekends).
<u>ENQUIRIES</u>	:	Dr R Magagula Tel No: 031 907 8319 / 8317
<u>APPLICATIONS</u>	:	Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060.
<u>FOR ATTENTION</u>	:	Mrs TZ Makanya
<u>NOTE</u>	:	The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) Only. Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male / Female, White Male / Female and Coloured Male are encouraged to apply for the post.
<u>CLOSING DATE</u>	:	23 August 2022
<u>POST 29/268</u>	:	<u>ENGINEERING CHIEF GRADE A REF NO: GS 46/22</u> Component: grey's hospital: engineering services
<u>SALARY</u>	:	R1 058 469 per annum (Level 12), all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Senior Certificate (Standard 10/Grade 12 or equivalent; Engineering degree (B Engineering/BSC (Engineering) or relevant qualification; Three years post qualification experience is required as a registered Professional Engineer; Compulsory registration with ECSA as Professional Engineer and valid driver's license(Code B/C); A Government Certificate of competencies in Mechanical or Electrical Engineering(since the installed power of electricity supply and boilers exceeds 300kw(OHS ACT 1983-General Machinery Regulations requires a certificated Electrical or Mechanical Engineer); and Proof of working experience in the form of a certificate of service endorsed by Human Resources Management Component/Department. Knowledge, Skills and Experience: Sound knowledge of all trades and engineering systems installed and used by the Health Institution; Effective internal and external communicator and knowledge of building structures; Sound knowledge of tender procedures or documents and evaluation of tenders; Sound knowledge of CAD drawing design experience would be an advantage; Strategic capability and leadership, problem solving and analysis and decision making skills; Programme and project management; engineering; legal and operational compliance; Engineering operational communication process; Maintenance skills and knowledge, and mobile equipment operating skills; Engineering design and analysis knowledge, research and development; Computer-aided engineering applications and creating high performance culture; Technical consulting and professional judgement; Technical leadership; creativity and knowledge of financial, human and labour relations management skills; Customer focus and responsiveness; communication and people management skills; Planning and organizing, conflict management and negotiation skills; and Change management and computer skills.
<u>DUTIES</u>	:	Management of engineering department and ensure that all engineering plants are functioning effectively through preventative maintenance, monitoring and by ensuring compliance with all regulations. Set engineering standards specifications and services levels according to organizational objectives to ensure optimum operational availability. Be available to be designated as the responsible person at a Tertiary Hospital in accordance with the terms and conditions of the Occupational Health and Safety Act (Act 85 of 1993) and regulations if so required. Compile and co-ordinate maintenance budgets and setting of priorities for maintenance work, including Minor New Work, Repairs and Routine work. Monitor and control all maintenance expenditure. Liaise with other Departments, such as, Department of Works, ensuring that the requirements of the institution are met. Provide a Hospital Engineering Service to the District Managers and Chief Executive Officer within the District. Ensure that proper training is provided to junior staff in carrying out their duties and to promote career development. Monitor and record all forms of energy resources consumed at the institution such as electricity, water, fuel and medical gases. Monitor implementation efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Ensure that all engineering plants are functioning effectively through preventative maintenance, monitoring and by ensuring compliance with all

		regulations. Provide technical consulting services for operation on engineering related matters to minimize possible engineering risks.
<u>ENQUIRIES</u>	:	Dr KB Bilenge Tel No: 033 – 897 3321
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs M Chandulal
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but <u>must</u> submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for This Post Is: African Male, African Female, Coloured Male
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/269</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1&2 HOSPITALS) REF NO: AMAJ09/2022</u> Component: Integrated District Health System Development Service
<u>SALARY</u>	:	R856 272 per annum. Other Benefits Rural allowance on a claim basis
<u>CENTRE</u>	:	Amajuba Health District Office
<u>REQUIREMENTS</u>	:	Grade 12 or National Senior Certificate. Appropriate B Degree/ National Diploma or equivalent qualification Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General nursing plus At least 5 years of the period referred to above must be appropriate /recognizable experience at management level (Assistant Manager Nursing).Current SANC receipt must be attached. Valid code EB Driver's License (code8). Proof of current and previous work experience endorsed and stamped by Human Resources. Recommendations Computer certificate: MS Office Software application (Attach Proof) Qualification I Management will be an added recommendation. Knowledge, Skills, Behavioural Attributes and Competencies Required Ability to think critically in difficult situation. Sound project management skill. Strong communication and presentation skills. Managerial and facilitation skills. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objectives into practical planning framework. Ability to prioritize issues and other work related matters and comply with the time frames. Proven initiative decisiveness, dedication and the ability to acquire new knowledge swiftly. Computer literacy.
<u>DUTIES</u>	:	Provide strategic leadership in the provision of PHC services and Clinical Health Programmes to all levels health care system within the District. Develop and cost Health Programs and Primary Care plans. Ensure that Health Programs are effectively and efficiently managed. Monitor and evaluate the quality of services in relation to Primary Health Care and Health Programs. Distributes Health Program resource equitably. Actively participate in the programs data analysis, interpretation and management thereof. Provide leadership for the Health Programme Management Team in order to ensure the delivery of high quality health care. Ensure good governance in a health programmes and community participation which includes effective functioning Clinic Communities. Monitor implementation of quality clinical client and management within the District. Monitor staff levels and ensure the effective recruitment of competent personnel and implement retention strategies. Assess Health Programmes services needs for staff development. Ensure effective and efficient integration of Health programmes. Convey a clear vision of transformation and oversee the transformation process within the Clinical Health Programme setting. Ensure active participation in all community poverty alleviation activities with specific emphasis in Operation Sukuma Sakhe. Develop and ensure the implementation of National, Provincial and District Policies and legal prescripts. Monitor and control the Health Program budget. Ensure effective stakeholder involvement and engagement on health related programs (DAC&DHC) Ensure implantation and monitoring of audit improvement plans. Facilitate and monitor the implementation of transversal projects activities. Facilitate the implementation of PHC re-engineering. Deputize District Director in his /her absent.
<u>ENQUIRIES</u>	:	Mr. MS Nzuza Tel No: 034 328 7003
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 Or Hand delivered to: 38 Voortrekker Street, Newcastle.
<u>FOR ATTENTION</u>	:	Mr V.J Khumalo

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendation of the advert. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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 due to financial constraints, there will be no payment for S&T claims. Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply. (Those who previously applied may re- apply)

CLOSING DATE

: 22 August 2022

POST 29/270

: **DEPUTY MANAGER NURSING REF NO: NDH 01/2022 (X1 POST)**
Component: Nursing

SALARY

: R856 272 - R963 723 per annum, (Consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules)

CENTRE

: Northdale Hospital

REQUIREMENTS

: Senior Certificate.(Grade 12) plus Degree / Diploma in Nursing or equivalent qualification that allows registration with the SANC as a General Nurse and Midwife plus Degree/Diploma in Nursing Administration or Management plus Registration with the SANC as Professional Nurse plus Current SANC receipt/Annual registration 2022 plus A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred to above must be appropriate and recognizable experience at management level. Recommendation Computer literate and unendorsed valid driver's license Knowledge and Skills: Knowledge of the Public Sector Policies, Acts and Regulations. Working Mentorship and supervisory skills. Sound Management, organization, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and Disciplinary procedures and processes. Computer literacy in MS Word, Excel. Knowledge of Nursing Management. Knowledge and understanding of Human Resources and Financial Management practices.

DUTIES

: To provide Leadership and facilitate Strategic Planning, Policy Planning, development and implementation. To exercise overall control over Nursing Care, including information and implementation of Nursing Programmes, Execution and Evaluation thereof. To execute duties and function with proficiency, in support of aims and strategic objectives of the hospital and of the Department of Health. To demonstrate hospital's commitment to quality nursing care and ensure compliance with National Core Standards. To ensure control of the selection, recruitment and development of Nursing Staff. To ensure control on Disciplinary matters, grievances and labour issues. Facilitate cost control in the utilization of both human and material resources. Advise Hospital Manager and management team on norms and standards of Nursing Practices. Ensure System and processes are in place to support implementation of objectives. Facilitate clinical workshops and meetings to update Nursing Staff. Ensure compliance with all relevant Legislation including the OHS Act. Submit verbal and written reports timeously to the Hospital Manager. Coordinate, Facilitate and implement Quality Improvement Initiatives and Good Governance.

<u>ENQUIRIES</u>	:	Ms N Xulu Tel No: 033-387 9009
<u>APPLICATIONS</u>	:	Must be posted: The CEO, Northdale Hospital, P/Bag X9006, Pietermaritzburg 3201 Or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg, 3201.
<u>FOR ATTENTION</u>	:	HR Department (Admin Block)
<u>NOTE</u>	:	Applicants are advised to use latest prescribed application for employment (Z83) form. Application for Employment (Z83) form which must be originally signed initialed and dated. All required information on the Z83 must be provided. Failure to complete and or disclose all information will automatically disqualify the applicant. The new application for employment form Z83 can be downloaded at www.dpsa.gov.za-vacancies . Applications submitted using the old Z83 form will not be accepted. The Z83 should be accompanied by a comprehensive CV ONLY with detailed experience with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience. Only shortlisted candidates will be required to submit certified documents / copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks Security clearance, vetting, criminal clearance, credit records, citizenship and the verification of educational qualifications by SAQA, verification of previous experience by Employers and verification from the Company Intellectual Property Commission (CIPC). 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.
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/271</u>	:	<u>MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: NDH 13/2022 (X1 POST)</u> Component: Paediatrics Department
<u>SALARY</u>	:	Grade 1 – R833 523 – R897 939 per annum Grade 2 – R953 049 – R1 042 092 per annum Grade 3 – R1 106 037 – R1 382 802 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, with compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form.
<u>CENTRE</u>	:	Northdale Hospital
<u>REQUIREMENTS</u>	:	MBCHB Degree or Equivalent qualification, plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice. Prior Clinical Care experience in Paediatrics & Child Health will be an advantage. Recommendations: Diploma in Child Health (will be an added advantage) Experience: Grade 1: as per minimum requirements for this specialized service. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: as per minimum requirements for this specialized service plus 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: as per minimum requirements for this specialized service plus 10 years appropriate experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Knowledge, Skills and Experience: Relevant medical knowledge, with Paediatrics and Child Health focus. Specific knowledge of Neonatal & Paediatric conditions. Skills and competence at procedures and care in

DUITES

neonates and children. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology and statistics.

