



## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 14 OF 2019**  
**DATE ISSUED: 12 APRIL 2019**

### **1. Introduction**

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

### **2. Directions to candidates**

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

### **3. Directions to departments**

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

### **AMENDMENT**

: **DEPARTMENT OF MILITARY VETERANS:** Kindly note that the following posts below which were advertised in Public Service Vacancy Circular 13 dated 05 April 2019, Security Management Officer (Female) with Ref No: DMV06/04/2019, Administrative Assistant: Office of the Director-General with Ref No: DMV04/04/2019 and Administrative Clerk: Subsistence and Travelling Arrangements with Ref No: DMV05/04/2019, they have been withdrawn. We apologise for any inconvenience caused.

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**DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES**

***It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.***

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Department of Agriculture, Forestry and Fisheries, Directorate: Human Resources Management, Private Bag X250, Pretoria, 0001 or hand deliver at Department of Agriculture, Forestry and Fisheries, Agriculture Place Building Reception, 20 Steve Biko Street (Formerly Beatrix Street), Arcadia, Pretoria.
- CLOSING DATE** : 30 April 2019
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at <http://www.daff.co.za/daoDev/doc/Z83.pdf> which must be signed and dated (an unsigned and not dated Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver's license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

**OTHER POST**

- POST 14/01** : **DEPUTY DIRECTOR: PROJECT MANAGEMENT REF NO: 12/2019 (X9 POSTS)**  
(12 Months Contract)  
Chief Directorate: Food Security
- SALARY** : R733 257 per annum (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a Bachelor's degree in Agriculture, Engineering or Economics, plus relevant experience. Knowledge of Public Service and departmental prescripts/policies is a requirement. Practical knowledge and sound understanding of the dynamics within the agricultural sector, national policies and legislations governing the support of smallholder producers as well as global developments taking place within the Agriculture, Forestry and Fisheries sector. The applicant must have proven strategic capability and leadership, programme and project management, financial management, change management, service delivery innovation, honesty and integrity. The incumbent should be able to perform in a team environment as this post involves people management and empowerment. Good knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act, 1999 (Act 1 of 1999) and Treasury Regulations,

the Public Service Act, 1994 (Act 103 of 1994), the Labour Relations Act 1995 (Act 66 of 1995), etc. Applicant must be in possession of a valid driver's license.

**DUTIES**

: The incumbent will be responsible to coordinate, provide oversight and support towards the implementation of Comprehensive Agricultural Support Programme (CASAP) and the Ilima/Letsema Programme in the province. Support the provinces in the implementation of Comprehensive Agricultural Support Programme, related strategies and policies. Support the province with regard to planning, implementation, information dissemination and reporting. Provide advisory services to the province.

**ENQUIRIES**

: Dr J. K. Moeng Tel No: 012 319 8495

**NOTE**

: In terms of the departmental employment equity target, priority will be given to African Males and Female, Coloured Males and Females and people with disabilities

## DEPARTMENT OF ARTS AND CULTURE

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 30 April 2019
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at [www.gov.za](http://www.gov.za). All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. 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. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

## OTHER POST

- POST 14/02** : **PRINCIPAL MESSENGER / DRIVER REF NO: 10/2019**  
Branch: Heritage Promotion and Preservation
- SALARY** : R122 595 per annum (Level 03)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 qualification, Code 10(C1) Driver's License and a valid PDP, a minimum of 5 Years driving experience, understanding of classified documents knowledge of the procedures to operate a motor vehicle, knowledge of the prescripts for the correct utilization of the motor vehicle, knowledge of procedures for the maintenance of the motor vehicle, knowledge of the public sector, ability to demonstrate patience, be able to work under pressure, good organisational, numerical and communications skills, computer skills, sound interpersonal relations and team player. Ability to read and write in English.
- DUTIES** : The incumbent of this post will be responsible to; Provide Messenger / Driver Services – Shuttle staff members and as well as people living with disabilities daily. Collect and deliver documents, mail and parcels around Gauteng and surroundings areas. Record keeping of the utilisation of the allocated vehicle such as logbook, petrol and ail receipts Etc. inspection of the allocated vehicle. Routine maintenance on the allocated vehicle, report defaults to the transport rental company and take vehicle for repairs. Maybe required to work overtime.
- ENQUIRIES** : Ms N Ngcama Tel No: 012 441 3430

## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.*

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Mr A Tsamai/ Ms M Thubane
- CLOSING DATE** : 03 May 2019
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Shortlisted Applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

## OTHER POSTS

- POST 14/03** : **DEPUTY DIRECTOR (PROJECT MANAGEMENT) REF NO: DBE/20/2019**  
Branch: Curriculum Policy, Support and Monitoring  
Chief Directorate: Curriculum Implementation and Monitoring  
Directorate: Curriculum Implementation and Quality Improvement (GET)
- SALARY** : R869 007 per annum (All- inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A candidate must have a 3 year post matric qualification (NQF Level 6) or equivalent qualification; At least four (4) years relevant experience at supervisory level and extensive knowledge of insight into education policies and legislation; He/she must have sound knowledge and understanding of the national curriculum, the South African Government's vision, relevant legislation and national policies; The incumbent must have research and analytical skills; sound knowledge of Business Communication, strategic planning, policy making and project management skills, good interpersonal and networking skills, stakeholder engagement experience, highly articulate team player, strong project management and people management skills; high degree of accuracy in executing work; ability to schedule work and deliver to tight deadlines; broader project communications experience and effectively working with Education stakeholders a prerequisite; He/she must have a firm understanding of the development challenges facing the country; Sound understanding of national and international declarations and commitments in education is needed; Knowledge and understanding of programmes and projects relating to public and private partnerships in education is an added advantage; Excellent communication (verbal and written); advanced computer skills (Word, Excel, Outlook, PowerPoint), and the ability to compile reports; A clear understanding of issues pertaining to project management; Proven ability to work and multi-task under pressure; knowledge of the PFMA processes; respond quickly to changing situations in complex project environments; prepare responses quickly and clearly and use personal initiative.
- DUTIES** : The incumbent will be expected to provide support in the implementation of the strategic and operational plan of the Directorate; Plan, coordinate and participate in formulating systems and frameworks related to projects; Work closely with National Department Stakeholders (Provinces, NGOs, Government Department etc); Coordinate implementation of programmes/ projects and meetings internally as well as with external organizations and support structures. Prepare budget

projections; Track project costs; Maintain project records; Communicate with senior managers the status of projects. Participate in the procurement of service providers including the preparation of Bid Specifications.

**ENQUIRIES** : Mr A Tsamai Tel No: (012) 357 3321/ Ms M Thubane Tel No: (012) 357 3297  
**NOTE** : Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

**POST 14/04** : **ASSISTANT DIRECTOR (SYSTEM CONTROLLER & FINANCIAL STATEMENT) REF NO: DBE/21/2019**

Branch: Finance and Administration  
Chief Directorate: Financial Services, Security, and Asset Management, Logistical Services  
Directorate: Financial Services

**SALARY** : R470 040 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in a possession of a 3 year post matric qualification NQF level 6 or equivalent qualification with accounting as subject; At least 3 years' experience in the financial system control environment; The following will serve as a strong recommendations: Knowledge of the Basic Accounting System (BAS), LOGIS; Public Finance Management Act (PFMA), Treasury Regulations, and Financial Statements reporting framework; Good interpersonal and communication (written and verbal) skills, computer skills (MS Excel and MS Word) and managerial skills; ability to work under pressure with strict deadlines; willingness to work beyond normal working hours when requested; Preference will be given to candidates with in depth knowledge in the compilation of the Financial Statements and in-depth knowledge of BAS functionalities.

**DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality; maintain BAS; Maintain the code structures and security profiles and communicate updates on a regular basis to staff in the Department; Issuing of circulars to BAS and Financial Statements; Ensure that all relevant security checks are done on a regular basis on BAS; Track payment of invoices on the system; Ensure that invoices are authorised within 30 days; Identify and institute corrective measures for financial system risks; Compile the quarterly and annual financial statements; Monitor proper integration of the financial systems and enhance training and capacity development of BAS users; Enhance the awareness of the BAS in the Department; Assist with reconciliations of Infrastructure projects; and develop and update policies within the section.

**ENQUIRIES** : Mr A Tsamai Tel No: (012) 357 3321/ Ms M Thubane Tel No: (012) 357 3297  
**NOTE** : Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

**POST 14/05** : **STATE ACCOUNTANT REF NO: DBE/22/2019**

Directorate: Financial Services

**SALARY** : R257 508 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Senior Certificate or equivalent qualification with accounting as subject; At least 2 years' experience in expenditure environment; Preference will be given to candidates who have knowledge of the Basic Accounting System (BAS), LOGIS; Public Finance Management Act (PFMA), Treasury Regulations, Good interpersonal and communication (written and verbal) skills, Computer skills (MS Excel and MS Word) and managerial skills; ability to work under pressure with strict deadlines.

**DUTIES** : The successful candidate will be responsible for checking all sundry payments before authorising to ensure the relevant documents are attached; Capture and authorise financial transaction on BAS; Ensure that payments are made within 30 days; Detect and investigate internal control weakness in identified areas and make recommendations; Capture and authorise credit transfers; Ensure that the requirement of the PFMA and Treasury Regulations as well as Departmental financial policies, prescripts and procedures are adhere to; Attend to queries on

**ENQUIRIES**  
**NOTE**

- payments and provide copies of documents when necessary and clear suspense accounts.
- : Mr A Tsamai Tel No: (012) 357 3321/ Ms M Thubane Tel No: (012) 357 3297
  - : Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.



**DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

*The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Mr L I Letshedi
- CLOSING DATE** : 29 April 2019
- NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. No faxed, e-mailed or late applications will be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates whose appointment/transfer will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Applicants shortlisted for SMS posts will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to criminal records; citizen status; credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

**MANAGEMENT ECHELON**

- POST 14/06** : **DIRECTOR: POLICY COORDINATION REF NO: COO01/2019**
- SALARY** : R1 005 063 per annum (all-inclusive SMS remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized three year Bachelor's Degree in Public Administration (at NQF 7) or relevant equivalent qualification. 5-10 years managerial experience in related field, of which a minimum of 5 years' should be at middle/ senior management level. Experience and good understanding in the management of Government Cabinet processes (FOSAD, Cabinet and Cluster and implementation fora), Government and environmental sector policy development processes, Government policies, programmes and priorities. Knowledge of environmental and development issues (globally, regionally, locally), work of Government planning and reporting mechanisms, and Government outcome based approach. Ability to work independently and over extended hours, gather and analyse information, develop and apply policies, work under extreme pressure and to resolve conflict. Good communication (verbal and written), problem solving, researching and time management skills. Good relationship management, stakeholder engagement, 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 skills.
- DUTIES** : Manage and provide content support for Ministerial and departmental engagements with Cabinet and its associated structures. Analyse and interpret policy (both internal and external). Provide support in line with environmental policy alignment. Facilitate, prepare and submit strategic reports as required by the Presidency. Coordinate activities for FOSAD Clusters and implementation processes for outcomes 4, 7 & 11 of the Medium Term Expenditure Framework (MTEF). Manage the coordination of Secretariat Services (FOSAD and Ministerial). Provide Support to ICTS Cluster Interdepartmental Sub-Committees

(GCAC, TTS and PMC). Manage coordination of decisions and resolutions. Provide support to DEA Strategic Management Processes.  
**ENQUIRIES** : Mr R Aucamp Tel No: (021) 814 8082

**POST 14/07** : **DIRECTOR: INTERNAL AUDIT REF NO: COO02/2019**

**SALARY** : R1 005 063 per annum (all-inclusive SMS remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Auditing/ Risk Management/ Management Accounting fields or equivalent relevant qualification (NQF Level 7). Minimum of 5 years' experience at a middle/senior managerial level. Knowledge of the Standards for the Professional Practice of Internal Audit and the Code of Ethics developed by the institute of Internal Audit. Extensive knowledge of internal auditing, risk management, Public Finance Management Act and Treasury Regulations. Proven strategic management and leadership capabilities. Good communication (both verbal and report writing), problem solving, sound research, analytical, auditing and presentation skills. Ability to apply policies, gather and analyse information, and work under pressure and long hours.