(Will cover clinical care, scholarship, professionalism, clinical governance and administration & management.) Participate in the provision of in- and outpatient clinical care within the Paediatrics on a rotational basis at Grey's, Edendale & Northdale Hospital. Assist with the maintenance of standards of care, clinical governance framework within the department. Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. Participate in the personal and departmental scholarship activities including mandatory attendance of the academic programme. Support the departmental activities for the staff development and training of undergraduate, post graduate and vocational students. Assist and participate in research activities / projects as defined within the department. Assist with the administration and management of the Unit.

ENQUIRIES
APPLICATIONS

Dr Turino Tel No: 033-3879014

Applications must be posted: The CEO, Northdale Hospital, P/Bag X9006, Pietermaritzburg 3201 Or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg, 3201.

FOR ATTENTION
NOTE

HR Department (Admin Block)

Applicants are advised to use latest prescribed application for employment (Z83) form. Application for Employment (Z83) form which must be originally signed initialed and dated. All required information on the Z83 must be provided. Failure to complete and or disclose all information will automatically disqualify the applicant. The new application for employment form Z83 can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. The Z83 should be accompanied by a comprehensive CV ONLY with detailed experience with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience. Only shortlisted candidates will be required to submit certified documents / copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks Security clearance, vetting, criminal clearance, credit records, citizenship and the verification of educational qualifications by SAQA, verification of previous experience by Employers and verification from the Company Intellectual Property Commission (CIPC). 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.

CLOSING DATE

26 August 2022

POST 29/272

PHARMACY SUPERVISOR REF NO: GAM CHC 09/2022

SALARY
CENTRE
REQUIREMENTS

R833 523 per annum, (all inclusive Mms salary package)

Gamalakhe CHC

Senior Certificate / Matric Bachelor's Degree in Pharmacy that allows registration with SAPC as a Pharmacist. Proof of current registration with SAPC (2022 receipt) A minimum of five (5) years appropriate/ recognizable experience after registration as a Pharmacist. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Knowledge, Skills and Competencies Knowledge of Pharmaceutical services, Acts, policies, procedures and legislations including the Essential Drug List (EDL) and Standard Treatment Guidelines (STG), District Health System, Ideal Hospital and Primary Health Care Standards. Excellent communication skills both written and verbal. Ability to be a part of the inter-active team, knowledge of essential drug list and the National Drug Policy. Commitment to service excellence, good supervisory, analytical and team building skills. Appropriate clinical and theoretical knowledge. Ability to manage conflict and apply disciplinary procedure. Computer literacy (Rx Stock Management System) Ability to train and mentor pharmacy personal (learners,

	pharmacist interns, community service pharmacists, pharmacist assistants and pharmacists)
<u>DUTIES</u>	: Facilitate Ensure that accurate, efficient, and cost-effective pharmaceutical services are rendered for the community of Gamalakhe CHC and catchment areas including, outpatient dispensing, stock acquisition and control, ARV rollout and pre-dispensing to clinics. Comply with requirements of Good Pharmacy Practice and the scope of Practice for a Pharmacist endorsed by the SA Pharmacy Council. Develop and revise pharmaceutical policies and procedures. Liaise with other healthcare professionals regarding drug information and participate in the Pharmacy and Therapeutics Committee. Deputize in the overall management of the pharmacy department including finances, human resources and medicine supply management. Supervise the enrollment and implementation of the CCMDD program in the pharmacy. Maintain accurate, appropriate patient records and statistics in line with legal requirements. Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, disease states and healthcare. Exercise control on expenditure and budget utilization to ensure non-wastage of pharmaceuticals and other resources. Provide supervisory pharmaceutical support to PHC Clinics. Direct supervision of Pharmacists, Community Service Pharmacists, Pharmacist Intern(s) and Pharmacist Assistants. Provide necessary orientation, training, disciplining, conflict resolution, EPMDS assessments and monitoring of all staff in the Pharmacy component. Promote Batho Pele principles in the execution of duties for effective service delivery. Manage and coordinate productivity and be part of an interactive and multi-disciplinary team.
<u>ENQUIRIES</u>	: MS. N. Qalashei Tel No: 039-318 1113
<u>APPLICATIONS</u>	: All applications should be forwarded to: The HR Manager Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249
<u>FOR ATTENTION</u>	: Human Resource Department
<u>CLOSING DATE</u>	: 22 August 2022
<u>POST 29/273</u>	: <u>ASSISTANT MANAGER NURSING: (SPECIALTY) (OBSTETRICS AND GYNAECOLOGY REF NO: GS 47/22)</u> Component: Nursing
<u>SALARY</u>	: Grade 1: R624 216 per annum, Plus 13 th Cheque, Medical Aid (Optional), Home Owners Allowance, Employee must meet the prescribed requirements
<u>CENTRE</u>	: Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	: Grade 12 Certificate Degree / Diploma in General Nursing and Midwifery A Post Basic Qualification in Advanced Midwifery and neonatology accredited with SANC Current Registration with SANC (2022) A minimum of 10 years appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing and Midwifery At least 6 years of the period referred to above must be appropriate /recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. At least three (3) years of the period referred above must be appropriate / recognisable experience at Management level. (Eg from the level of an Operational Manager) Recommendation: Computer Literacy Degree/Diploma in Health Service/Nursing Management/Nursing Administration will be an advantage Knowledge, Skills and Experience: Knowledge and insight into Nursing processes and procedures Knowledge of Nursing statutes and other relevant legislative frameworks. Knowledge of Health Care Service delivery Knowledge of disciplinary processes Knowledge of basic/standard management principle of approach The ability to function well with a team Sound communication, counselling and time management skills. Understanding of Human Resource needs and developments. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management Knowledge and implementation of Batho Pele Principles. Supervisory and analytical thinking skills. Good verbal, writing and communication skills, facilitation and coordination skills. Extensive knowledge of National and Provincial Policies and guidelines. Ability to lead a team and to interact effectively with communication structures.
<u>DUTIES</u>	: Co-ordination of optimal, holistic specialized nursing care provided within the set standards and professional/legal framework. As the Manager for the Maternity and Gynaecology section ensure overall management and necessary support for effective functioning of the unit. Foster team spirit and commitment among all categories of staff, by upholding Batho Pele Principles.

	<p>Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Manage staff performance (EPMDS) Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism. Manage the utilization of all resources efficiently and effectively. Participate in SCM, Financial Management processes as determined by PFMA. Participate in the analysis, formulation and implementation of policies, practices and procedures. Establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that a healthy and safe environment is maintained. Monitor and control the quality of patient care. Co-ordinate the implementation of National Core Standards and ensure compliance thereof, conduct clinical audits. Ensure accurate record keeping for statics purposes. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Participate in perinatal mortality meeting and develop quality improvements projects. Support mother-baby friendly initiative. Ensure Manage and give direction in the management of all patients. Participate in perinatal mortality meeting and develop quality improvement projects. Ensure improvement of health systems for mothers and babies. Develop and implement strategies for infection prevention for the ward. Implements standards, practices and indicators for maternal and child health care and CARMA. Ensure implementation of National Core Standard, training of staff on ESMOE, monitoring of performance and staff development. Improve availability of PMTCT.</p>
<u>ENQUIRIES</u>	Mrs TB Mathonsi Tel No: 033 897 3331
<u>APPLICATIONS</u>	: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	: Mrs M Chandulal
<u>NOTE</u>	: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae.
<u>CLOSING DATE</u>	: 22 August 2022
<u>POST 29/274</u>	: <u>ASSISTANT MANAGER NURSING (GENERAL STREAM) – MONITORING & EVALUATION REF NO: NDH 02/2022 (X1 POST)</u>
<u>SALARY</u>	: R571 242 per annum. Other Benefits: 13th cheque Medical aid and housing allowance (optional and provided the incumbent meets the requirements)
<u>CENTRE</u>	: Northdale Hospital
<u>REQUIREMENTS</u>	: Educational Qualification – Matric / Grade 12 or equivalent. Registration with the SANC (2022 receipt) as a general nurse and midwife. A minimum of 8 years appropriate / recognizable experience in nursing after registration with SANC in general nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level or clinical programme coordination. A valid code EB driver's license. Computer literacy. Recommendation Planning, Monitoring and Evaluation experience in the Health Care environment will be an added advantage. Degree / Diploma in Nursing Management. Knowledge, Skills & Competencies Knowledge and experience with public service policies, acts and regulations. Sound management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of human resource training needs and development. Knowledge of labour relations and disciplinary procedure. Basic financial management skills. Knowledge of nursing care delivery approaches. Leadership, management planning, organizing and co-ordinating skills.
<u>DUTIES</u>	: Oversee the co-ordination, integration and development of inputs into the Hospital improvement plan. Co-ordinate development of services delivery improvement plan for hospital. Monitor, evaluate and provide early warning and report on the implementation of a hospital annual performance plan. Ensure implementation of the total quality management framework and conduct quarterly audits. Ensure monitoring and evaluation of overall performance of the institution. Enforce compliance to the legislative prescripts in all units within the facility jurisdiction. Ensure development, implementation and maintenance of a reliable & accurate information system in line with departmental policy and system imperatives. Co-ordinate staff training and update on initiatives for ensuring service excellence. Actively drive quality assurance and service excellence initiatives. Monitor and co-ordinate data collection and support the implementation of the action plans as generated by the information

management team. Co-ordinate data management meetings and monitor performance indicators with the FIO. Monitor efficiency indicators of the hospital, conduct meetings on challenges related to patients care. Monitor, evaluate and report on delivery of quality care at the institution including clinical care, waiting times and client experiences. Facilitate integration, streamlining and management of various priority programs including quality improvement initiatives, ICRM and IHRM. Facilitate compliance with policies and legislation governing healthcare, such as PME, framework, DHIMS, ideal hospital Framework, etc. Implement fair labour practices. Co-ordinate the implementation of patients' rights charter, Batho Pele and clinical governance as fundamental basis in developing and directing the quality health care within the institution. Monitor and ensure that all health professionals are licenced to practice. Manage IPC activities, Quality activities, Data activities.