**DUTIES** : Provide management support on the facilitation and coordination of internal audit services within the Department. Develop a three-year risk-based strategic internal audit plan and annual internal audit plan. Develop communication strategy of the plans. Manage the identification and evaluation of organisation's audit risk areas and provide significant inputs to the development of a risk-based annual internal audit plan. Manage and coordinate planning and execution of internal audits. Facilitate and coordinate audit processes. Identify audit gaps and provide corrective measures. Provide support and gather information necessary for audits. Ensure effective and efficient audits practices. Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing and analysing evidence, and documenting client processes and procedures. Monitor and facilitate reporting on internal audits. Maintain internal audits reporting processes and procedures. Ensure adherence to the utilisation of policies and procedure. Communicate the results of audit and consulting projects via written reports and oral presentation on a timely basis to management and the Audit and Risk Committee. Perform ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage the implementation of approved operational and strategic plans, policies and procedures and internal audit guidelines. Provide advice to internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function. Monitor adherence to internal audit standards and procedure. Facilitate the Audit and Risk Committee functions.

**ENQUIRIES** : Ms H Schoeman Tel No: (012) 399 9890

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 03 May 2019
- NOTE** : Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill/not to fill the vacant post. Although these are freelance positions, the successful candidates must be available on request and willing to work irregular hours, on weekends and on public holidays, when required. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

**OTHER POSTS**

- POST 14/08** : **FREELANCE LIGHTING TECHNICIAN REF NO: 3/1/5/1 – 19/20**  
Directorate: Media Production (Video Unit)
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification or practical experience in Film & Television Industry and proven work track record in the industry. Technical knowledge and lighting skills, work well under pressure, creative flair and problem solving skills.
- DUTIES** : The successful candidate will be required to set up & assemble all lighting equipment, ensure lighting equipment is working, de-rig all equipment at the end of production, work closely with director and camera operators. Make sure health & safety is prioritised.
- ENQUIRIES** : Ms Cindy Ludick Tel No: 012 473 0048
- NOTE** : Applicants must attach a show reel to their application, and will be expected to present it during their interview.

- POST 14/09** : **FREELANCE CREATIVE DIRECTOR REF NO: 3/1/5/1 – 19/21**  
Directorate: Media Production (Video Unit)
- SALARY** : Per assignment allocated (benefits excluded)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Film and Television production and proven work track record in the industry. The individual must be able to lead and direct a creative team. Must have a good understanding & knowledge of Government current affairs. Writing, communications and technical skills are a must have. The individual will be required to occasionally travel and must have driver's license.
- DUTIES** : The successful candidate will be required to develop, conceptualize a stylistic direction based on the script and execute the require production within the required time frame. Must prepare and present concept prior to execution for approval, as well as writing of scripts for work on government campaigns for different platforms. High level of professionalism as you will be dealing with different clients from Government departments and The Presidency.
- ENQUIRIES** : Ms Cindy Ludick Tel No: 012 473 0048  
**NOTE** : Applicants must attach a show reel to their application, and will be expected to present it during their interview.
- POST 14/10** : **FREELANCE SCOUTING LOCATION MANAGER REF NO: 3/1/5/1 – 19/22**  
Directorate: Media Production (Video Unit)
- SALARY** : Per assignment allocated (benefits excluded)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification Film and Television Industry or relevant experience (proven work track record in the industry). Planning and communications skills. Have own car and drivers licenses.
- DUTIES** : Scouting for various locations and present for approval. Must consider distance and costs. They locations must demonstrate suitability to script and meet the vision of the director.
- ENQUIRIES** : Ms Cindy Ludick Tel No: 012 473 0048  
**NOTE** : Applicants must attach a show reel or reference letters to the application, and will be expected to present it during their interview.
- POST 14/11** : **FREELANCE PRODUCTION MANAGER REF NO: 3/1/5/1 – 19/23**  
Directorate: Media Production (Video Unit)
- SALARY** : Per assignment allocated (benefits excluded)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Film & Television Production and proven work track record in the industry. Must have great communications, organising and leadership skills.
- DUTIES** : The successful candidate will be responsible to facilitate director's instructions to crew, deliver content on schedule & within technical limitations, budget constraint and meet deadlines. Must balance the creative expectations of the director, artist and crew with the available resources. Must have full understanding of production processes & scheduling. Computer literate and have own laptop. Must have a drivers license.
- ENQUIRIES** : Ms Cindy Ludick Tel No: 012 473 0048
- POST 14/12** : **FREELANCE MAKEUP ARTIST REF NO: 3/1/5/1 – 19/24**  
Directorate: Media Production (Video Unit)
- SALARY** : Per assignment allocated (benefits excluded)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Film & Television

Industry and proven work track record in the industry. Should be experienced with make-up products. They must be able to meet production requirements. Analysing & Planning and Communications skill. They must their own make-up tool kit.

**DUTIES** : The successful candidate will be required to oversee continuity on the performers during the productions. They must research and create specific look based on the concept.

**ENQUIRIES** : Ms Cindy Ludick Tel No: 012 473 0048

**NOTE** : Applicants must attach portfolio of their work to application, and will be expected to present it during their interview.

**POST 14/13** : **FREELANCE SECURITY OFFICER /CHAPERON REF NO: 3/1/5/1 – 19/25**  
Directorate: Media Production (Video Unit)

**SALARY** : Per assignment allocated (benefits excluded)

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification (A or B) in Security or Protections Services and proven work track record in the Film and Television industry. Must have good communication skills. Have a required competency license for and be registered with Security Industry Regulatory Agency (SIRA) and a drivers license.

**DUTIES** : The successful candidate will be required to secure premises, personnel by patrolling the area, monitor equipment and allow access to only the crew and talent. Prevent loss and report any damages and incidents. Must be the first person on location and last one to leave.

**ENQUIRIES** : Ms Cindy Ludick Tel No: 012 473 0048

**POST 14/14** : **FREELANCE DRONE OPERATOR REF NO: 3/1/5/1 – 19/26**  
Directorate: Media Production (Video Unit)

**SALARY** : Per assignment allocated (benefits excluded)

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of an appropriate Drone Licensing qualification or permit. Must show their work done in the Film and Television Industry.

**DUTIES** : They must fly and operate drone. Get required shots. Take direction from Director. Must plan and communicate arrangements made ahead of fly and navigating.

**ENQUIRIES** : Ms Cindy Ludick Tel No: 012 473 0048

**NOTE** : Applicants must attach a show reel to their application, and will be expected to present it during their interview.

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

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

- APPLICATIONS** : Applications can be hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria, or potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at [www.gtac.gov.za](http://www.gtac.gov.za) for more information.
- CLOSING DATE** : 03 May 2019 at 12h00
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm permanent employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. The GTAC reserves the right to fill or not fill the advertised posts.

**OTHER POST**

- POST 14/15** : **LEGAL ADVISOR: JOBS FUND PMU ADMINISTRATION REF NO: G005/2019**  
Term: 36 Months Fixed Term Contract
- SALARY** : R869 007 – R1 023 645 per annum (Level 12) (All – inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3-year (NQF 7) qualification Bachelor degree in Law, Postgraduate degree in Law (LLB) or related field. 3 - 5 years of experience in legal advisory environment. Management experience in a legal environment with specific reference to providing written and oral advice / opinion and performing functions of Corporate Law Advisor. To provide reliable, accurate, timely and well-informed advice to the Jobs Fund Team on legal issues and the potential legal implications of various business initiatives and projects. Competencies required; Client Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others.
- DUTIES** : Draft contracts and legal instruments: Conduct and coordinate research into a range of legal issues. Draft contracts and develop the contracting process for reviewing contracts for compliance. Negotiate contracts on behalf of the GTAC/Jobs Fund. Provide effective and efficient legal advice to various internal stakeholders on legal issues concerning, amongst others the grant management, governance, compliance, litigation, dispute resolution and contract management. Contract Management and Administration: Record all new instructions accurately and ensure that all records are easily accessible. Develop a policy document / framework to govern contract management within the Jobs Fund. Develop and maintain a register of standardized templates. Manage the provisioning of legal consulting and advisory services: Analyse request or instruction for legal support.

Allocate request to relevant resource or take responsibility. Ensure quality of advice. Building understanding of legal issues, risks and obligations through advice. Ensure communications and training, especially for other legal services staff and managers. Ensure appropriate legal policies and practices are in place to manage the legal obligations and legal risks of the Jobs Fund effectively. Ensuring that professional best practice is achieved and maintained. Manage the drafting, reviewing and evaluation of contracts: Develop tactical and operational plan to ensure effective and efficient execution of drafting, reviewing and evaluation of contracts. Ensuring compliance to legal standards when contracts are drafted. Ensuring that appropriate amendments and suggestions are effected to minimise risk. Ensure the proper evaluation of contracts to identify risk and compliance. Ensuring of legal compliance (regulatory and legislative): Develop legal guidelines for policy writing and adoption. Develop a legal framework for legislative compliance. Manage the control systems in relation to monitoring trends and track progress to ensure legal compliance. Provide a conducive climate for legal research. Management of litigation processes: Evaluate the extent of threats and/or risk arising from legal process. Determine legal approach to avoid risk and protect Jobs Fund's interest. Set guidelines and control measures to be followed when in-sourcing legal professionals. Management and support of dispute resolution processes: Develop and manage dispute resolution framework for the Jobs Fund. Analyse nature of and complexity of dispute and allocate to appropriate resource. Monitor and track progress on dispute to decide on appropriate cause of action to be taken (review or implement).

**ENQUIRIES**

:

Kaizer Malakoane Tel No: (012) 315 5442

**JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES**

*The Judicial Inspectorate for Correctional Services is committed to the achievement and maintenance of diversity and equity employment.*

- APPLICATIONS** : The Judicial Inspectorate for Correctional Services, **Western Cape Region:** Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001  
**Central Management Region:** P.O. BOX 3839, Bloemfontein 9301. Alternatively, applications may be handed in at Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein 9300  
**KwaZulu - Natal Region:** P.O. Box 1322 Durban 4000. Alternatively, applications may be handed in at Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001.  
**Eastern Cape Management Region:** Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Room 407, Third Floor, Magistrate's Court, Buffalo Street, East London, 5200.  
**Northern Management Region:** Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at 265 West Avenue, Tuinhof, Karee (West Block), Centurion, 0046
- CLOSING DATE** : 02 May 2019
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet [www.gov.za/documents](http://www.gov.za/documents). The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) and ID-document (Driver's license where applicable) not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications that do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Judicial Inspectorate for Correctional Services does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Judicial Inspectorate for Correctional Service reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to section 92 of the Correctional Services Act 111 of 1998. Preference will be given to individuals living near the centre. Young people (between 25 and 35 years old) who meet the criteria and are currently unemployed are encouraged to apply. Orientation training will be provided to successful candidates. A letter of a community organisation nominating the candidate for the position must be attached to the CV.