**ENQUIRIES
APPLICATIONS**

**FOR ATTENTION
NOTE**

: Ms N Xulu Tel No: 033 387 9009
 : Must be posted: The CEO, Northdale Hospital, P/Bag X9006, Pietermaritzburg, 3201 Or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg, 3201.
 : HR Department (Admin Block)
 : Applicants are advised to use latest prescribed application for employment (Z83) form. Application for Employment (Z83) form which must be originally signed initialed and dated. All required information on the Z83 must be provided. Failure to complete and or disclose all information will automatically disqualify the applicant. The new application for employment form Z83 can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. The Z83 should be accompanied by a comprehensive CV ONLY with detailed experience with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience. Only shortlisted candidates will be required to submit certified documents / copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks Security clearance, vetting, criminal clearance, credit records, citizenship and the verification of educational qualifications by SAQA, verification of previous experience by Employers and verification from the Company Intellectual Property Commission (CIPC). 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.

CLOSING DATE

: 26 August 2022

POST 29/275

: **OPERATIONAL MANAGER (PHC SPECIALTY) REF NO: NDH 03/2022 (X1 POST)**

SALARY

: R571 242 per annum. Other Benefits: 13th cheque Medical aid and housing allowance (optional and provided the incumbent meets the requirements)

CENTRE

: Northdale Hospital (Gateway Clinic)

REQUIREMENTS

: Senior Certificate Grade 12 or equivalent. Degree/Diploma or equivalent qualification that allow registration with the South African Nursing Council as a Professional Nurse. Registration with South African Nursing Council as a Professional Nurse and Midwife. Current SANC Receipt 2022. A minimum of 09 years appropriate / recognizable experience after registration as a Professional Nurse in the said speciality. Five (5) years of the period referred to above, must be appropriate / recognizable experience after obtaining 1 year Post Basic qualification in Primary Health Care Recommendation: A Valid driver's license. Computer Literacy Knowledge, Skills & Competencies: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate a basic

understanding of HR and financial policies and practices. Knowledge of the priority programmes and the management thereof. Computer skills in basic programmes. Leadership, organizational decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills

DUTIES

: Monitor and evaluate performance of Clinic staff according to set standards, norms targets and to ensure effective reporting. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members' i.e. Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma Sakhe programs to maximize patient care. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical management of clients. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Covid 19. Demonstrate effective communication with patients, supervisors, other health Professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably, at a supervisory level, with persons of diverse Intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Conduct Clinic Open Days. Ensure data is validated and submitted timeously.

ENQUIRIES APPLICATIONS

: Ms. TD Ndlela / Ms. ANM Ramesar Tel No: 033 387 9010
: Must be posted: The CEO, Northdale Hospital, P/Bag X9006, Pietermaritzburg, 3201 or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg, 3201
: HR Department (Admin Block)

FOR ATTENTION NOTE

: Applicants are advised to use latest prescribed application for employment (Z83) form. Application for Employment (Z83) form which must be originally signed initialed and dated. All required information on the Z83 must be provided. Failure to complete and or disclose all information will automatically disqualify the applicant. The new application for employment form Z83 can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. The Z83 should be accompanied by a comprehensive CV ONLY with detailed experience with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience. Only shortlisted candidates will be required to submit certified documents / copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks Security clearance, vetting, criminal clearance, credit records, citizenship and the verification of educational qualifications by SAQA, verification of previous experience by Employers and verification from the Company Intellectual Property Commission (CIPC). 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.
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/276</u>	:	<u>OPERATIONAL MANAGER NURSING-PHC REF NO: NDH 04/2022 (X1 POST)</u>
<u>SALARY</u>	:	R571 242.per annum. Other Benefits: 8% Rural Allowance, 13 th Cheque, Housing Allowance
<u>CENTRE</u>	:	Maguzu Clinic
<u>REQUIREMENTS</u>	:	Grade 12 (senior certificate). Basic R425 qualification i.e. Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation. Proof of current registration with SANC (2022 receipt). Current registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse. 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 appropriate /recognizable experience in Primary Health Care as per R212 SANC Regulation. Recommendations: Degree/Diploma in Nursing Management. Computer literacy (MS Word, Excel, Power-point and Outlook) Attach proof. Driver's license code 8/10. NIMART-Training certificate in Nurse Initiated and Management of ART (attach proof) Knowledge, Skills, Training and Competencies: Legal framework governing the Nursing Profession and the health system. Leadership, organizational, decision making, problem, conflict solving and counselling management and supervisory skills. Ability to work in multidisciplinary team setting. Good Listening and communication skills, computer skills. Ability to work and maintain meaningful relationship with a diverse community. Knowledge of Human Resource Management. Knowledge of Public Service legislation, Regulations and Policies. Program planning. Knowledge of procedures and policies pertaining to nursing care. Knowledge of EPMDs, Ideal Clinic and Norms and standards. Data/Information Management.
<u>DUTIES</u>	:	Provide quality comprehensive Community Health Care package including Preventive, Promotive and Rehabilitation. Facilitate Implementation of Quality Improvement Programmes to comply with NHI, Ideal Clinic and Office of Health Standard Compliance. Ensure adequate control and allocation of Human and material resources including state vehicles. Supervise and monitor staff performance according to EPMDs. Facilitate and ensure proper clinical governance. Facilitate implementation of all PHC Reengineering requirements. Exercise control of discipline, professionalism and ethics. Ensure effective utilization and monitoring of all resources in line with cost containment plan for the facility. Facilitate provision of clinical services, educational services and be involved in medical research. To assist in Departmental projects. Evaluate and monitor compliance with clinical protocols, norms and standards within the clinic. Monitor PHC outputs and services on a daily and monthly basis to review performance. Evaluate PHC services in terms of standard outcomes and priority programmes, by accurate analysis of data. Work outside normal working hours and weekends according to service delivery needs.
<u>ENQUIRIES</u>	:	Mrs S Ngubane Tel No: 033 387 9006
<u>APPLICATIONS</u>	:	Must be posted: The CEO, Northdale Hospital, P/Bag X9006, Pietermaritzburg, 3201 Or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg, 3201.
<u>FOR ATTENTION</u>	:	HR Department (Admin Block)
<u>NOTE</u>	:	Applicants are advised to use latest prescribed application for employment (Z83) form. Application for Employment (Z83) form which must be originally signed initialed and dated. All required information on the Z83 must be provided. Failure to complete and or disclose all information will automatically disqualify the applicant. The new application for employment form Z83 can be downloaded at www.dpsa.gov.za/vacancies . Applications submitted using the old Z83 form will not be accepted. The Z83 should be accompanied by a comprehensive CV ONLY with detailed experience with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience. Only shortlisted candidates will be required to submit certified documents / copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications

will not be considered. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks Security clearance, vetting, criminal clearance, credit records, citizenship and the verification of educational qualifications by SAQA, verification of previous experience by Employers and verification from the Company Intellectual Property Commission (CIPC). 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.

<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/277</u>	:	<u>OPERATIONAL MANAGER NURSING-PHC REF NO: NDH 05/2022 (X1 POST)</u>
<u>SALARY</u>	:	R571 242 per annum. Other Benefits: 8% Rural Allowance, 13 th Cheque, Housing Allowance
<u>CENTRE</u>	:	Mpopomeni Clinic
<u>REQUIREMENTS</u>	:	Grade 12 (senior certificate). Basic R425 qualification i.e. Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation. Proof of current registration with SANC (2022 receipt). Current registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse. Experience: 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 appropriate/recognizable experience in Primary Health Care as per R212 SANC Regulation. Recommendations: Degree/Diploma in Nursing Management. Computer literacy (MS Word, Excel, Power-point and Outlook). Driver's license code 8/10. NIMART-Training certificate in Nurse Initiated and Management of ART (attach proof) Knowledge, Skills, Training and Competencies: Legal framework governing the Nursing Profession and the health system. Leadership, organizational, decision making, problem, conflict solving and counselling management and supervisory skills. Ability to work in multidisciplinary team setting. Good Listening and communication skills, computer skills. Ability to work and maintain meaningful relationship with a diverse community. Knowledge of Human Resource Management. Knowledge of Public Service legislation, Regulations and Policies. Program planning. Knowledge of procedures and policies pertaining to nursing care. Knowledge of EPMDS, Ideal Clinic and Norms and standards. Data/Information Management.
<u>DUTIES</u>	:	Provide quality comprehensive Community Health Care package including Preventive, Promotive and Rehabilitation. Facilitate Implementation of Quality Improvement Programmes to comply with NHI, Ideal Clinic and Office of Health Standard Compliance. Ensure adequate control and allocation of Human and material resources including state vehicles. Supervise and monitor staff performance according to EPMDS. Facilitate and ensure proper clinical governance. Facilitate implementation of all PHC Reengineering requirements. Exercise control of discipline, professionalism and ethics. Ensure effective utilization and monitoring of all resources in line with cost containment plan for the facility. Facilitate provision of clinical services, educational services and be involved in medical research. To assist in Departmental projects. Evaluate and monitor compliance with clinical protocols, norms and standards within the clinic. Monitor PHC outputs and services on a daily and monthly basis to review performance. Evaluate PHC services in terms of standard outcomes and priority programmes, by accurate analysis of data. Work outside normal working hours and weekends according to service delivery needs.
<u>ENQUIRIES</u>	:	Mrs S Ngubane Tel No: 033 387 9006
<u>APPLICATIONS</u>	:	Must be posted: The CEO, Northdale Hospital, P/Bag X9006, Pietermaritzburg 3201 Or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg, 3201.
<u>FOR ATTENTION</u>	:	HR Department (Admin Block)
<u>NOTE</u>	:	Applicants are advised to use latest prescribed application for employment (Z83) form. Application for Employment (Z83) form which must be originally signed initialed and dated. All required information on the Z83 must be provided. Failure to complete and or disclose all information will automatically disqualify the applicant. The new application for employment form Z83 can be

downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. The Z83 should be accompanied by a comprehensive CV ONLY with detailed experience with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience. Only shortlisted candidates will be required to submit certified documents / copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks Security clearance, vetting, criminal clearance, credit records, citizenship and the verification of educational qualifications by SAQA, verification of previous experience by Employers and verification from the Company Intellectual Property Commission (CIPC). 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.