**OTHER POSTS**

- POST 14/16** : **ADMIN CLERK: AUXILIARY SERVICES (X2 POSTS)**  
 Directorate Regional Management
- SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Durban Ref No: JI 90/2019  
 Centurion Ref No: JI 91/2019
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 /Senior Certificate. 1-3 years relevant working experience in administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-



- task and general administrative capabilities including reception duties. Computer literate (Word, Excel, PowerPoint & Outlook). A valid Driver's license is essential.
- DUTIES** : The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Office (draft correspondence, manages calendars of senior team members and arrange trips etc.)
- ENQUIRIES** : Ms. P. Luphuwana Tel No: 021 421 1012
- POST 14/17** : **ADMIN CLERK: ICCV PAYMENTS REF NO: JI 92/2019**  
Twelve (12) months contract  
Directorate: Support Services
- SALARY** : R173 703 per annum (Level 05) inclusive of 37% in lieu of benefits  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (Ms Word, Excel and Outlook). 1-3 years relevant financial administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities. Proficiency in English and at least one other official language. Knowledge of PERSAL system will be an added advantage.
- DUTIES** : The successful candidate will be responsible for assist with administration. Follow-up on outstanding ICCVs payments. Compiling of ICCVs payments. General administrative duties.
- ENQUIRIES** : Mr. G Wicomb Tel No: 021 421 1012
- POST 14/18** : **ADMIN CLERK: ADMINISTRATION REF NO: JI 93/2019**  
Twelve (12) months contract
- SALARY** : R173 703 per annum (Level 05) inclusive of 37% in lieu of benefits  
**CENTRE** : Western Cape Management Region: Cape Town  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant working experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of team. Ability to multi-task and general administrative capabilities. Computer literate. Driver's license will be an added advantage. Must be willing to relocate.
- DUTIES** : The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Office (draft correspondence, manages calendars of senior team members and arrange trips etc.)
- ENQUIRIES** : Mrs. S Wesson Tel No: (021) 421 1012
- POST 14/19** : **INDEPENDENT CORRECTIONAL CENTRE VISITORS**  
Twelve (12) months contract for all ICCV positions
- SALARY** : R65 139 (3/8th) per annum (Level 5 on part time notch) inclusive of 37% in lieu of benefits basis depending on the size of the correctional centre.
- CENTRE** : **Western Cape Management Region:** Brandvlei Med (Ref No: 03/2019); Buffelsjagsrivier (Ref No: 04/2019), Calvinia (Ref. No 05/2019), Drakenstein Med A (Ref No: 06/2019), Ladismith (Ref No: 07/2019), Pollsmoor Female / Pollsmoor Med C (Ref No: 08/2019), Pollsmoor Max (Ref No: 09/2019), Pollsmoor Max (Ref No: 10/2019), Pollsmoor Med A (Ref No: 11/2019), Prince Albert (Ref No: 12/2019), Riebeeck West (Ref No: 13/2019), Vanrhynsdorp (Ref No: 14/2019), Worcester Male / Female (Ref No: 15/2019), Drakenstein Juvenile / Stellenbosh Cape (Ref No: 16/2019) Town Regional Office (Ref No: 17/2019)  
**Central Management Region:** Bethlehem /Harrismith (Ref No: 18/2019); Bethulie (Ref No: 19/2019), Boshof /Tshwelopele (Ref No: 20/2019), Christiaana (Ref No: 21/2019), Colesberg / Richmond (Ref No: 22/2019), Frankfort (Ref No: 23/2019), Goedemoed Med. B /Zastron (Ref No: 24/2019), Groenpunt Juvenile /Groenpunt

Medium (Ref No: 25/2019), Goedemoed Med. A (Ref No: 26/2019), Klerksdorp (Ref No: 27/2019), Kroonstad Med C /Kroonstad Youth (Ref No: 28/2019), Mogwase (Ref No: 29/2019), Potchefstroom (Ref No: 30/2019), Rooigrond Medium B /Zeerust (Ref No: 31/2019), Rooigrond Med A (Ref No: 32/2019), Victoria West (Ref No: 33/2019), Wolmaransstad (Ref No: 34/2019), Springbok (Ref No: 35/2019), Barkly West /Tshwelopele (Ref No: 36/2019, Brandfort/ Grootvlei Med (Ref No: 37/2019, Grootvlei Max (Ref No: 38/2019, Rustenburg/ Rustenburg Juvenile (Ref No: 39/2019) Parys/Sasolburg (Ref No: 40/2019), Bloemfontein Regional Office (Ref No: 41/2019)

**KwaZulu - Natal Region:** Bergville/Ladysmith (Ref No: 42/2019), Durban Female/Durban Juvenile (Ref No: 43/2019), Durban Med A (Ref No: 44/2019), Durban Med C (Ref No: 45/2019), Empangeni/Mthunzini (Ref No: 46/2019), Eshowe (Ref No: 47/2019), Greytown / Kranskop (Ref No: 48/2019), Melmoth/Nkandla (Ref No: 49/2019), Pietermaritzburg (Ref No: 50/2019), Ixopo / Umzimkulu Durban (Ref No: 51/2019), New Hanover/Pietermaritzburg (Ref No: 52/2019), Regional Office (Ref No: 53/2019)

**Eastern Cape Management Region:** Bizana (Ref No: 54/2019), Cofimvaba (Ref No: 55/2019), Cradock (Ref No: 56/2019), Dordrecht (Ref No: 57/2019), Elliotdale (Ref No: 58/2019), Fort Beaufort (Ref No: 59/2019), Graaf-Reinet (Ref No: 60/2019), Engcobo (Ref No: 61/2019), Jansenville (Ref No: 62/2019), Kirkwood (Ref No: 63/2019), Lady Frere (Ref No: 64/2019), Flagstaff (Ref No: 65/2019), Mount Ayliff (Ref No: 66/2019), Mount Fletcher (Ref No: 67/2019), Mount Frere (Ref No: 68/2019), Sada (Ref No: 69/2019), St Albans Med B (Ref No: 70/2019), Umtata Medium/ Remand (Ref No: 71/2019), Umtata Medium (Ref No: 72/2019), Tabankulu (Ref No: 73/2019) St Albans Med Max (Ref No: 74/2019), Mqanduli (Ref No: 75/2019), East London Med A /East London A (Max) (Ref No: 76/2019), East London Regional Office (Ref No: 77/2019)

**Northern Management Region:** Barberton Farm Med A/ Barberton Town (Ref No: 78/2019), Barberton Farm Med B (Ref No: 79/2019), Bavianspoort Max and Emthonjeni Juvenile (Ref No: 80/2019), Belfast and Lydenburg (Ref No: 81/2019), Bethal (Ref No: 82/2019), Devon and Heidelberg (Ref No: 83/2019), Modimolle (Ref No: 84/2019), Polokwane (Ref No: 85/2019), Standerton Med A (Ref No: 86/2019), Thohoyandou Med. A (Ref No: 87/2019), Kutama-Sinthumule (Ref No: 88/2019), Centurion Regional Office (Ref No: 89/2019)

**REQUIREMENTS**

: Grade 12 and computer literacy knowledge. Driver's license. A recommendation of nomination as an ICCV by a community organisation. Public spirited and sound knowledge of the Batho-Pele principles. Assertiveness and ability to work under pressure in a corrections environment. Able to function independently. Passion for human rights. Own transport will be an added advantage.

**DUTIES**

: The successful candidate will be responsible to visit the correctional facility on a daily basis and engage with inmates and officials on complaints and other matters. Monitor the conditions of incarceration and report on findings. Monitor and report on all instances of death, segregations, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.

**ENQUIRIES**

: **Western Cape Management Region:** Mrs S Wesson Tel No: (021) 421 1012  
**Central Management Region:** Mr M Prusent/ Ms. LY Mdlalose Tel No: (051) 430 1954  
**KwaZulu - Natal Region:** Mr S Sibanyoni /Mrs S Naidoo Tel No: (031) 366 1900  
**Eastern Cape Management Region** Mrs J Gericke/ Mr S Sani Tel No: (043) 722 2729/722 2469  
**Northern Management Region:** Mr M Mentoer, Ms Monyebodi Tel No: (012) 663 7521

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

**CLOSING DATE** : 29 April 2019  
**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where drivers license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

**POST 14/20** : **PRINCIPAL COURT INTERPRETER REF NO: 2019/15/MP**

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

**CENTRE** : Nsikazi Magistrate Office

**REQUIREMENTS** : NQF level 4 / Grade 12; National Diploma Legal Interpreting at NQF 5 level or any other relevant tertiary qualification at NQF level 5; Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area); Driver's license; Five years' practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; Language Requirements: Xitsonga; Afrikaans; siSwati; Skills and Competencies: Computer literacy; Good communication (verbal and written); Listening skills; Interpersonal skills; Ability to work under pressure; Administration and organization skills; Good interpersonal relations; Problem solving; Analytical thinking.

**DUTIES** : Key Performance Area: Render Interpreting services; Translate Legal Document And Exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Attend to Personnel administrative aspects; Control and Supervision of Interpreters; Procure foreign language Interpreters and casuals in line with PFMA.

**ENQUIRIES** : Ms KN Zwane Tel No: 013 753 9300 Ext.249

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200, or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

**POST 14/21** : **COURT INTERMEDIATRY REF NO: 19/VA14/NW (X2 POSTS)**

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

**CENTRE** : Molopo

**REQUIREMENTS** : Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields: teaching, social work/ family counselling, child care and youth development, paediatrics, psychiatry, clinical counselling and educational psychologist; Minimum of 3 years working experience in the applicable field; Applicants must be duly registered with the relevant professional/ scientific

organization/body in their field of specialization; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act, (Act No 116 of 1998); A Valid driver's license. Language proficiency: Setswana, English are compulsory; IsiXhosa will be an added advantage. Candidate must be able to speak fluent Afrikaans. Skills and competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Sound interpersonal relations; Ability to work under pressure; Knowledge of PFMA, DFI, BAS, JYP and JDAS; Good filling skills; Accuracy and attention to detail.

**DUTIES** : Key Performance Area: Provide intermediary service to children, persons with mental disabilities and other traumatized witness; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witness and make appropriate referrals, where necessary; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.

**ENQUIRIES** : Ms. L Shoai Tel No: (018) 397 7054  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

**NOTE** : All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply. Applications received after the closing date will not be considered

**POST 14/22** : **INTERNAL AUDITOR REF NO: 19/38/IA**

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

**CENTRE** : Kimberly: Northern Cape  
**REQUIREMENTS** : An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act, Departmental strategic goals, policies and prescripts; In-dept. knowledge of the standards set by the Institute of Internal Auditors (IIA). Skills and Competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.

**DUTIES** : Key Performance Areas: Identify and document systems in the various branches; Review adequacy, effectiveness and efficiency of controls within systems; Assist in the preparation of audit reports on the findings; Test compliance with regulations, policies and procedures; Perform checks, reconciliations, comparisons and verification of transactions; Prepare working papers, clearly documenting procedures performed.