<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/278</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALTY-(MATERNITY) REF NO: APP/01/2022</u>
<u>SALARY</u>	:	R571 243 – R642 933 per annum. Other Benefits: 13 TH Cheque, 8% Rural Allowance, Medical Allowance Optional and Housing Allowance (employee must meet prescribed requirements).
<u>CENTRE</u>	:	Appelsbosch Hospital
<u>REQUIREMENTS</u>	:	Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in advanced Midwifery and Neonatal Nursing Science. Registration with South African Nursing Council as a Professional Nurse and Midwife. Proof of current registration as a Professional Nurse with SANC (2022 receipt). A minimum of nine (09) years appropriate / recognizable experience after registration as a Professional Nurse and Midwife, with SANC in General Nursing. At least 5 years of the period preferred to above must be appropriate/ recognizable experience after obtaining the one(01) year post basic qualification in Advance Midwifery and Neonatal Nursing Science. Proof of previous and current work experience endorsed and stamped by Human Resource. Certificate of service endorsed and stamped by HR. Recommendations: Degree/diploma in Nursing management/ administration, Computer literacy and Driver's License. Knowledge, Skills, Training & Competence Required: Knowledge of Nursing Care process and procedures, nursing status and relevant legal framework such as Nursing Act Health Patients' Rights etc. Good knowledge of women health protocols and guidelines. Knowledge of code of conduct and labour relations. Sound working knowledge of Nursing management. Knowledge of human resource management policies and practice including recruitment, condition of service, performance and development, labour relations including disciplinary, grievance and abscondments procedures. Good report writing and facilitation skills. Good communication skills both verbal and written. Good leadership, organization, decision making and problem solving skills. Good interpersonal including public relation, negotiating, conflict handling and team building skills. Financial and budgetary knowledge.
<u>DUTIES</u>	:	Participating in development and implementation of clinical policies, procedures and guidelines for IMCI and other related program's/ projects. Basic understanding and knowledge of HR and financial policies. Maintain client satisfaction, through quality service, innovation and nursing care by upholding relevant principles. Implement staff development and performance by implementing EPMDS and other related human resource policies. Administer Clinical Treatment to acute patients and make appropriate referrals. Monitor infection Control measures within the unit. Ensure implementation, monitoring and evaluation of all programs. Plan and monitor the use of budget for the unit. Improve quality care through reduction of public complaints and waiting times. Ensure perinatal meeting run efficiently and effectively. Ability to

		present PIPP and CHIPP programs. Monitor and evaluate maternity and perinatal statistics. Oversee all aspects related to mother and child (CTOP, ESMOE, FP, MBFI and CARMMA and HBB). Assist with coverage in the nursing component. Ability to do presentation at District level. Maintain professional growth/ ethical standards and self-development. Maintain the code of conduct: Public Service and Professional Body. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Ability to apply management principles for smooth running of the unit.
<u>ENQUIRIES APPLICATION</u>	:	Mr. SM Ntuli Tel No: 032 2948000 ext. 261/116
<u>NOTE</u>	:	should be forwarded to: The Human Resource Manager, Appelsbosch hospital Private bag x215, Ozwathini, 3242.
<u>CLOSING DATE</u>	:	Equity Target: African Male 26 August 2022
<u>POST 29/279</u>	:	<u>ASSISTANT DIRECTOR: MEDICAL BIOLOGICAL SCIENCES REF NO: MCP/ASD/ENTO01/2022</u>
<u>SALARY</u>	:	R525 087 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Malaria Control Programme (Entomology) Appropriate BSc. Degree (Entomology major), Valid Code EB Driver's License (code 08), Registration with the relevant body, 3-5 years supervisory experience in Entomological surveillance services, Proof of current and previous work experience endorsed by Human Resource Manager. Knowledge, Skills, Training and Competencies Required: Expert knowledge on strategies for malaria intervention. Expert knowledge on the science of medical entomology, Good biochemical understanding, Knowledge of the relevant policies, Expert knowledge on insectary management, Ability to interpret legislative frameworks and policy guidelines for practical implementation, Must be flexible, independent, cooperative and a supportive team player, Procurement procedures, Malaria Epidemiology, Entomology and Vector Control Strategies, Insectary Management.
<u>DUTIES</u>	:	Implement the plan for the effective monitoring of adult vector mosquitoes and the distribution of vector breeding site. Ensure the implementation of the WHO standard susceptibility tests to investigate insecticide susceptibility in the vector mosquito for insecticides used in the indoor residual spraying Programme. Ensure the effective and efficient utilization and control of allocated resources. Provide a comprehensive monthly report on entomology activities, in his/her responsibility area, to the Entomology Manager. Provide an assessment of the efficacy of the residual spraying Programme by means of WHO bioassay tests. Maintain an insectary colony of vector mosquitoes and raise wild caught material for further analysis.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. BP Tshikae Tel No: (035) 572 1021/ 7892611
	:	All applications should be forwarded to: The Human Resource Management Malaria Control Programme, Private Bag X 002, Jozini, 3969 or hand delivery to 304 Nsinde Road, Jozini, 3969
<u>NOTE</u>	:	Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The 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 emailed 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. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof. Target Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender.
<u>CLOSING DATE</u>	:	22 August 2022

<u>POST 29/280</u>	:	<u>CLINICAL PROGRAMME COORDINATOR-TB REF NO: HGHD 05/2022</u> Component: Programmes
<u>SALARY</u>	:	R450 939 per annum. Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).
<u>CENTRE</u>	:	Harry Gwala Health District Office
<u>REQUIREMENTS</u>	:	For the post: Grade 12 (senior certificate) / Standard 10. Degree / Diploma in General Nursing and Midwifery. Current registration with the SA Nursing Council (SANC). A minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Recommendations: Valid Driver's license (code EB). Proof of computer literacy. Knowledge, Skills, Training and Competencies Required Sound Project Management skills. Good monitoring and evaluation skills. Good facilitation, Human Relations, negotiation and problem solving skills. Good verbal and written communication skills. Knowledge of District System. Knowledge of Public Service Legislative prescripts. Basic Financial Management Skills. Presentation skills. An understanding of the challenges facing the public health sector. Aptitude of research so as to acquire new knowledge swiftly. Computer Literacy: Ms. Office Software Applications.
<u>DUTIES</u>	:	Identify and assess the need for TB and MDR TB services in the District. Ensure availability and implementation of relevant policies, guidelines and protocols and monitoring and evaluating thereof. Conduct or ensure training of health care workers on TB services. Undertake health facility visits to ensure quality TB services. Ensure constant and adequate supply of TB medication, TB stationery and TB diagnostic material. Ensure that TB surveillance monthly, quarterly reports are compiled. Ensure the implementation/ management of TB advocacy, community awareness and mobilization programme, including partnership building. Develop, manage and coordinate the DOT supporter programme.
<u>ENQUIRIES</u>	:	Mrs. CN Ndzamela Tel No: 039 834 8200
<u>APPLICATIONS</u>	:	Applications must be directed to: Human Resource Section, Harry Gwala Health District Office, and 111 Main Street next to KFC. All documents to be posted to: Harry Gwala Health District Office, Private Bag X502, Ixopo, 3276 or Dropped off in the applications box, 111 Main Street, Ixopo, 3276.
<u>FOR ATTENTION</u>	:	Mrs. ZR Dladla
<u>NOTE</u>	:	The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions TO Candidates: The following documents must be submitted. The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. HGHD 05/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/281</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: NDH 06/2022 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939 per annum
	:	Grade 2: R478 404 – R588 390 per annum

**CENTRE
REQUIREMENTS**

Benefits: 8% Rural Allowance, 13th Cheque, Medical Aid Optional) and housing allowance (employee must meet prescribed requirements)

Mpophomeni Clinic

Grade 12 or senior certificate plus Degree/diploma in Nursing sciences and midwifery plus (1) year post basic qualification in clinical nursing sciences, health assessment, treatment and care (PHC). Proof of current registration with SANC (2022 receipt). Certificate of service (proof of previous and current work experience endorsed and stamped by HR Office) Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing and Midwifery of which 10 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care. Recommendation: NIMART – training certificate in nurse initiated and management of art (attach proof). Computer literacy (attach proof). Valid driver's license. Advanced Midwifery will be on added advantage Knowledge, Skills And Competencies Required: Knowledge of all applicable legislations such as nursing acts, mental act, OH&S act, BATHO PELE principles and patients right charter, labour relations act, grievance procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relations skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES

Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients including outreach services. Ensure proper utilization and safekeeping of basic medical equipment, surgical and pharmaceutical stock, and keeping up to date records. Provide direct and indirect supervision of all nursing staff and give to guidance. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Co-ordination of services within the institution and other services related to community health (NGO's, CBO'S, CHW'S, and OSS). Execute duties and functions with proficiency and perform duties according to scope of practice. Ensure the clinic comply with Infection Prevention and control as well as Occupational Health and Safety policies. Ensure the clinic attains, maintains and escalates to the highest ideal Clinic status and complies with the National Core standards. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the Clients including prescribing medications and doing ongoing observation to patients in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. 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 assist patients to develop a sense of self-care. Participate and oversee development and implementations of clinical policies, procedures and guidelines for MNCWH, HAST, NUTRITION, FP, PMTCT, MOM CONNECT, and other related programs/ projects. Assist the Operational Manager to implement standard, practices, criteria, and indicators for quality nursing practices. Collect, analyze and interpret data using standard data collecting tools and undertake management thereof. Implement CCMDD program according to standardized criteria. Participate in staff development using EPMDS system and other work related programs and training. Be in charge of the clinic in the absence of Operational Manager.

**ENQUIRIES
APPLICATIONS**

Mrs. S Ngubane Tel No: 033-387 9006

Must be posted: The CEO, Northdale Hospital, P/Bag X9006, Pietermaritzburg 3201 or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg, 3201.

**FOR ATTENTION
NOTE**

HR Department (Admin Block)

Applicants are advised to use latest prescribed application for employment (Z83) form. Application for Employment (Z83) form which must be originally signed initialed and dated. All required information on the Z83 must be provided. Failure to complete and or disclose all information will automatically disqualify the applicant. The new application for employment form Z83 can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. The Z83 should be accompanied by a comprehensive CV ONLY with detailed experience with specific starting and ending dates in all relevant positions and clarity on the levels and ranks

pertaining to experience. Only shortlisted candidates will be required to submit certified documents / copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks Security clearance, vetting, criminal clearance, credit records, citizenship and the verification of educational qualifications by SAQA, verification of previous experience by Employers and verification from the Company Intellectual Property Commission (CIPC). 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.