**ENQUIRIES** : Ms. M. D. Modibane Tel No: (012) 315 1668  
**APPLICATIONS** : Direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**NOTE** : People with disabilities are encouraged to apply

**POST 14/23** : **ADMINISTRATIVE OFFICER REF NO: 19/ 40 /FS**

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

**CENTRE** : Magistrate's Office: Bloemfontein

- REQUIREMENTS** : Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent. 3 years administration experience; Proven Supervisory experience, Court experience and drivers license will serve as an added advantage; Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and; Performance of any other duties necessary to ensure smooth office running.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- NOTE** : Youth, women and people with disabilities are encouraged to apply. Preference will be given to candidates promoting the EE Plan of the Region.
- POST 14/24** : **ADMINISTRATIVE OFFICER REF NO: 19/42/FS**
- SALARY** : R316 791- R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office: Petrussteyn
- REQUIREMENTS** : Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers license will serve as an added advantage. Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; Manage the facilities of the Department at Court ; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and; Performance of any other duties necessary to ensure smooth office running.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800

- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 14/25** : **MAINTENANCE INVESTIGATOR REF NO: 19/41/FS**  
Re-Advertisement (Applicants who applied previously are encouraged to re-apply)
- SALARY** : R257 508 - R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Welkom Cluster
- REQUIREMENTS** : Grade 12 or equivalent qualification, Experience in family law, Knowledge of maintenance Act (Act 99 of 1998) and Investigative experience; A valid Driver's License Skills and Competencies: Computer literacy (MS Office), excellent communication (both verbal and written), Good Inter-personal relations and ability to work under pressure and, Problem solving, Customer service Document management and filing.
- DUTIES** : Key Performance Areas: Trace persons liable to pay maintenance and Maintenance defaulters. Gather and secure information related to maintenance enquiries and defaulters. Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors. Work with the public in a professional and empathetic manner. Render administrative support to the office. Outdoor function requiring physical tracing capabilities. Serve documents on complaints/ Respondents/ Banks/ Employees/ etc. Draft investigation reports.
- ENQUIRIES** : Ms. NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your application to: The Regional Head, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9301

## DEPARTMENT OF LABOUR

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

**CLOSING DATE** : 29 April 2019

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies( Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

## OTHER POSTS

**POST 14/26** : **SENIOR MANAGER MEDICAL SERVICE REF NO: HR 4/4/6/42**

**SALARY** : R1 512 009 per annum (OSD)

**CENTRE** : Provincial Office: Limpopo

**REQUIREMENTS** : MBCHB, Diploma in Occupational Health will be an added advantage, minimum ten years relevant experience, Registration with the South African Medical and Dental Council and a valid driver's license. Knowledge: Compensation for Occupational Injuries and Disease Act, Knowledge of social security systems, Public Service, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and Fund regulations, policies and procedures, Customer Service (Batho Pele Principles), Fund Values, Required IT Knowledge, Fund IT Operating Systems, DPSA guidelines on COIDA, Technical Knowledge. Skills: Relevant Technical Proficiency, Business Writing Skills, Required IT skills, Fund IT Operating Systems, Strategic Leadership, Programme and Project Management ,Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, People Management and Empowerment (including developing others), Client Orientation and Customer Focus, Communication, Work Ethic and self management, Risk management and Corporate governance, Environmental awareness.

**DUTIES** : Manage the medical occupational programme for compensation benefits processing. Develop and manage support networks. Provide the medical occupation support to Stakeholders. Provide strategic direction. Manage finances and assets. Manage projects and programmes.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Ms. Maluleke TE Tel No: (015) 290 1662  
 Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700  
 Physical address 42A Schoeman Street, Polokwane 0700  
 Sub-directorate: Human Resources Management, Provincial Office: Limpopo

**POST 14/27** : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/1/72**

**SALARY** : Grade 1: R256 905 – R297 825 per annum (OSD)  
 Grade 2: R315 962 – R362 865 per annum (OSD)  
 Grade 3: R383 226 - R485 475 per annum (OSD)

**CENTRE REQUIREMENTS** : Labour Centre: Queenstown  
 Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage with minimum ten years experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre gained after registration and experience in medical claims processing/insurance environment, Registration with the South African Nursing Council. **Grade 1:** 2 to 9 years experience. **Grade 2:** 10-19 years experience. **Grade 3:** 20 years experience. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.

**DUTIES** : Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr. T Ramncwana Tel No: (045) 807 5400  
 Chief Director: Provincial Operations: Private Bag X 9005, East London, 5200  
 Sub-directorate: Human Resources Management, Provincial Office: East London.



**DEPARTMENT OF MINERAL RESOURCES**

*The Department of Mineral Resources (DMR) 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, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. N.B: Faxed and emailed applications will not be considered.
- CLOSING DATE** : 03 May 2019
- NOTE** : Applications must be submitted on form Z.83, obtainable from online from DMR Website or at www.gov.za as well as any Government Department. All sections of the Z83 must be completed (In full, accurately, legibly, signed and dated), signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 3 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Where a valid driver's license is a requirement, a clear certified copy must be attached (also certified within the past 3 months) It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the application being disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of 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, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. 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 an advertised post at any stage of the recruitment process.

**OTHER POST**

- POST 14/28** : **DEPUTY DIRECTOR: MINE ECONOMICS REF NO: DMR/18/0032**  
This is a re-advert, candidates who previously applied are encouraged to re-apply if they are still interested.
- SALARY** : R869 007 per annum (Level 12) (All inclusive package)
- CENTRE** : Eastern Cape Region, Port Elizabeth
- REQUIREMENTS** : A three-year tertiary qualification in Mining Engineering, Mine Survey, Geology Accounting, Economics or Auditing coupled with relevant working experience of which three (3) years must be at an Assistant Director level and a valid driver's license, PLUS the following key competencies: Knowledge: Relevant provisions of the MPRDA. Understanding of Government policy and procedures regarding valuations of mine and asset valuations, In depth mining, technical and economic knowledge, ability to analyse market demand for minerals and quantify potential revenue from mineral production, ability to quantify capital and operational costs

related to mining methods and processing plants to identify regulatory costs and how they impact on mining business plans, Ability to generated discounted cash flows and evaluate business plans for mining projects, Understand co-ordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities, Policies, procedures and directives relevant to the post; Skills: Strong ability to secure communication between government departments, business organizations and institutions at executive levels, Communicate at a high level manner on a verbal and non-verbal, Ability to think innovatively, Financial and accounting skills in relation to mining projects and computer skills, Supervise and manage people, Ability to facilitate workshops; Communication: Imaginative problem solver, verbal and written communication; Creativity: Recognise viable business opportunities, valuation of mineral resources and mining projects, Understanding ore flow and accounting systems and internal economies of mines, Awareness of State's goals and objectives compared to the business objectives management skills and budget control, Information evaluation and ability to work in a team: Other: Ability work under pressure and beyond official hours.

**DUTIES**

: Manage the adjudication of mineral project applications for prospecting, mining permit and mining rights in terms of MPRDA as well as sustainability of mining operations. Oversee compliance inspections on all prospecting and mining operations where rights are granted and compile the inspection master plan thereof. Provide inputs on development of policies and regulations related to mine economics and ensure implementation thereof. Conduct workshop to mining Industry and Communities on mine economics in collaboration with other units in the Regional Office. Handle enquiries regarding prospecting work programmes and mining work programmes applications and provide advice thereof. Conduct and advise on mine and asset valuations for tax purposes. Supervise and develop staff.

**ENQUIRIES**  
**NOTE**

: Ms B Ngebulana Tel No: (041 403 6616  
: Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

## NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** :
- CPP: Queenstown: Burgersdorp:** E-mail: Recruit201902@npa.gov.za or Fax 012 843 4792
  - CPP: Butterworth: Sterkspruit:** E-mail: Recruit201903@npa.gov.za or Fax 012 843 4793
  - CPP: Bloemfontein: Clocolan:** E-mail: Recruit201904@npa.gov.za or Fax 012 843 4794
  - Fauresmith:** E-mail: Recruit201905@npa.gov.za or Fax 012 843 4795
  - Koffiefontein:** E-mail: Recruit201906@npa.gov.za or Fax 012 843 4796
  - Zastron:** E-mail: Recruit201907@npa.gov.za or Fax 012 843 4797
  - CPP: Welkom: Parys:** E-mail: Recruit201908@npa.gov.za or Fax 012 843 4798
  - Vrede:** E-mail: Recruit201909@npa.gov.za or Fax 012 843 4771
  - CPP: Empangeni: Babanango:** E-mail: Recruit201910@npa.gov.za or Fax 012 843 4772
  - CPP: Ladysmith: Utrecht:** E-mail: Recruit201911@npa.gov.za or Fax 012 843 4773
  - CPP: Ntuzuma: Ndwedwe:** E-mail: Recruit201912@npa.gov.za or Fax 012 843 4774
  - CPP: Witbank: Vosman:** E-mail: Recruit201913@npa.gov.za or Fax 012 843 4775
  - CPP: Kimberley:** Hartswater E-mail: Recruit201914@npa.gov.za or Fax 012 843 4741
  - De-Aar:** E-mail: Recruit201915@npa.gov.za or Fax 012 843 4743
  - CPP: Upington: Calvinia:** E-mail: Recruit201916@npa.gov.za or Fax 012 843 4728
  - Griekwastad:** E-mail: Recruit201917@npa.gov.za or Fax 012 843 4726
  - Pofadder:** E-mail: Recruit201918@npa.gov.za or Fax 012 843 4716
  - CPP: Bellville: Vanrhynsdorp:** E-mail: Recruit201919@npa.gov.za or Fax 012 843 4713
  - CPP: Wynberg: Laingsburg:** E-mail: Recruit201920@npa.gov.za or Fax 012 843 4714
- CLOSING DATE** :
- NOTE** :
- For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on [www.npa.gov.za](http://www.npa.gov.za) which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in BLOCK LETTERS. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed.

## OTHER POST

<b><u>POST 14/29</u></b>	:	<b><u>DISTRICT COURT PROSECUTOR (X19 POSTS)</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R301 452 per annum - R847 047 (Level LP-3 to LP-4) (Excluding benefits) (Total Cost Package)
<b><u>CENTRE</u></b>	:	CPP: Queenstown (Burgersdorp) Recruit 2019/02 CPP: Butterworth (Sterkspruit) Recruit 2019/03 CPP: Bloemfontein (Clocolan) Recruit 2019/04 (Fauresmith) Recruit 2019/05 (Koffiefontein) Recruit 2019/06 (Zastron) Recruit 2019/07 CPP: Welkom (Parys) Recruit 2019/08 (Vrede) Recruit 2019/09 CPP: Empangeni (Babanango) Recruit 2019/10 CPP: Ladysmith (Utrecht) Recruit 2019/11 CPP: Ntuzuma (Ndwedwe) Recruit 2019/12 CPP: Witbank (Vosman) Recruit 2019/13 CPP: Kimberley (Hartswater) Recruit 2019/14 (De-Aar) Recruit 2019/15 CPP: Upington (Calvinia) Recruit: 2019/16 (Griekwastad) Recruit 2019/17 (Pofadder) Recruit 2019/18 CPP: Bellville (Vanrhynsdorp) Recruit 2019/19 CPP: Wynberg (Laingsburg) Recruit 2019/20
<b><u>REQUIREMENTS</u></b>	:	A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. A valid driver's license will be a requirement where applicable.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.
<b><u>ENQUIRIES</u></b>	:	<b>CPP: Queenstown:</b> Anthony Bean Tel No: 046 602 3041 <b>CPP: Butterworth:</b> Caroline de Kock Tel No: 047 501 2687 <b>CPP: Bloemfontein and CPP: Welkom:</b> Lemmer Ludwick Tel No: 051 410 6001 <b>CPP: Ladysmith:</b> Thabsile Radebe Tel No: 033 392 8753 <b>CPP: Empangeni and CPP: Ntuzuma:</b> Wendy Hadebe Tel No: 031 334 5027 <b>CPP: Witbank:</b> Molefe Ramesega Tel No: 013 752 6944 <b>CPP: Kimberley and CPP: Upington:</b> Phumelele Sali Tel No: 053 807 4521 <b>CPP: Bellville and CPP: Wynberg:</b> Angelene Jansen Tel No: 021 487 7123

**NATIONAL TREASURY**

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

- CLOSING DATE** : 29 April 2019 at 12:00 pm
- NOTE** : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email under each advert. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts.

**OTHER POSTS**

- POST 14/30** : **SENIOR ANALYST: GENERAL SECTOR REF NO: S026/2019**  
Division: Asset and Liability Management (ALM)  
Purpose: To exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the general sector and participate in and inform policy making in respect of the restructuring of SOEs in the general sector.
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (all-inclusive remuneration package)  
: Pretoria  
: A minimum Degree in Finance/Economics, A minimum 4 years' experience obtained in finance, minerals and mining sectors. Knowledge and experience in Financial Management, merger and acquisitions, strategy and economic regulation and Knowledge of the government's broader regulatory framework on State Owned Companies.
- DUTIES** : Restructuring of SOEs: Conduct analysis to enable the identification of where restructuring of SOEs in the general sector is required to better achieve government objectives and advise Minister accordingly, Review of the restructuring/turnaround plans of the general sector, Participate in the restructuring of SOEs in the general sector with other departments, Oversight over SOEs: Analyse the financial statements and corporate plans of the SOEs in the general sector, Review legislation, sector policy and framework for economic regulation, Analyse the alignment of the corporate plans of SOEs in the general sector to policy objectives, Analyse industry structure in the general sector, Analyse industry trends in the general sector, Exercise ongoing oversight over Schedule 2 and 3B SOEs in the general sector, PFMA Oversight: Analyse and draft responses to all PFMA application from SOEs in the general sector, Provision of contingent liabilities, Analyse the extent to which SOEs in the general sector need to be recapitalised Oversight over SOE capital structure: Analyse the extent to which SOEs in the general sector need to be recapitalized, Analyse the extent to which SOEs in the general sector could pay dividends to government.
- ENQUIRIES APPLICATIONS** : Ms Anne Tjale Tel No: 012 395 6608  
: e-mail to recruit.alm@treasury.gov.za

**POST 14/31** : **HUMAN RESOURCES BUSINESS PARTNER REF NO: S025/2019 (X2 POSTS)**  
Division: Corporate Services (CS)  
Purpose: Provide a fully Integrated HR Service to the National Treasury, and establish a culture of excellence through value-adding HR offerings and processes.

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive remuneration package)  
: Pretoria  
: A Degree / National Diploma in Human Resources Management or any relevant qualification as recognised by SAQA, A minimum of 5 years' experience in the broader HR field, Knowledge and experience in the delivery of HR processes and leading change within business units, Knowledge and experience of the prescribed policy and regulatory framework of government.

**DUTIES** : HR Service Delivery: Establish and maintain strong relationship management and service excellence with stakeholders and uphold the HR Brand equity in line-functionaries, Establish partnerships with line-functionaries to execute relevant HR Processes to the Business (Divisions), Identify, understand and translate Line/Business needs into value-adding HR initiatives, Implement systems and processes to ensure that HR meets its strategic objectives, in line with those of the National Treasury, Establish HR service Delivery as the 1st and single point of contact in the Divisions on related matters/ queries/ requests, Be a custodian of: Line-functionaries HR needs, HR processes in Line (Talent Management Offerings), HR policies, procedures & practices in Line (HR Governance), Provide HR support and guidance to both Managers and employees within the Division  
HR Communication: Enable the marketing and communication of HR Initiatives within the National Treasury  
HR Governance: Ensure compliance to HR Policies and Procedures  
HR Operations: Ensure that transactional HR aspects are kept in line with legislative requirements (employee data, information & records) for Divisions are accurate and valid at all times, Implement processes and procedures to measure HR's impact and contribution to the National Treasury's effectiveness, Evaluate HR policies and align services offerings  
HR Projects: Manage key strategic HR projects, implementation and their deliverables thereof, Execution and monitoring of progress and compliance on: Policies, procedures, practices & processes in line, Change Management initiatives, Strategic HR initiatives  
HR Information: Analyse and interpret HR reports, and identify positive and negative trends, with recommendations thereof, Provide relevant HR management information/reports as per business requirements, Achieve HR key performance indicators and objectives in the Divisions (HR Dashboard & Scorecard Indicators, metrics)  
Relationship Management: Develop and maintain effective relationships with Line (both managers and employees).

**ENQUIRIES APPLICATIONS** : Ms Caroline Modibane Tel No: 012 315 5092  
: Recruit.OMIN@treasury.gov.za

**POST 14/32** : **HUMAN RESOURCES SPECIALIST: TALENT ACQUISITION REF NO: S027/2019**  
Division: Corporate Services (CS)  
Purpose: Render a cost effective recruitment process service and engage all stakeholders in the enhancement of the National Treasury.

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Excl. benefits)  
: Pretoria  
: A National Diploma/ Degree in Human Resources Management / Social Sciences / Business Management as recognised by SAQA. A minimum 3 years' experience obtained in Human Resources coupled with Recruitment and Talent Sourcing. Knowledge in Labour Legislation (Basic Conditions of Employment, Labour Relations Act, Employment Equity Act). Experience with Recruitment Job Boards. Knowledge of Recruitment and Selection methodologies. Experience in competency-based interviewing and assessment techniques. Experience in Bulk recruitment.

**DUTIES** : Sourcing and Placement: Optimize the recruitment services process to acquire the best talent for the enhancement of the National Treasury, Provide a consultation and advisory service to management and line functionaries with regard to

recruitment, selection and placement, Initiate the formulation of sourcing strategies based on the recruiting targets and budget in line with the departmental strategy, Collaborate with stakeholders in the interpretation and understanding of the recruitment demands, resource planning process, marketing and share accountability, Promote awareness and integrate the Employment Equity Policy in recruitment interventions, Assist with research on best practices and the interviewing and recruitment of talent, Adhere to Recruiting Service Level Agreements to meet set targets Recruitment Marketing and Research: Initiate advert release processes in consultation with stakeholders, Assist with the identifying and managing sourcing channels and align to current and future recruitment demands, Advertise jobs on the internal platforms, internet sites, forums in line with requirements and strategy of the National Treasury, Establish contacts and networks internally and externally, Capitalise on brand activity to create awareness through research and identifying trends in reputable institutions Candidate Management: Engage and update shortlisted candidates on the recruitment process, Develop networks for viable pipeline and create opportunities from database and research findings, Facilitate processes for interviews, offers, verification of qualifications, confirmation of citizenship, credit and criminal checks, security clearances, and pre-employment and on-boarding, Manage Temp and Contractor requirements to assist with client needs in accordance with policies and procedures, Operate and adhere to National Treasury policies and procedures Administration and Support: Facilitate administration processes for offers, verification of qualifications, confirmation of citizenship, credit and criminal checks as well as security clearances, and pre-employment on-boarding, Update and maintain candidate information database and reporting and updating recruitment dashboard, Assist with quality assurance, quantity, costs, turnaround times and market intelligence, and management of HR Recruitment Supports, Implement projects in accordance with required needs of the National Treasury.

**ENQUIRIES  
APPLICATIONS**

: Ms Caroline Modibane Tel No: 012 315 5092  
: Recruit.OMIN@treasury.gov.za

**POST 14/33**

: **ASSISTANT DIRECTOR: HR OPERATIONS REF NO: S028/2019**  
Division: Corporate Services (CS)  
Purpose: Render an administrative service pertaining to employee benefits and compensation administration and support the functioning of the HR Registry.

**SALARY  
CENTRE  
REQUIREMENTS**

: R376 596 per annum (Excl. benefits)  
: Pretoria  
: A minimum National Diploma/ Degree in Human Resources Management as recognised by SAQA, A minimum 3 years' experience obtained within a human resources environment, Knowledge on the implementation of benefits and remuneration, Knowledge of the human resources regulatory framework on benefits and remuneration.

**DUTIES**

: Placements Administration: Process newly appointees and departmental transfers to the National Treasury, Render presentation during Induction to newly appointees on employee benefits and compensation, Process and administer appointments on fixed contract, transfers, and conversion in nature of appointments Benefits and Remuneration Administration: Initiate the implementation and approval of housing stop order, medical aid, salary structures, overtime allowance, acting allowance, higher remunerations, long service recognition, probation, promotion, purchasing of services, performance bonus, sessional allowances, and state guarantees, Update personal particulars and amendments to employment detail, Process the approval of leave transactions, Administer temporary incapacity leave applications for referral to SOMA and engage affected employees on outcomes Exit Administration: Initiate the finalization of retirements, resignations, contract expiries and departmental transfers from the National Treasury, Implement leave discounting/ gratuity, pension benefits and exit benefit payouts Stakeholder Engagement: Co-ordinate the GEPF, GEMS induction and the GPAA site-visits on the re-orientation of employee on their pension benefits, Facilitate the PILIR process, engage on submissions, and prepare recommendations on outcomes, Conduct self-audits on employee benefits and compensation oversights.

**ENQUIRIES** : Ms Caroline Modibane Tel No: 012 315 5092  
**APPLICATIONS** : Recruit.OMIN@treasury.gov.za

**POST 14/34** : **HR SUPPORT OPERATIONS REF NO: S029/2019 (X2 POSTS)**  
Division: Corporate Services (CS)  
Purpose: Deliver an administrative support service to the National Treasury pertaining to the processing of employee benefits and other related activities.

**SALARY** : R316 791 per annum (Excl. benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum National Diploma in Human Resources Management as recognised by SAQA, A minimum 2 years' experience obtained in remuneration and benefits administration, Exposure to human resources management framework on benefits administration, Knowledge of PILIR and Probation Management.

**DUTIES** : Human Resources Benefits Administration: Administer all newly appointee's benefits requirements and advise clients accordingly, Implement operational processes and procedures efficiently, Perform self-audits on benefits provision and follow-up on outstanding matters Compliance to Policies and Procedures: Implement employee benefits according to broader compensation framework and DPSA resolutions, Administer and process all employee benefits according to set policies and procedures, Assist and advise internal clients on the PILIR process pertaining to incapacity leave, Assist with the provision of information to internal audit in compliance with benefits administration governance Probation Administration: Conduct assessments on outstanding probation reports for finalisation, Analyse the validity of probationary reports and scrutinize remarks for implementation, Advise on the extension of probationary periods, Analyse reports, trends and follow-up on outstanding reports negatively influence potential appointment of employees Stakeholder Engagement: Consult clients on outstanding documentation for appointment, Provide feedback on progress of benefits due for implementation Engage and provide solutions to clients pertaining to enquiries of benefits.