<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/282</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (CHILD NURSING SCIENCE) REF NO: NDH 10/2022 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 – R588 390 per annum
<u>CENTRE</u>	:	Northdale Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus Degree/Diploma in General Nursing and Midwifery plus a post Basic Nursing qualification in Pediatric Care Nursing with a duration of at least 1(one) year accredited with SANC. Current registration with SANC as a General Nurse and Midwife. Current SANC receipt 2022. Grade 1: A minimum of 1 year's appropriate/recognizable experience in nursing after registration with SANC as Professional Nurse with Child Nursing Science. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be with appropriate / recognizable experience in Child Nursing Science. Knowledge, Skills and Experience: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirement and expectations. Possess and demonstrate effective communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team. Working as part of the multi-disciplinary team to ensure good nursing care. Ability to plan and organize own work and that of support personnel to ensure proper Nursing care. Computer literacy.
<u>DUTIES</u>	:	Provision of Quality Nursing Care through the implementation of National Core Standards policies and procedures coupled with supervision and monitoring the implementation thereof. To develop and ensure implementation of Nursing Care Plans. To attend monthly Morbidity and Mortality meetings and implement action plans. Implement all MCWH Programmes which will contribute to a reduction in mortality and morbidity rates. To participate in Quality Improvement Programmes and Clinical Audits. Uphold the Batho Pele Principles and Patient's Right Charter. Provide a safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Relieve the Operational Manager for short and long term absences, e.g. when off duty attending meetings or on leave. Participate in staff, student and patient and caregiver teaching. Exercise control over discipline, grievance and Labour Relations issues according to the laid down policies and procedures. Manage and supervise effective utilization of resources e.g. Human, Financial and material etc. Implementation of Infection Prevention and Control Protocols. Assist with performance review i.e. EPMDS as well as student progress reports. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Implement child health care programmes. Implement standards, practices and indication for

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

Child Health Care. Participate in child PIP meetings. Knowledge and management of Patient Safety Incidents.

Ms. TD Ndlela / Ms. ANM Ramesar Tel No: 033-387 9010

Must be posted: The CEO, Northdale Hospital, P/Bag X9006, Pietermaritzburg 3201 or Hand Delivers To: 1389 Chota Motala Road, Pietermaritzburg, 3201.

HR Department (Admin Block)

Applicants are advised to use latest prescribed application for employment (Z83) form. Application for Employment (Z83) form which must be originally signed initialed and dated. All required information on the Z83 must be provided. Failure to complete and or disclose all information will automatically disqualify the applicant. The new application for employment form Z83 can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. The Z83 should be accompanied by a comprehensive CV ONLY with detailed experience with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience. Only shortlisted candidates will be required to submit certified documents / copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks Security clearance, vetting, criminal clearance, credit records, citizenship and the verification of educational qualifications by SAQA, verification of previous experience by Employers and verification from the Company Intellectual Property Commission (CIPC). 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.

CLOSING DATE

26 August 2022

POST 29/283

LECTURER – CLINICAL FACILITATOR REF NO: CJMNC02/2022 (X2 POSTS)

Component: Charles Johnson Memorial Nursing Campus

SALARY

Grade 1: R388 974 – R450 939 per annum

Grade 2: R478 404 – R624 216 per annum

Other Benefits: 13th Cheque, 12% Rural allowance, Medical aid (optional) an Housing allowance (Home owners allowance (Employee must meet prescribed requirements)

CENTRE
REQUIREMENTS

Charles Johnson Memorial Hospital

Senior Certificate/Grade 12 PLUS; A Diploma/Degree in Nursing, Midwifery and Community , Plus A post registration qualification in Nursing Education registered with the South African Nursing Council , Current registration (2022) with SANC as a General Nurse, Midwife/Accoucher PLUS; **PND 1-** A minimum of 4(four years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC **PND 2-** A minimum of 14 (Fourteen) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing of which 10(Ten) years of years of period referred to above must be appropriate/ recognizable experience in Nursing Education. Unendorsed valid Code EB drivers licence (Code 8) Recommendations: Master's Degree in Nursing, Basic Computer Literacy (certificate required). Knowledge, Skills and Experience Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management and problem solving skills. Possess good communication and interpersonal skills. Willingness to travel. Computer literacy.

DUTIES

Provide effective and efficient clinical training of nurse learners. Develop/design, review and evaluate clinical evaluation tools. Coordinate

clinical learning exposure of nurse learners between the Campus and Clinical area. Implement assessment strategies to determine nurse learners competencies. Exercise control over nurse learners. Help learners to integrate theoretical knowledge and attitude continuously. Socialize learners into nursing profession. Participate in the Academic management of learners experiential learning. Organise and maximise learning opportunities for learners. The following documents must be submitted.

**ENQUIRIES
APPLICATIONS**

: Mrs BS Simelane Tel No: 034 271 6412
: Must be forwarded to: The Hospital CEO Charles Johnson Memorial Hospital, Private Bag X 5503, Nqutu, 3135 OR Hand Delivered to Charles Johnson Memorial Hospital HR.

**FOR ATTENTION
NOTE**

: Ms: AD Nkosi: Human Resource Office
: Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and a detailed curriculum vitae. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC02/2022. Faxed and emailed applications will NOT be accepted. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from South African Qualifications Authority (SAQA) to their application. Non-RSA Citizens/Permanent Work. Please note that due to financial constraints, No S&T and resettlement claims will be considered for payment to candidates that are invited for interviews.

CLOSING DATE

: 22 August 2022

POST 29/284

: **PROFESSIONAL NURSE SPECIALTY (MARTERNITY) REF NO:
(EMS/02/2022)**
Re-advertised – candidates who applied previously must re-apply)

SALARY

: R388 974 per annum. (Other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

**CENTRE
REQUIREMENTS**

: Emmaus Hospital
: Senior Certificate, Diploma in General Nursing and with Diploma in Advance Midwifery. Professional Nurse Grade 1 (specialty nursing): Senior certificate (Grade 12) Degree/ Diploma in General Nurse with midwifery. Current registration with South African Nursing Council as a General Nurse. A post basic qualification in Advanced Midwifery and Neonatal Science, with duration of at least 1 year, accredited with the South African Nursing Council .Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science (Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR). Knowledge & Skills: Knowledge of nursing care processed and procedures and other relevant legal framework such as Nursing Act, Mental Health Act, OH&s Act, Batho-Pele and Patient's Right Charter, Labour Relation Act, Grievance Procedures, etc. Leadership, organizational decision making and problem solving abilities. Interpersonal skills including public relations, team building, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, Labour relations and departmental policies.

DUTIES

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice, guidelines, protocols and nursing standards as determined by the relevant health facility. Demonstrate effective

communication with patients, supervisors and other clinicians including report writing when required. Be able to identify and manage obstetrical emergencies. Proper and effective reporting of patients safety incidents. Work as part of multi-disciplinary team to ensure good nursing care. Work effectively, co-operatives with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Knowledge of national core standards. Effective, efficient utilization and managements of resources. Demonstrate knowledge of COVID-19 guidelines and protocols. Impart knowledge of obstetric emergency and management e.g. ESMOE drills. Provide guidelines and leadership within the unit. Assist on quality data management of programs under mother and child.

<u>ENQUIRIES</u>	:	Ms. PPJ van der Plank Tel No: 036 488 1570 (ext 8204)
<u>APPLICATIONS</u>	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.
<u>CLOSING DATE</u>	:	23 August 2022 at 16:00
<u>POST 29/285</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 01/02 (PHC) REF NO: PHO 10 /2022</u>
<u>SALARY</u>	:	Grade 1: R388 974 per annum Grade 2: R478 404 per annum Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Pholela CHC (Sandanezwe Clinic)
<u>REQUIREMENTS</u>	:	Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse; A post basic Nursing qualification in Primary Health Care with duration of 01(one) year accredited with South African Nursing Council. Current SANC receipt-2021. Grade 1: A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care.
<u>DUTIES</u>	:	Provide a clinical nursing practice in accordance with the scope of practice and nursing standards in line with institutional operational plan. Provision of quality comprehensive community health care. Prescribe and dispense medication according to treatment guidelines, protocol and EDL for PHC. Provision of quality comprehensive Primary Health Care by promoting preventive, curative and rehabilitative services for the clients and the community. Coordinate and manage provision of services to manage COVID 19. To uphold the Batho Pele Principles and patients Right Charter Principles. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Provide role of

your effectively, co-operatively, amicably with diverse intellectual, cultural, racial or religious differences. Assist in conducting orientation and induction to all new staff members. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Strengthen and ensure implementation of IDEAL clinic strategies. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's other government departments. Participate in Nerve center meetings. Provide and collect daily, weekly and monthly statistics as required

Knowledge, Skills, Training and Competencies: Knowledge of Nursing legislation and related legal and ethical nursing practices eg. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. Teamwork. Willingness to respond to patients needs requirements and expectations. Problem solving capabilities and ability to communicate both verbal and in writing.

<u>ENQUIRIES</u>	:	Mrs. N Willie Tel No: 039-8329488
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.
<u>NOTE</u>	:	The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 08/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will <u>NOT</u> be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. The appointments are subjected 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) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity in all level of all occupational categories in the department. People with disabilities are encouraged to apply
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/286</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 01/02 (PHC) REF NO: PHO 12 /2022</u>
<u>SALARY</u>	:	Grade 1: R388 974 per annum Grade 2: R478 404 per annum Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Pholela CHC (Gqumeni Clinic) Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse ;_A post basic Nursing qualification in Primary Health Care with duration of 01(one) year accredited with South African Nursing Council. Current SANC receipt-2022. Grade 1: A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care.
<u>DUTIES</u>	:	Provide a clinical nursing practice in accordance with the scope of practice and nursing standards in line with institutional operational plan. Provision of quality

comprehensive community health care. Prescribe and dispense medication according to treatment guidelines, protocol and EDL for PHC. Provision of quality comprehensive Primary Health Care by promoting preventive, curative and rehabilitative services for the clients and the community. Coordinate and manage provision of services to manage COVID 19. To uphold the Batho Pele Principles and patients Right Charter Principles. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Provide role of your effectively, co-operatively, amicably with diverse intellectual, cultural, racial or religious differences. Assist in conducting orientation and induction to all new staff members. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Strengthen and ensure implementation of IDEAL clinic strategies. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's other government departments. Participate in Nerve center meetings. Provide and collect daily, weekly and monthly statistics as required. Knowledge, Skills, Training and Competencies: Knowledge of Nursing legislation and related legal and ethical nursing practices eg. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. Teamwork. Willingness to respond to patients needs requirements and expectations. Problem solving capabilities and ability to communicate both verbal and in writing.