**ENQUIRIES** : Ms Caroline Modibane Tel No: 012 315 5092  
**APPLICATIONS** : Recruit.OMIN@treasury.gov.za



## OFFICE OF THE CHIEF JUSTICE

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

- APPLICATIONS** : 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.
- CLOSING DATE** : 03 May 2019
- NOTE** : Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

## OTHER POST

- POST 14/35** : **ADMINISTRATOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2019/486/OCJ**
- SALARY** : R257 508 – R285 630 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A three years National Diploma in Office Management or relevant qualification; A minimum of 3 years' experience in rendering administrative support. Technical Knowledge/ Competencies: Human Resource Administration, Financial, Provisioning and procedures, and processes; Document tracking, storage and retrieval; Computer Literacy; Good telephone and office etiquette; Understanding of Relevant Public Service and Departmental legislation/prescripts/policies and procedures; Procedure and processes applied in Office Management; Meeting procedures; Operating office equipment (e.g. Computer, photocopy, scanner, projector); Basic knowledge on financial administration. Behavioural competencies: Organizing and Communication (oral and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Planning and organizing; Proper usage of presentation Equipment; Language skills and ability to communicate well with people at different levels and from different backgrounds; Good people skills; Sound organizational skills; Ability to correctly interpret relevant documentation; Basic numeracy; Basic literacy; Ability to do research and analyse information; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs).
- DUTIES** : Render administrative support to the Chief Directorate; Provide support with the management of budget; Provide secretarial/reception support to the Chief Directorate; Provide support with the coordination of the meetings.
- ENQUIRIES** : Ms C Gideon/ Ms LM Mothemane Tel No: (010) 493 2500/2528/2533

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), , by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, [www.dpme.gov.za](http://www.dpme.gov.za)
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 30 April 2019 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

## OTHER POSTS

- POST 14/36** : **SENIOR ADMINISTRATION OFFICER REF NO: 007/2019**  
Outcome: Education and Skills
- SALARY** : R316 791 per annum (Level 08) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 6) in Public Administration, Office Management, Secretarial or equivalent with at least 4 years' experience of which 2 years must be on administrative functions and 2 years at supervisory level. An NQF 7 qualification will serve as an added advantage. The following skills will serve as a recommendation: Report writing skills; desktop research skills; analytical skills and basic statistical skills and experience. The candidate should possess the following skills and competencies: apply technical/ professional skills;

accept responsibility, work independently and produce good quality of work; must be a team player; flexible, reliable; initiative; innovative; have good verbal and written communication; must have good interpersonal relations; ability to manage projects (planning and execution); good leadership skills; ability to manage/control financial resources; monitor financial expenditure and supervise staff. Must have the ability to delegate and empower subordinates. The candidate must have knowledge of the Public Finance Management Act and Treasury Regulations as well as Public Service Act and Regulations.

**DUTIES** : The successful candidate will be responsible for providing administrative support to the unit. This entails rendering of effective financial support: monitoring expenditure of the unit. Rendering of effective human resources support: ensuring timely submission of performance agreements, reviews and assessments of staff members of the Unit; coordinating and consolidating training according to PDP's and ensuring that leave registers are completed in the unit. Supervising and rendering of effective procurement support: supervising the compilation and coordination of procurement plans for the Unit which is aligned to the budget and monitoring expenditure and implementation of procurement plans. Supervising and rendering of general administrative support within the Unit: Collecting, analysing and collating of information as requested by the Head of the Unit; drafting of correspondence (submissions, letters and reports) as instructed by the Head of the Unit and team members; sending and receiving of e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Updating/recommending the updating of enabling prescripts, policies and procedures: studying of the relevant Public Service and departmental prescripts/policies and processes and procedures applicable in the Head of the Unit's office and the updating thereof.

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

**POST 14/37** : **SENIOR PERSONNEL OFFICER: PMDS REF NO: 008/2019**  
Sub-Directorate: HR Utilisation & Development

**SALARY CENTRE** : R208 584 per annum (Level 06) plus benefits  
: Pretoria

**REQUIREMENTS** : A 3-year relevant tertiary qualification (NQF 6) in the areas of Human Resources Management/Development or equivalent with at least 3 years appropriate experience in performance management and knowledge of PERSAL system. PMDS related courses would serve as an advantage. Should possess the following skills: Ability to apply technical skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, time management skills. Must have proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Must have knowledge of PMDS policies and other applicable prescripts.

**DUTIES** : The successful candidate will be responsible to provide an effective administration of the Performance Management function in the Department. This entails providing advice and support in relation to the PMDS policy and relevant legislative frameworks and facilitate the signing of PIPs, and report the cases of non-compliance to immediate supervisors and assist with the analysis of the PDPs, follow up on progress made in against the PIPs. Conduct quality check on performance agreements/ midterm reviews and annual assessments. Capture the performance agreement in the Persal system. Receive quality check and record the mid-term reviews in a database and in the Persal system. Record the submitted annual assessment, assist to check the quality of the annual assessments, prepare the documents for moderation and disseminate them to the members, compile the feedback letters and distribute to employees and their managers and follow up if need be; Arrange the meeting of the Appeals committee. Inform the appellants about the outcomes. Assist with the coordination of performance management workshops. Provide the general administrative support regarding PMDS.

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

## DEPARTMENT OF PUBLIC WORKS

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



**CLOSING DATE** : 03 May 2019 at 16h00

**NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies (not older than 3 months) of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

## MANAGEMENT ECHELON

**POST 14/38** : **DIRECTOR: REAL ESTATE MANAGEMENT SERVICES (X4 POSTS)**  
Re-Advertisement (Those who applied previously are encouraged to re-apply)

**SALARY** : R1 005 063 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Kimberly Ref No: 2019/67 A (X1 Post)  
Mmabatho Regional Office Ref No: 2019/67 B (X1 Post)  
Nelspruit Regional Office Ref No: 2019/67 C (X1 Post)  
Polokwane Regional Office Ref No: 2019/67 D (X1 Post)

**REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Real Estate Management /Property Management other related qualification and five (5) years relevant experience on Middle/Senior management level in Asset Management/Property/Facilities Management. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: advanced report writing skills; computer literacy policy analysis and development, presentation skills. Ability to work under pressure; ability to communicate at all levels; analytical thinking; Must be prepared to travel; a valid driver's license. Willing to adapt work schedule in accordance with professional requirements.

**DUTIES** : e assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; manage capturing of revenue and expenditure of all state owned and leased property in property information. Management and administration of leased property- ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; administrate property portfolios, ensures that buildings are user-friendly and accessible; manage and maintain client relationship; manage and maintain a comprehensive and accurate property asset register; ensure timeous payments of all services rendered to state properties. Management of private tenants- manage private tenants occupying State-owned

property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of property payments and revenues- effective implementation of the property expenditure management system; manage property revenues; ensure effectiveness of the Property Asset Register; authorise creditors payments; authorise the creditors and customer master file; manage litigation and/or arbitration related to property payments and revenue. The effective management of procured and leased accommodation: Manage and facilitate the process of identifying superfluous properties to be disposed; Manage the prioritisation of assets to be disposed; Develop and implement strategies to guide the disposal of state immovable properties; Establish the ownership of properties to be disposed; ensure that all property disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of immovable assets disposed; The Management of State Properties- ensure effective and efficient utilisation of State property; ensure proper maintenance of State property; responsible for the performance of risk management functions on the property; directs preparation of financial reports on status of property(e.g. Occupancy rates); manage the employment of contractors for services of security, grounds keeping and maintenance personnel; ensure completeness of contractual documentation for contractors; monitor and ensure property compliance with local regulations and laws. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component.

**ENQUIRIES** : Mr M Govender Tel No: (012) 406 2195  
**APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria  
**FOR ATTENTION** : Ms N.P Mudau

#### **OTHER POSTS**

**POST 14/39** : **DEPUTY DIRECTOR: TRAINING QUALITY MANAGER REF NO: 2019/69**

**SALARY** : R869 007 per annum (All-inclusive package). (Total package to be structured in accordance with the rules of the senior management service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification in Information Technology, Database Management / Statistics, Computer Science or related. Relevant experience in Information Technology, Data Management, Data Warehousing and related. Willingness to travel and work irregular hours and be in possession of a valid driver's license (Code B – Old Code 8), Good analytical, innovative, problem solving, conflict management and good interpersonal relations, writing and leadership skills. Knowledge of public sector administrative procedures, public finance management, contract management, training coordination, training quality assurance and stakeholder management. Monitoring, evaluation, Programme/Project Management are also key requirements.

**DUTIES** : Develop and implement an electronic Training Project Management System including a Monitoring and Evaluation System for the EPWP training and ensure alignment to SAQA quality assurance principles and to funders' requirements, Develop and implement a Records Management System in line with Public Service Regulations, Liaise with the EPWP Reporting System to produce reports as requested by EPWP stakeholders, Develop and ensure the implementation of the Training Standard Operating Procedures Guidelines including training coordination and facilitation of audits, Provide support during the procurement and contracts of Training Providers, Provide support during staff capacity building programmes, Manage Staff in the Unit as per the Public Service Regulations.

**ENQUIRIES** : Ms C Makunike Tel No: (012) 492 3075  
**APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria  
**FOR ATTENTION** : Ms N.P Mudau

**POST 14/40** : **CONSTRUCTION PROJECT MANAGER REF NO: 2019/68 (X3 POSTS)**  
Re-Advertisement (Those who applied previously need to re-apply)

**SALARY** : R718 059 – R766 278 All-Inclusive (OSD) package per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's license, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

**DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

**ENQUIRIES** : Mr W. Hlabangwane Tel No: (012) 406 1734  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.  
**FOR ATTENTION** : Ms N Hlongwane

**POST 14/41** : **ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2019/70**

**SALARY** : R470 040 per annum  
**CENTRE** : Nelspruit Regional Office  
**REQUIREMENTS** : A three year tertiary qualifications in Human Resources Development, Human Resource Management, Public Management, Behavioural Sciences or related. Relevant experience in Skills Development, Training Coordination, Contract Management, Supply Chain Management. Willingness to travel and work irregular hours and be in possession of a valid driver's license (Code B – Old Code 8), Social facilitation, problem solving, analytical thinking, conflict management, interpersonal relations, training and presentation skills, training quality assurance, stakeholder management, monitoring and evaluation are also key requirements.

**DUTIES** : Coordinate the training for EPWP participants, Provide assistance in the management of budget allocated to the region for the training of EPWP participants, Assist in the coordination of the procurement of training providers and support training providers on contractual matters, Collect data for reporting on training interventions, Coordinate capacity building programmes for EPWP Officials.

**ENQUIRIES** : Ms C Makunike Tel No: (012) 492 3075  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200.  
**FOR ATTENTION** : Mr E Nguyuzza

**DEPARTMENT OF TRADE AND INDUSTRY**

- APPLICATIONS** : can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag X84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedti.gov.za> and click on the “Careers” link to submit online application.
- CLOSING DATE** : 30 April 2019
- NOTE** : Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) or <http://www.thedti.gov.za/careers>. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s)
- ERRATUM:** kindly note that the post of Deputy Director: Advanced Manufacturing Industries advertised in Public Service Vacancy Circular 13 dated 05 April 2019 was advertised with incorrect salary scale, the correct salary scale is R869 007 per annum (All inclusive remuneration package).

**MANAGEMENT ECHELON**

- POST 14/42** : **DIRECTOR: GREEN INDUSTRIES REF NO: IDD/GREEN IND 016**  
This is a re-advertisement of the position posted on circular 13 (dated 05 April 2019), re-posted due to amendments on the overview and duties. Candidates who have previously applied need not to re-apply  
Overview: To lead & manage policies and programmes to improve the environmental performance of South African Industries, align Industrial Policy and Environmental objectives as part of the sector programmes for the Green Industries Chief Directorate, support the establishment of new industries that supply green goods and services and oversee the compilation of the dti's Environmental Implementation Plan required i.t.o. the Environmental Management Act.

- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics or equivalent qualification. 5 years' relevant experience at a middle/senior managerial level in the Green Economy sector in the public or private sector. Key Requirements: Experience in Policy Formulation and Implementation. Experience in Project Management, Financial Management, Stakeholder management and, Research and Analysis. A sound knowledge and understanding of Public Service Regulation, Preferential Procurement Policy Framework Act, Public Service Regulations, Public Finance Management Act, Industrial Policy Action Plan, National Water Act, National Environmental Management Act, Waste Act and National Energy Act. Strategic Capability and Leadership Research. People Management and Empowerment skills. Planning and organising skills. Client Orientation and Customer Focus. Change Management. Communication (Verbal and excellent writing skills). Relationship Management. Analytical and Thinking skills. Problem Solving skills.
- DUTIES** : Lead the process of aligning Industrial Policy with the Environmental objectives of government Manage and direct the Industrial Policy Action Plan process relating to the development and implementation of key action programmes to align

industrial policy and environmental objectives. Engage in continual policy advocacy and co-ordination in the Green Economy. Manage the strategic planning for the directorate/sub-directorates. Develop the strategic focus and policy direction for the directorate/sub-directorates. Ensure the maintenance of effective internal administration of the directorate/sub-directorates: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Manage stakeholders, including other Government departments and tiers of government, organized business and labour. Work closely with other units within the dti and other departments to develop and align industrial policy and environmental objectives. Establish contact and set up information sharing session with other units in the dti. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Represent the department in all forums and focus groups addressing Environment and Energy Efficiency challenges. Provide analysis of the industrial value chains in order to align Industrial policy and Environment objectives. Consolidate all research findings to formulate policies, procedures and strategies in line with the Industrial Policy Action Plan. Continuously review policies and methodologies and benchmark against international best practice. Manage consultants appointed to conduct studies. Provide support with the implementation of programmes. Manage expenditure of the Directorate. Manage, train and develop staff in accordance with Personal Development Plans and Divisional Training and Development plans. Manage the strategic planning of the unit and execution of the operational plan. Monitor implementation of sector development interventions. Develop and monitor implementation of corrective action to facilitate the implementation of the interventions. Provide the necessary support to complete the interventions. Provide leadership in identifying and developing new sub sectors in the Green Economy. Oversee the compilation of the dti's Environmental Implementation Plan.

**ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.



## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 29 April 2019

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

## MANAGEMENT ECHELON

**POST 14/43** : **CHIEF DIRECTOR: CONSTRUCTION REF NO: 290419/01**  
Branch: IBOM  
CD: Construction

**SALARY** : R1 189 338 per annum (Level 14) (All-inclusive salary package)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A Four (4) years Tertiary Engineering Qualification (E. g B-Tech, B - Eng, e.t.c) NQF Level 7. Project Management qualification (Attached certified copy). Eight (8) to ten (10) year's management experience of which minimum 5 year's should be at Senior Management level. Five (5) to seven (7) year's technical construction project management experience. Experience and knowledge of programme and project management. Knowledge of financial management. Knowledge of conditions of service and resourcing requirements relevant to National Water Act. Problem solving, analysis, strategic capability and leadership skills. Client orientation and customer focus.

**DUTIES** : Financial planning and monitoring. Monitor monthly financial reports from SAP system. Liaise with construction units and clients and adjust budget where required. Allocate full requirements to construction units for projects that require completion within the financial year. Manage construction project delivery. Ensure capacity development for construction management. Reporting and expenditure. Collate employment equity and HR statistics from each unit. Report on technical construction quantities for major projects. Monitor and analyse project narratives monthly. Develop business and strategic plans. Co-ordinate and manage the development of the strategic plans with construction units. Coordinate stakeholder involvement/inputs/outputs.

**ENQUIRIES** : Mr LAV Manus Tel No: 012 336 8092

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Ms. LI Mabole

## OTHER POSTS

**POST 14/44** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 290419/02**  
Branch: Chief Operations Office Western Cape  
Div: Corporate Management  
This is a re-advertisement (applicants who have previously applied are encouraged to re-apply)

**SALARY** : R869 007 per annum (Level 12) (All-inclusive salary package)  
**CENTRE** : Bellville  
**REQUIREMENTS** : A National Diploma or Degree in Administration or relevant field. Three (3) to five (5) years management experience in Administration. Knowledge and experience in policy development and implementation. Knowledge and experience in Administration processes. Knowledge of human resource information. Understanding of Government legislations. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Valid driver's license (certified copy must be attached)

**DUTIES** : Manage and provide support in the following disciplines: facilities management, manage implementation of Occupational Health and Safety, manage safety and security, registry management and transport management. Analyse departmental strategic objectives, government and departmental policies. Develop and monitor the implementation of the Sub-Directorate's operational plan. Compile and provide reports for the Sub-Directorate. Manage and implement policies. Analyse and brief management on latest legislative developments. Manage human resources of the Sub-Directorate. Provide financial management services to the Sub-Directorate. Conduct road shows advising the Region on policy updates. Ensure that budget is implemented according to plan.

**ENQUIRIES** : Ms L Peter Tel No: 021 941 6207  
**APPLICATIONS** : Western Cape (Bellville): Please forward your applications quoting the relevant reference number to the Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

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

**POST 14/45** : **DEPUTY DIRECTOR: YOUTH DEVELOPMENT REF NO: 290419/03**  
CD: Transformation Policy and Coordination

**SALARY** : R869 007 per annum (Level 12) (All-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Diploma or Degree in Social Science. Three (3) to five (5) year's management experience in Transformation. Knowledge and experience in strategic and operational plan management. Knowledge and experience in policy implementation. Knowledge in monitoring and evaluation principles. Problem solving and facilitation skills. Good communication skills. Report writing and negotiation skills. Team building. Knowledge and experience in project management and management practices. Strategic planning skills.

**DUTIES** : Ensure that job creation statistics from various components within DWS and entities are collected and consolidated. Assist with the restructuring of youth programmes in order to benefit them in job opportunities. Ensure that growth path and Military Veterans are attended to within the Department set up. Develop standards and criteria that will ensure youth programmes are implemented accordingly. Ensure adequate stakeholder empowerment through DWS programmes/projects including the Municipalities. Maintain filing system of structures properly for youth programme. Ensure that gaps on the implementation of BBBEE for youth programmes are attended to. Liaise with relevant structures on Monitoring and Evaluation programmes. Ensure that projects executed in Dams also include youth development. Ensure monitoring and evaluation in youth

development projects. Implement gender programme for regions. Ensure development and implementation of Service Delivery improvements plans. Charter and Service Delivery Improvement Plan. Liaise with other stakeholders regarding programmes for implementation.

**ENQUIRIES** : Mr C Mabena Tel No: 012 336 7520

**POST 14/46** : **SCIENTIST PRODUCTION GRADE A REF NO: 290419/04**

Branch: Planning Monitoring and Evaluation Information  
SD: Water Services Resource Requirement

**SALARY** : R618 732 per annum OSD

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : A BSc (Hons) Degree in Natural or Earth Sciences or relevant qualification. Compulsory registration with the SACNASP as a Professional Natural Scientist. Three (3) years post-qualification experience in the field of Resource Directed Measures. Knowledge of water quality, geochemistry, chemistry, hydrology and geo-hydrology as major subjects would be ideal. The candidate must have good knowledge of water related and relevant environmental management legislation and policies. Sound knowledge towards integration with other sciences (e.g. hydrology, geology, and related geo science practices, etc) into integrated water resource management and protection. The candidate must have good interpersonal skills and project, financial and management practices, skills and experience. In addition to the requirements, a valid Code 08 driver's license or equivalent, and excellent written and verbal communication skills. The successful candidate must further demonstrate to be innovative. Computer literacy including GIS applications is important. Due to the nature of these work requirements, the candidate must also have the ability to interpret data and results.

**DUTIES** : The incumbent will be part of a team with the primary responsibility of determining the surface water components of the Reserve for water resources in the country; Review and recommend scientific projects for Water Ecosystems; Monitor progress on the implementation of projects related to water resources protection; production of Reserve Maps; Assisting line function water resource managers in the planning and implementation of water resource protection requirements; and providing technical services with regards to water resource protection to the Department of Water and Sanitation as part of the Chief Directorate: Water Ecosystems.

**ENQUIRIES** : Mr Y Atwaru Tel No: (012) 336-7816

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Ms LI Mabile

**POST 14/47** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 290419/05**

Branch: Chief Operations Office Western Cape  
SD: Financial Management

**SALARY** : R376 595 per annum (Level 09)

**CENTRE** : Bellville

**REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7. Three years supervisory experience in Revenue Management. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge and application of International Financial Reporting Standards applicable to revenue, Generally Recognized Accounting Practice (GRAP). Public Service Anti-corruption strategies and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of any Enterprise Resource Planning (ERP) system, with preference for SAP. Framework for managing performance information. Problem solving and analysis. Excellent communication skills. Client orientation and customer focus. A valid driver's license (a certified copy must be attached).

- DUTIES** : Implement billing management policies, debt management policies and customer service desk strategies and procedures. Plan, coordinate and manage the activities of the Division associated with the delivery of revenue services to the Region. Perform revenue-related activities to ensure the accurate recording of information regarding revenue management. Coordinate and control the various internal functions and activities to ensure timely and proper collection of all income due. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Compile financial statistical information/reports relating to income collection and report to management and all relevant authorities. Manage and monitor customer service desk. Calculate tariff. Perform human resources and administrative activities relating to the Revenue Division. Supervision of staff.
- ENQUIRIES APPLICATIONS** : Ms L Rahman Tel No: (021) 941 6156  
: Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville.
- FOR ATTENTION NOTE** : Ms K Melelo  
: Persons with disabilities, African Males, Females, Coloured Males, and Indian Males are encouraged to apply.
- POST 14/48** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 290419/06**  
Branch: Chief Operations Office North West
- SALARY CENTRE REQUIREMENTS** : R376 595 per annum (Level 09)  
: Mmabatho  
: A National Diploma or Degree in Public Administration or relevant qualification. Three (3) to five (5) years' experience in Administration of which two (2) years must be at a supervisory level. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of Government Financial systems. Commitment to high level quality control. Knowledge of PMDS. Problem solving and analytical skills. Report writing and computer skills. Good interpersonal skills. Strong communication skills, both verbal and written integrity and organizational skills.
- DUTIES** : Render support pertaining to logistical arrangements in the Component. Prepare for Management meetings. Coordinate and serve as secretariat at Management meetings. Develop and manage the Provincial tracking system. Scrutinize all external correspondence and coordinate responses with the relevant components. Monitor expenditure in the Chief Directorate. Manage incoming and outgoing correspondence i.e. maintain document flow in the Chief Director's office. Manage workflow within the unit. Establish and maintain a records management system. Monitor the budget in the unit. Compile reports, presentations and other related documents.
- ENQUIRIES APPLICATIONS** : Mr SS Matsheka at (082) 806 8856  
: North West (Mmabatho) Please forward your applications quoting the relevant reference number to The Regional Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.
- FOR ATTENTION NOTE** : Mr. Ntwe MJ  
: Persons living with disabilities are encouraged to apply.
- POST 14/49** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 290419/07**  
Branch: IBOM
- SALARY CENTRE REQUIREMENTS** : R376 595 per annum (Level 09)  
: Central Operations, (Pretoria)  
: A National Degree or Diploma in Public Administration or relevant qualification. Three (3) – five (5) years practical experience and supervisory experience in administration (specifically in Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security). A valid drivers license (Attach certified copy). Computer literacy and skills in MS Office Software package. Sound knowledge, interpretation and application of

Public service legislations/Acts, Regulations, directives, processes and procedures relevant to the post. Good communication, interpersonal skills and ability to interact with people at all levels. Ability to work independently, without close supervision and ability to lead a team. Good planning, organizing and execution skills. Be able to prioritize and produce quality work. Accountability, ability to multitask, work under pressure and meet tight deadlines. Be prepared to travel and work extended hours. Excellent report writing skills. Problem-solving, creativity and initiative skills. Analytical thinking with ability to pay attention to details and handle confidential information.

**DUTIES** : Management of key administrative areas within the Directorate including its Area Offices. Monitor and ensure compliance to national and departmental legislations/acts, regulations, directives regarding Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security. Ensure proper management of service provider contracts, payment of services, accounts, debt recovery, queries, reconciliation of accounts and expenditure reporting. Ensure quarterly reporting on contract performance. Ensure efficient maintenance of information and accurate databases. Provide inputs to the monthly and annual spending plans aligned to business plan. Provide inputs on the development/review of Budget and Business plans with clear roles and responsibilities assigned with the resources requirements identified. Develop, maintain and implement standard operating procedures for efficient utilisation and compliance to Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security. Advise management and officials on administrative key activities` policies, directives, processes and procedures. Compile submissions for implementation of administration activities and provision of management reports. Compile submissions, memoranda and submitting of monthly operational reports. Manage administration support personnel including co-ordination of key administrative and operational activities within the Directorate.