**ENQUIRIES
APPLICATIONS**

: Mrs. N Willie Tel No: 039-8329488
: Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

NOTE

: The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 08/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. The appointments are subjected 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) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 26 August 2022

POST 29/287

: **HEALTH AND SAFETY OFFICER REF NO: PHO 09/2022**

SALARY

: R321 543 – R378 765 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE

: Pholela Community Health Centre

REQUIREMENTS

: Senior certificate (Grade 12) or equivalent qualification plus. Degree/National Diploma in Health and Safety Management/Environmental Health. 3-5 years' experience working as a Safety Officer. Valid Code B Driver's License. Recommendation: SAMTRAC. Skills and competencies, Sound knowledge of Occupation Health and Safety Act 85 of 1993, COID Act 130 of 1993. Ability to identify, control, monitor and investigate hazards/ accidents. Good communication skills, interpersonal skills, negotiation and planning. Sound

		problem solving skills, safe working procedure as stipulated by the OHS Act and must be computer literate: MS Office Software Package.
<u>DUTIES</u>	:	To ensure quality management procedures are in place for safety by developing quality improvement plans as well as Health and Safety policies and procedures tools and manuals. To ensure quality audit functions are carried out for the CHC and Clinics. To ensure safety statistics are analyzed, interpreted, reported and captured. To participate in designing and rolling out of health and safety training programs, orientation and induction and ensure that safety committees and safety representatives are in place. To ensure the delegated management and administrative functions are carried out correctly and timely in order for health and safety to function in the CHC and Clinics. To investigate all types of accidents, compile reports related to accidents and to design tools to prevent future accidents. Attend to disaster management committee, building site meetings and all other relevant meetings. To ensure compliance on OHS Act in all the clinics.
<u>ENQUIRIES</u>	:	Mrs. ZP Ntuli Tel No: 039-8329491
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.
<u>NOTE</u>	:	The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 08/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. The appointments are subjected 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) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity in all level of all occupational categories in the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/288</u>	:	<u>HUMAN RESOURCE OFFICER SUPERVISOR REF NO: PHO 14 /2022</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Pholela Community Health Centre
<u>REQUIREMENTS</u>	:	Senior certificate (Grade 12) or Equivalent. At least 3 to 5 years' experience in Human Resource Management. Recommendation Valid Code B Driver's License. Degree/Diploma in Human Resource Management/Public Management or Public Administration as recognized by SAQA. PERSAL Certificates. Knowledge and skills: Sound experience in Human Resource Management. Thorough knowledge of the procedures, policies and prescripts relating to Human Resource Management. In depth of a computerized Personnel Administration system (PERSAL). Strong supervisory skills and Interpersonal relations Skills. Communication skills written and spoken. Computer skills inclusive PERSAL system.
<u>DUTIES</u>	:	Responsible for all Human Resource Practices such as appointments, exit, staff establishment and all other conditions of service. Orientation, induction and supervision of HR staff such as HR Officers and Interns. Manage EPMDS for HR Officers. Approval of PERSAL transactions, ensure HR risk management, Assist with Human Resource Management activities as assigned by Assistant Director: HRM. Responsible for Human Resource monthly, quarterly and annual reports and statistics.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr. SP Ngcobo Tel No: 039-8329491
	:	Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.
<u>NOTE</u>	:	The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznheath.gov.za . Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 08/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. The appointments are subjected 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) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity in all level of all occupational categories in the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 29/289</u>	:	<u>SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: MCP/SCMS01/2022</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07), 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Malaria Control Programme (Acquisition)
	:	Standard 10/Grade 12, plus 3-5 years Clerical/ administration experience in Supply Chain Management, Proof of current and previous work experience endorsed by Human Resource Manager. Knowledge, Skills, and Training and Competencies Required: Possess technical knowledge of Supply Chain Management practices, Possess knowledge of the legislative and policy frame work informing the areas of operation, Be able to provide inputs in terms of policy analysis and system development, Possess high level of integrity and professionalism, Be computer literate with a proficiently in MS Office software application. Possess good conflict resolution skills. Ability to work under pressure and meet the required deadlines.
<u>DUTIES</u>	:	Analyses the nature of goods and services that must be procured, and identify within the policy frame work the optimal acquisition process to be followed based on the result of a supplier analysis with due consideration to the preferential procurement policy imperatives of the department. Determine the value of goods and services to be procured with a view to initiate a response from other suppliers. Manage and administer the development of bidding documents in accordance with the department provincial and national policy imperatives, inclusive of that bidding requirements are clearly specified to facilitate value of money decision making processes. Manage and administer the invitation processes to obtain responses from suppliers in accordance with the policy framework. Manage and administer the prescribed evaluation processes in ensuring value for money and conduct appropriate clearance of bidder and facilitate contractual bidding. Ensure the effective and efficient utilization of resources allocated to the subcomponents. Supervise, train, and develop staff in line with EPMDs in order to improve service delivery. Conduct internal audit and risk management activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs SS Mathenjwa Tel No: (035) 572 1021
	:	All applications should be forwarded to: The Human Resource Management Malaria Control Programme, Private Bag X 002, Jozini, 3969 or hand delivery to 304 Nsinde Road, Jozini, 3969.
<u>NOTE</u>	:	Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post

will be required to submit certified documents on or before the day of the interview following communication from HR. The 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 emailed 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. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof. Target Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender.

<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/290</u>	:	<u>FACILITY INFORMATION OFFICER REF NO: MCP/FIO/01/2022</u>
<u>SALARY</u>	:	R261 372 per annum per annum (Level 07), 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Malaria Control Programme
<u>REQUIREMENTS</u>	:	Senior certificate (Grade 12), Degree/National Diploma in Information Technology or Management System Recommendation: Valid Driver's license , A minimum of 1 Year experience will be an added advantage Knowledge, Skills, Training and Competencies Required: Data Management and data research, Management Information Systems, Sound public health knowledge, Computer skills, Capturing skills, Communication skills, supervisory skills, Presentation skills, Ability to operate office equipment e.g. photocopiers, fax machine etc.
<u>DUTIES</u>	:	Co-coordinating the collection of quality data and the maintenance of the Institutional Health and Management Information Database, Analyzing and interpreting of data. Feeding back information through both summary and comprehensive reports. Providing advice to MCP Managers and heads of departments with regard to information technology and systems related needs e.g. completion of standardized forms and use of clinic registers and IT policy related issues. Putting mechanisms in place to improve the quality of information received. Supervising, development of staff, monitoring and evaluation of staff performance through EPMDS.
<u>ENQUIRIES</u>	:	Mr TE Raswiswi Tel No: (033) 940 24561
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resource Management Malaria Control Programme, Private Bag X 002, Jozini, 3969 or hand delivery to 304 Nsinde Road, Jozini, 3969.
<u>NOTE</u>	:	Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The 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 emailed 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. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof. Target Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender.
<u>CLOSING DATE</u>	:	22 August 2022

<u>POST 29/291</u>	:	<u>MEDICAL TECHNICIAN GRADE 1 REF NO: MCP/MT01/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R213 726 per annum per annum, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Malaria Control Programme (Laboratory)
<u>REQUIREMENTS</u>	:	Matric Certificate (Grade 12) , with Mathematics and Science, Registration with HPCSA, Medical Technician Certificate (In Clinical Pathology) Knowledge, Skills, Training and Competencies Required: Ability to work under pressure, Computer literacy, Problem solving, Communication, Decision making, Sound analytical thinking, interpersonal relations, Report writing, Planning and organizing, Good communication, interpersonal written and problem solving skills, Be patient, polite and self-motivated, Knowledge of applicable prescripts.
<u>DUTIES</u>	:	Diagnose malaria by means of light microscope, Identify Malaria parasite, Count Parasite, Apply immersion oil to all slides, Notify of Malaria positive cases, Refer to the Health facilities for the treatment. Perform malaria rapid test by means of Rapid Diagnostic test kit (RDT),Collect blood samples using RDT, Collect thin and thick blood smear for confirmation with microscope, Take readings on the rapid test after 20 minutes, Notify positive cases and refer to Health facility for treatment. Ensure quality service during blood smear screening, Screen 100 and above smears per day, Use controls: non positive and negative smears to check quality of staining solution, Conduct quality Control of 10% of smears examined per month, Send all positive Rapid Diagnostic Test to National Institute of Communicable Diseases for quality control, Subject to proficiency testing on yearly basis. Prepare all the malaria staining solutions, Prepare normalsaline/make smaller volume, Prepare buffer using HP meter, Prepare GIEMSA (staining solution). Basic maintenance / effective utilization of resources allocated, Clean immersion oil on objectives of microscope using 70% alcohol swipe, Handle and care of the microscope, Safe handling of blood slide, Ensure Health and safety measures in the laboratory, Supervision of Lab assistants, Training and development of staff. Compiling of all statistics.
<u>ENQUIRIES</u>	:	Mr QN Nyawo Tel No: (035) 572 1021
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resource Management Malaria Control Programme, Private Bag X 002, Jozini, 3969 or hand delivery to 304 Nsinde Road, Jozini, 3969.
<u>NOTE</u>	:	Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The 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 emailed 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. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof. Target Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender.
<u>CLOSING DATE</u>	:	22 August 2022

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

APPLICATIONS

: The Chief Director: Strategic HR, Office of the Premier, Private Bag X 9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No 40 Hans Van Rensburg Street, Mowaneng Building, Office No.A013, General Records (Registry), Ground Floor.

FOR ATTENTION

: Ms. Suzan Mahlase / Mr. Junior Maboya / Ms. Moipone Mathole

CLOSING DATE

: 22 August 2022

NOTE

The new Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next three (3) 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, emailed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful. All shortlisted candidates for these 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 Office of the Premier. The successful candidates will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. 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. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme.

MANAGEMENT ECHELON

<u>POST 29/292</u>	:	<u>HEAD OF DEPARTMENT: CORPORATIVE GOVERNANCE HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS REF NO: OTP/34/22/02</u> (5) Years Fixed Term Contract Re- Advert
<u>SALARY</u>	:	R2 008 212 per annum (Level 16). (SMS Grade D) Non-pensionable HOD allowance: 10% of the payable inclusive remuneration package
<u>CENTRE</u>	:	Polokwane: Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years' experience at a senior managerial level(3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).A post graduated qualification in Financial Management / Business Management / Administration / Municipal Finance / Local Government Administration will be an added advantage; valid driver's licence (with the exemption of applicants with disabilities); Competencies: Core and Process Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Problem Solving and Analysis; Knowledge Management; Client Orientation and Customer Focus; Communication; Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge; Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.
<u>DUTIES</u>	:	The successful candidate will be the Head of Department and Accounting Officer responsible for:- Provide strategic direction to ensure efficient, effective and developmental support oriented system in the following: Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department's vision, mission, strategy, goals and objectives; Render advice to the MEC and any other relevant authority on all aspect of CoGHSTA administration in the Province; Ensure effective Cooperative Government and Integrated Human Settlement; Ensure that the programme of action of the Governance and Administration, Economic and Infrastructure clusters are implemented; Liaise with the National Department of Cooperative Governance & Traditional Affairs and National Department of Human Settlements; Provision of strategic leadership in the Department; Leading and managing intergovernmental relations with respect to local government; Maximise benefits arising from regional integration; Implement the Environmental Management Act; Promote and facilitate twinning agreement with municipalities; Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include:- Promotion of sound labour relations through Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include:- Promotion of sound labour relations through management and maintenance of discipline; Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management; Ensure that budget spending is maximized in line with strategic objective; Monitor and oversee memorandum of understanding, service level agreements and expenditure review. Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy. Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies; Direct support to the MEC. Provide strategic leadership of the Department. Regional Integration Implementation of MISS. Managing a corporate/enterprise through leading people and task execution management. Design Strategic Planning Frameworks.
<u>ENQUIRIES</u>	:	Ms. Suzan Mahlase Tel No: (015) 287 6030 / Mr. Junior Maboya Tel No: (015) 287 6290 / Ms. Moipone Mathole Tel No: (015) 287 6360

<u>POST 29/293</u>	:	<u>HEAD OF DEPARTMENT: HEALTH REF NO: OTP/34/22/03</u> (5) Years Fixed Term Contract)
<u>SALARY</u>	:	R2 008 212 per annum (Level 16). (SMS Grade D) Non-pensionable HOD allowance: 10% of the payable inclusive remuneration package
<u>CENTRE</u>	:	Polokwane: Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years' experience at a senior managerial level(3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).A post graduated qualification in Medical / Health Science will be an added advantage; valid driver's licence (with the exemption of applicants with disabilities); Competencies: Core and Process Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Problem Solving and Analysis; Knowledge Management; Client Orientation and Customer Focus; Communication; Knowledge And Skills: Demonstrated ability to: Apply strategic thinking processes to influence the conceptualisation of a vision, align internal processes, systems and goals to the vision; Apply own judgement and take bold decisions in the context of varied levels of risk and ambiguity; Work effectively in ambiguous or changing situations. Apply purposeful and goal-directed thinking processes to evaluate information, assess situations and courses of action and to formulate inferences, calculate possibilities and reach logical conclusions through an unbiased, rational approach; Identify problems, their root causes, interrelations between problems and find solutions to them. Maintain high quality standards in the output and encourage others to meet similar standards. Exchange information and ideas, both verbally and in writing, in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes. Understand, interpret and apply relevant legislation, policies, regulations, instructions, standards and guidelines to support the Department to effectively and efficiently deliver on its mandate. Manage allocated resources, both human and capital, effectively, economically and efficiently. Prepare and Manage strategic plans, business plans and budgeting. Knowledge of relevant public service acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Negotiation skills, Track record in preparation of management of strategic plans, business plans and budgeting. Ability to interact at both strategic and operational levels.
<u>DUTIES</u>	:	The successful candidate will be the Head of Department and Accounting Officer responsible for:- Establish strategic direction of the department to ensure alignment with mandates by:-Providing Departmental Management and Planning; Providing Corporate Governance in the Department; Providing Executive authority and management support; Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive health care services in the Province; Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, ICT and models or projections of expenditure/cost behaviour) and policies to ensure effective and efficient management of resources (financial, human, Technological and physical) by providing financial management and corporate services in the Department; Direct support to the MEC; Provide strategic leadership of the Department; Regional Integration Implementation of MISS; Managing a corporate/enterprise through leading people and task execution management; Design Strategic Planning Frameworks; Leadership and Management Strategy
<u>ENQUIRIES</u>	:	Ms. Suzan Mahlase Tel No: (015) 287 6030 / Mr. Junior Maboya Tel No: (015) 287 6290 / Ms. Moipone Mathole Tel No: (015) 287 6360
<u>POST 29/294</u>	:	<u>HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF TRANSPORT &COMMUNITY SAFETY REF NO: OTP/34/22/01</u> (Five (5) Years Fixed Term Contract) Re - Advert
<u>SALARY</u>	:	R1 544 415 per annum (Level 15). (SMS Grade D) Non-pensionable HOD allowance: 10% of the payable inclusive remuneration package
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years' experience at a senior managerial level(3 years of which must be with an organ of State as

defined in the Constitution, Act 108 of 1996). A post graduated qualification in Transport Management / Policing will be an added advantage; Valid driver' license (exempting applicants with disabilities). Core and Process Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Problem Solving and Analysis; Knowledge Management; Client Orientation and Customer Focus; Communication; Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge; Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.

DUTIES

: Provide strategic leadership and direction to ensure efficient, effective and developmental support oriented system in the following: Establishing and implementing the strategic direction of the department to ensure alignment with departmental strategic objectives; Monitor and ensure the implementation of the strategic and business plans; Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department's vision, mission, strategy, goals and objectives; Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include: Promotion of sound labour relations through management and maintenance of discipline; Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management; Ensure that budget spending is maximized in line with strategic objective; Monitor and oversee memorandum of understanding, service level agreements and expenditure review; Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy; Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies; Regulate and monitor transport services through transport licensing, public transport monitoring and intensified traffic law enforcement operations; Develop and implement transport and infrastructure plans and ensure such plans support current and future growth of the transport sector; Provide provincial police oversight services, establish and maintain partnerships with community safety stakeholders; Promote economic development through effective and efficient transport development and transport operator empowerment programs; Direct support to the MEC; Provide strategic leadership of the Department; Regional Integration Implementation of MISS; Managing a corporate/enterprise through leading people and task execution management; Design Strategic Planning Frameworks.

ENQUIRIES

: Ms. Suzan Mahlase Tel No: (015) 287 6030 / Mr. Junior Maboya Tel No: (015) 287 6290 / Ms.Moipone Mathole Tel No: (015) 287 6360

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

CLOSING DATE

23 August 2022

NOTE

: Applications should be submitted on Form Z.83 obtainable from any Public Service Department and CV only, no other certified attachments, only when they are shortlisted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za N.B. Applicants are advised to apply as early as possible to avoid disappointments. Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS**POST 29/295**

: **CHIEF EXECUTIVE OFFICER REF NO: MPDOH/AUG/22/01**
(Re-Advertisement)

SALARY

: R882 042 per annum, (all-inclusive remuneration package)

CENTRE

: Sabie Hospital (Ehlanzeni District)

REQUIREMENTS

: An undergraduate qualification (NQF Level 7) in a Health related field as recognized by SAQA. Registration with relevant Professional Council plus a Degree / Diploma in Health Management. Five (5) years' experience in health management service environment. Valid driver's license. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery

DUTIES

innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

: To plan, direct co-ordinate and manage the efficient and effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services.

ENQUIRIES

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

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za

POST 29/296

: **HEAD OF DEPARTMENT (PN-D3) REF NO: MPDOH/AUG/22/02**
(Replacement)

SALARY

: R588 390 - R682 098 per annum, (Depending of years of experience in terms of OSD).

CENTRE

: Embhuleni Hospital (Gert Sibande District)

REQUIREMENTS

: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Nursing Education registered with SANC. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year post basic Nursing Education qualification. Proof of current registration with SANC (2022). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent

		written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license.
<u>DUTIES</u>	:	Manage registration, recording of learning and completion of learning program. Manage the examination processes, develop and implementation of quality assurance programs. Collaboration with other stakeholders as well as supporting the mission and vision of the college. Coordinate and manage students' selection processes. Conduct research in own field. Guide, supervise and evaluate performance of administration and academic staff working under him/her and that of students. Compile, keep records and reports of his/her span of control. Implement national, provincial and institutional policies relevant to the discipline. Promote team work amongst team members. Be willing to travel in and out of the province.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 29/297</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/AUG/22/03 (X2 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Matikwana Hospital and Barberton Hospital (Ehlanzeni District)
	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Operating Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Operating Theatre Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za

<u>POST 29/298</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): SURGICAL WARD REF NO: MPDOH/AUG/22/04</u> (Replacement)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Barberton Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Orthopaedic Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Orthopaedic Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 29/299</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: MPDOH/AUG/22/05</u> (Replacement)
<u>SALARY</u>	:	R382 245 per annum, (plus service benefits)
<u>CENTRE</u>	:	Nkangala District Office, Emalahleni
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree in Human Resource Management / Public Administration / Management plus 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) in Performance Management and Development. Knowledge of the Performance Management system. Extensive knowledge of PERSAL system and at least must have four PERSAL courses. Valid driver's license. Microsoft Excel, Word and PowerPoint. Knowledge of Public Service prescripts and legislations relating to PMDS. Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Ability to deal with confidential matters. Ability to plan and implement a project according to project management principles.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following functions: Facilitate the implementation of the performance management system in the Department. Monitor compliance on the performance management and development system and generate reports on the PMDS. Conduct training sessions on PMDS. Provide PMDS support to the employees. Implement payment of performance bonus awards, notch Progression for Non-OSD and OSD Employees. Maintain the PMDS data base systems and PERSAL

		reporting function on PMDS. Coordinate and facilitate the implementation of moderation processes for Non SMS members at all levels.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 29/300</u>	:	<u>ARTISAN FOREMAN GRADE A – B REF NO: MPDOH/AUG/22/06</u> (Replacement)
<u>SALARY</u>	:	R369 606 - R469 014 per annum, (plus service benefits)
<u>CENTRE</u>	:	Tintswalo Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate plus five (5) post qualification experience as an Artisan either in the following; carpentry/bricklaying/painting/plumbing/mechanical and electrical. Knowledge in technical and maintenance matters. Knowledge of the PFMA and the OHSA. Strong Leadership and Management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver's license.
<u>DUTIES</u>	:	Effective supervision and management of day to day activities of the workshop staff in the built environment, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, Attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement, administration processes of workshops. Manage staff and yearly allocated budgets according to the PMDS and PFMA. Identify training needs. Leave management and personnel performance management. Compile reports on Workshop activities and related inputs when required.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 29/301</u>	:	<u>SENIOR STATE ACCOUNTANT: BUDGET AND EXPENDITURE REF NO: MPDOH/AUG/22/07</u> (Replacement)
<u>SALARY</u>	:	R321 543 per annum, (plus service benefits)
<u>CENTRE</u>	:	Embhuleni Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in Finance and Financial Transversal Systems (LOGIS & BAS) or Degree / Diploma in Finance / Logistics / Procurement / Supply Chain / Financial / Accounting Managements with three (3) years relevant experience in Finance and Financial Transversal Systems (LOGIS & BAS). Understanding financial Management as implemented in Government and within the context of infrastructure/construction finance and spending. Knowledge: PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations, Preferential Procurement Policy Framework Act of 2000, Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations.
<u>DUTIES</u>	:	Extract relevant infrastructure project data from BAS and other relevant systems. Capture payments on LOGIS. Check budget allocation for payments processing. Prepare payments reports for internal purposes and PWRT schedule. Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Assistant Director Finance. Overall management of staff and administration for the unit. Update financial commitments in line with approved budgets and cash flow projections. Update accruals for the unit on monthly basis. Validate that no duplicate payments as made in terms of projects with a Cession Agreement in terms of subcontractors. Attend to payment queries. Assist with supply chain

	management. Prepare the issuing of Work orders or Task orders after SCM processes have been completed. Assist with the capturing of invoices on LOGIS/BAS for payments after signed off by Director and Chief Director. [Authorization of issuing of work orders and payments of invoices will be the Director and Chief Director in terms of delegations]. Assist to manage adherence to financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instructions, Departmental financial policies]. Development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements.
<u>ENQUIRIES</u>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 29/302</u>	: <u>PROFESSIONAL NURSE GRADE 1 (PN-A3) REF NO: MPDOH/AUG/22/08</u> (Replacement)
<u>SALARY</u>	: R320 703 – R368 307 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	: Mmametlhake Hospital (Nkangala District)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of ten (10) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.
<u>DUTIES</u>	: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 29/303</u>	: <u>PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/AUG/22/09</u> <u>(X2 POSTS)</u> (Replacements)
<u>SALARY</u>	: R260 760 – R492 756 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	: Middelburg Hospital and Bernice Samuel Hospital (Nkangala District)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function

DUTIES

independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.

ENQUIRIES

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

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za

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

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

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

OTHER POSTS

POST 29/304 : **OPERATIONAL MANAGER NURSING, (SPECIALTY: ORTHOPAEDICS)**

SALARY : R571 242 (PN-B3) - R571 242 (PN-B3) per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a professional council: Proof of current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem-solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices, and framework. Human Resources and Financial Management, including computer literacy (i.e. MS Office, Word, Excel, PowerPoint and outlook).

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care with the relevant department. Provide effective support and management of human, material, and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service deliver. Participate in and encourage nursing research.

ENQUIRIES : Mr A Mohammed Tel No: (021) 404 2071
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 August 2022/

POST 29/305 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**
 Chief Directorate: Metro Health Services

SALARY : R382 245 per annum
CENTRE : Southern/Western Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Degree/Diploma. Experience: Appropriate experience in Information Management especially in public health environment. Appropriate experience in health-related Information Systems (e.g. SINJANI, DHIS). Appropriate experience in an Information Management supervisory role and monitoring and evaluation in the health system. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Advanced computer literacy, MS Office Package, Infographics and Excel. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to information management. Demonstrates epidemiological and analytical thinking. Good

		interpersonal, supervisory and time management skills. Values-driven leadership of a team.
<u>DUTIES</u>	:	Manage all Substructure IM functions. Deliver timeous reports and IM deadlines for Southern Western Sub-structure and Metro Health Services District. Monitor Sub-structure service and programme performance against targets. Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to the Directorate. Ensure the IM team delivers a responsive, customer-focused support service within prescribed timeframes. Presentation of data to end-users that allows for easy interpretation and application to managers at the Directorate and health facilities. Develop systems to improve data quality in Data management, i.e. Capacity- Building Interventions, development and support to end-users. Monitor compliance with departmental information management policies. Willingness to travel within the Southern/Western geographic area and Metro Health District.
<u>ENQUIRIES</u>	:	Dr R Nell Tel No: (021) 2020 900
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/306</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Southern/Western Sub Structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year Degree or Diploma. Experience: Appropriate experience in Supply Chain Management. Proven Appropriate Supervisory Experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to Travel. Competencies (knowledge/skills): Good managerial, analytical skills and highly developed problem-solving capabilities. Knowledge of LOGIS, EPS and applicable policies (PFMA, AO System, Treasury Instructions and Human Resource Management). Proven ability to work independently in a high-pressure environment while complying to due dates. Excellent computer skills (MS Office, Word and Excel).
<u>DUTIES</u>		Overall Management of the Supply Chain Management (SCM) unit to ensure the effective and efficient application of procurement policies and processes, including demand management, acquisition management, contract management, logistics management, asset and disposal management and the institutionalisation of proper SCM Practice. Ensure efficient and effective Contract Management. Provide technical SCM and Contract Management Support to all hospitals and facilities within the substructure. Overall Management of Sub Structure Transport, Registry and Switchboard components. Ensure compliance with all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous and accurate reporting on SCM information and performance. Manage all relevant Human Resource functions in the component, including discipline, grievances and SPMS.
<u>ENQUIRIES</u>		Mrs D Naicker Tel No: (021) 508 8330
<u>APPLICATIONS</u>		Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>		Shortlisted candidates may be subjected to a practical test and/or a practical evaluation.
<u>CLOSING DATE</u>	:	22 August 2022/
<u>POST 29/307</u>	:	<u>SENIOR STATE ACCOUNTANT (X3 POSTS)</u> Directorate: Financial Accounting (DICU)
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Heald Office Cape Town (Finance)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Finance, Accounting or Auditing with experience in the key performance areas of the job. Experience: Appropriate knowledge and experience in Finance and Supply Chain Management environment. Competencies: Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, Supply Chain Management and Financial Accounting. The ability to interpret and apply financial policies,

		procedures, and prescripts. Ability to compile reports on non-compliance and presentation thereof to management. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of payments and transfer payments. Computer literacy (Microsoft Excel, Word, PowerPoint).
<u>DUTIES</u>	:	Evaluate data of finance and SCM systems of the institutions to ensure credibility thereof by using the internal and compliance assessment tools. Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Report any discrepancies found and assist Institutional management to implement corrective measures. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for in the accounting systems of the department.
<u>ENQUIRIES</u>	:	Mr DM Pick Tel No: (021) 940-8725
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/308</u>	:	<u>PERSONNEL OFFICER (EMPLOYEE BENEFITS ADMINISTRATION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Southern/Western Sub-Structure Office
<u>REQUIREMENTS</u>	:	(Minimum educational qualification): Senior Certificate (or equivalent). Experience: Appropriate Human Resource experience. Competencies (knowledge/skills): Knowledge of general service conditions. Knowledge of PERSAL. Computer literacy (MS Office package). Ability to effectively communicate (verbally and written) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Perform all administrative duties and PERSAL transactions pertaining to the personnel administration section, such as appointments, resignations, transfers, pensions, salary administration, leave, housing, grade- and pay progression. Audit personnel, pension and leave files. Knowledge of OSD prescripts. Assist supervisor, with enquiries and correspondence pertaining to Human resources and personnel matters.
<u>ENQUIRIES</u>	:	Ms M Ganief Tel No: (021) 202-0962 Mieyaad.Ganief@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/309</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Nolungile Community Day Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in-patient admissions, including the Clinicom System, at a health facility. Inherent requirement of the job: Willingness to work afterhours and weekends. Competencies (knowledge/skills): Excellent communications skills in at least two of the official languages in the Western Cape. Computer literacy (MS word and Excel and Outlook). Knowledge of PHCIS/Clinicom. Knowledge of the PFMA and responsibilities linked to finance management. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintain confidentiality. E-filing and scanning. Strong organisational skills.
<u>DUTIES</u>	:	Ensure effective and efficient implementation of all applicable policies, procedures, and instructions. Admission of clients, open new folders, merging, filling, archiving and disposal of folders. Ensure accurate and daily capturing on PHCIS and relevant electronic systems. Patients' assessment, ensure confidentiality of information, ensure that electronic and hard-copy records are maintained according to the prescribed protocol. Tracing of missing folders. Accurate collection and safekeeping of the state money. Deal with written or telephonic queries with regards to patient administration and management of compliments, complaints, and suggestions. Provide support to the facility

		manager and perform relief duties of colleagues (other admin, health information and helpdesk).
<u>ENQUIRIES</u>	:	Mr N Ncobo Tel No: (021) 444 2802/021-829 0003, Nkosikho.Ncobo@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/310</u>	:	<u>LINEN STORES ASSISTANT</u> (Chief Directorate: Rural Health Services)
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	George Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in an Industrial Laundry environment. Inherent requirements of the job: Willingness to work weekends and public holidays. Must be physically fit. Competencies (knowledge/skills): Must be able to communicate in at least two of the three official languages of the Western Cape. Must be able to count accurately.
<u>DUTIES</u>	:	Handling of clean, soiled, infectious, infested, fouled linen. Packing of clean linen in all departments of the hospital. Mending and condemning of linen. Stock counting of linen in all departments. Working on Laundry equipment in a cost-effective manner. Support to the supervisor.
<u>ENQUIRIES</u>	:	Ms A Van Blerk Te. No: (044) 805-4497
<u>APPLICATIONS</u>	:	To the District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 August 2022