**ENQUIRIES** : Mr G.T. Dilima Tel No: 012 741 7344  
**APPLICATIONS** : Department of Water and Sanitation, IBOM: Central Operations, Private Bag X273, Pretoria, 0001 OR hand-deliver at IBOM: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001.

**FOR ATTENTION** : KL Manganyi

**POST 14/50** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (MANAGEMENT) REF NO: 290419/08**  
 Branch: IBOM

**SALARY** : R376 595 per annum (Level 09)  
**CENTRE** : Central Operations, (Pretoria)  
**REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience in financial management. A valid driver's license. (Attach certified copy). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other financial guidelines and procedures (GRAP etc.). Practical knowledge of government financial systems (SAP, Persal, Logis). Good written and verbal communication skills. Computer literacy skills. The incumbent must be willing to travel extensively.

**DUTIES** : Management of the Payroll, Accounts Payables, Petty Cash and cash management. Conduct creditor's reconciliations and ensure correct and timeous payment of suppliers. Manage sundry payments. Manage the processing of staff related payments e.g. Subsistence and Travel claims, overtime, standby and shift allowances. Management of reporting including accruals and commitments, 30 days creditors' reports etc. Render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees and training of subordinates.

**ENQUIRIES** : Mr M Lidzhade Tel No: 012 741 7327  
**APPLICATIONS** : Please forward you applications quoting reference number to: Department of Water and Sanitation, NWRI Central Operations, Private Bag X273 , Pretoria 0001

or hand deliver to 1st floor, Praetor Forum Building, 267 Lillian Ngoyi street, (former Van der Walt street) Pretoria.

**FOR ATTENTION** : KL Manganyi

**POST 14/51** : **ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: 290419/09**  
Branch: IBOM

**SALARY** : R376 595 per annum (Level 09)  
**CENTRE** : Central Operations (Pretoria)  
**REQUIREMENTS** : A National Diploma or Degree in Communication / Journalism or similar. Three (3) years relevant supervisory working experience in communication. Newsroom work experience is an added advantage. A Valid driver's license. (Attach certified copy). Practical working experience in communication and media. Knowledge and practical working experience in content development, news writing, reviewing and proofreading. Knowledge and understanding of media management. Problem solving, analysis, people, diversity management, client orientation and customer focused. Good communication skills. Accountability and ethical conduct. Ability to organize and coordinate workload. Work under pressure. Travel and meet deadlines. A commitment to government objectives, policies and programmes. Computer literacy.

**DUTIES** : Develop and implement news content, communication plans and strategies. Develop and implement media plans, organise media briefings, media tours and ensure media coverage. Develop media products. Assist with the planning and management of Communication projects and events. Represent the Communication unit in relevant structures. Be responsible for corporate communications to internal and external stakeholders. Do research and develop content in aid of profiling the work of the Department. Establish and maintain stakeholder relations with the media. Media monitoring and rapid response. Manage weekly, monthly and quarterly reports. Provide advice and support to line managers, Area Offices and other role players on correct communication practices. Deal with enquiries.

**ENQUIRIES** : Mr GT Dilima Tel No: 012 741 7344  
**APPLICATIONS** : Department of Water and Sanitation, IBOM: Central Operations, Private Bag X273, Pretoria, 0001 OR hand-deliver at IBOM: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001.

**FOR ATTENTION** : KL Manganyi

**POST 14/52** : **PROJECT ADMINISTRATOR REF NO: 290419/11**  
Branch: Chief Operations Office North West: Infrastructure, Development and Maintenance

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A National Diploma or Degree in Public Administration / Project Management. Three (3) to (5) years' experience in a programmes administration environment. Programme and Project Management. Governmental financial systems. Public Finance Management Act. Departmental policies and procedures. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Good communication skills, both verbal and written. People and Diversity Management. Accountability and Ethical Conduct.

**DUTIES** : The responsibilities of a Project Administrator include amongst others oversee and performing administrative functions of RBIG and WSIG projects. Calling contractors, making appointments, doing site visits and preparing reports. Managing budgets and expenditure, coordinating meetings, taking minutes, organizing venues; Planning projects; Updating the project calendar; Creating PowerPoint presentations; Performing administrative duties; Tracking projects; Recommending changes; Following instructions; Keeping update on compliance regulations; and Resolving issues related to projects.

**ENQUIRIES** : Mr M Mandavha Tel No: 018 387 9500  
**APPLICATIONS** : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho

2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.  
Mr MJ Ntwe

**FOR ATTENTION**

**POST 14/53**

**ENGINEERING TECHNICIAN GRADE A REF NO: 290419/10 (X2 POSTS)**

Branch: Chief Operations Office Northern Cape  
SD: Water Sector Planning

**SALARY**

**CENTRE**

**REQUIREMENTS**

R311 859 per annum (OSD)

Kimberley

A National Diploma in Civil Engineering or relevant qualification. Three years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (certified copy must be attached). A valid driver's license (Attach certified copy). Project management, Technical design and analytical skills. Research and development. Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Problem solving, Decision making, Team work, Creativity, Customer focus, Communication and Computer skills. People management.

**DUTIES**

Render technical services to the Directorate. Assist Engineers, Technologists and Associates in the appraisal of Business Plans and Technical Reports. Monitor the implementation of Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) projects through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and Public Service Providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Continuous professional development to keep up with new technologies and procedures.

**ENQUIRIES**

**APPLICATIONS**

Mr K Kgarane Tel No: 053 8308 800

Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

**FOR ATTENTION**

Ms C Du Plessis

**POST 14/54**

**PRINCIPAL COMMUNITY DEVELOPMENT OFFICER REF NO: 290419/12**

Branch: Chief Operations Office North West: Capacity Building

**SALARY**

**CENTRE**

**REQUIREMENTS**

R257 508 per annum (Level 07)

Mmabatho

A National Diploma or Degree in Social Sciences. Three (3) to Five (5) years relevant experience. A valid driver's license (Attach certified copy). Computer literacy (Ms Word, Excel and PowerPoint). Strategic and operational plan management. Knowledge and experience of policy implementation; monitoring and evaluation principles. Knowledge and experience of project management and professional development. Good verbal and written communication skills. Conflict management.

**DUTIES**

Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stakeholders. Liaise and co-ordinate with relevant role players, internal and external stakeholders. Support communities and perform administrative support on community development and related activities. Ensure the implementation of water regulatory framework. Ensure the planning of water programmes. Ensure the monitoring and evaluation of water and sanitation programmes.

**ENQUIRIES**

Peter Mogosetso at 0836552636

**APPLICATIONS** : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

**FOR ATTENTION** : Mr MJ Ntwe

**POST 14/55** : **SUPPLY CHAIN PRACTITIONER REF NO: 290419/13**  
Branch: IBOM

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Central Operations Pretoria  
**REQUIREMENTS** : A National Diploma or Degree in Supply Chain Management/Finance/Purchasing/Logistics Management. One (1) to two (2) years' experience in Supply Chain Management/Asset Management. Knowledge of the PFMA, GRAP Financial Reporting Framework, Asset Management Framework and Treasury Regulations. Practical knowledge of ERP Systems (SAP). Excellent computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Must have the ability to work as part of a team. Good communication skills. Be in possession of a valid driver's license and must be willing to travel extensively.

**DUTIES** : Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury guidelines. Update new additions, movements, transfers and disposals. Ensure that all assets are barcoded immediately when received to avoid misappropriation of departmental funds and losses of assets. Monitor all entries made on the Asset Register as per minimum requirements. Ensure that all losses are reported and transferred to the loss report register. Ensure that assets to be disposed are stored in the located area for disposal and are noted on the asset register. Update inventory lists. Ensure that the asset register meets the requirements of the Public Financial Management Act (PFMA), departmental asset management policies, and other applicable regulations. Manage the planning and execution of the annual physical verification of movable assets and reconcile against the Asset Register. Manage the verification of Finance Leases in line with the movable assets verification. Ensure that support and monitoring of movable asset register that belongs to the cluster and its area office is done on a monthly basis.

**ENQUIRIES** : Mr T Khumalo Tel No: 012 741 7361  
**APPLICATIONS** : IBOM: Central Operations (Pretoria). Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria.

**FOR ATTENTION** : Mr KL Manganyi

**POST 14/56** : **ADMINISTRATION CLERK REF NO: 290419/14**  
Branch: Chief Operations Office North West  
Div: Auxiliary Services

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A Senior Certificate. 1-2 years' experience in administration will be advantageous. Good communication skills (verbal and written). Administration, organisational and interpersonal skills. Computer literacy (Ms Word, Excel and Outlook).

**DUTIES** : The provisioning of effective administration support. The management of personnel matters. Assist with financial management and provisioning matters. Deal with correspondence and client services; Processing of documents as well as rendering support function to supervisory personnel and to assist in the daily operations of the unit; Filing, data capturing, record keeping and reporting. Handling of queries to contracts.

**ENQUIRIES** : Mr Francis W at (0838541941)  
**APPLICATIONS** : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho



2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.  
Mr MJ Ntwe

**FOR ATTENTION** :

**POST 14/57** : **SUPPLY CHAIN CLERK (PRODUCTION) REF NO: 290419/15**  
Branch: Chief Operations Office Eastern Cape

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: East London  
: A Grade 12 certificate or equivalent qualification. One (1) – two (2) years' experience in SCM will be as an added advantage. Basic knowledge of SCM duties, practices as well as the ability to capture data and collect statistics. Good computer literacy with MS Office .Basic knowledge of work procedures in terms of SCM environment. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge and understanding of Financial systems preferable SAP. Flexible and ability to work in team. Basic knowledge of problem solving. Client orientation, customer focus, accountability and ethical conduct. Good communication skills both verbal and written. A valid driver's license (Must attach certified copy).

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

**ENQUIRIES APPLICATIONS** : Ms. AB Ngcebetsha Tel No: 043 701 0376.  
: Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town 5600.

**FOR ATTENTION** : Ms T Solwandle Tel No: 043 604 5476

**POST 14/58** : **SUPPLY CHAIN CLERK PRODUCTION REF NO: 290419/16 (X3 POSTS)**  
Branch: IBOM

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Central Operations, (Pretoria)  
: A Grade 12 certificate or equivalent qualification. One (1) year relevant working experience in Supply Chain Management/procurement management environment will serve as an added advantage. Knowledge of contract management, PFMA, PPPFA, Treasury Regulations, Practice notes and Government SCM framework / policies and procedures. Good communication skills (written and verbal). Computer literacy skills (Ms Word, excel). Good interpersonal relationship skills and must be able to work under pressure. Valid driver's license. (Attach certified copy). Knowledge of SAP will serve as an added advantage.

**DUTIES** : Render effective procurement of goods and services. Creation of purchase requisitions, purchase orders, and receiving quotations. Internal and external co-ordination of procurement. Shortlist service providers on National Treasury Central Supplier Database (CSD). Provide SCM support services within the component. Identify risks associated to SCM. Compile various SCM reports and maintain registers. Proper filing of documents. The candidate should also perform the following: compilation of demand plan, implementation of SCM framework, commodity analysis to ensure that required resources fulfil the identified needs.

**ENQUIRIES APPLICATIONS** : Mr SW Mphateng Tel No: 012 741 7318 or 079 493 7569  
: Department of Water and Sanitation, IBOM: Central Operations, Private Bag X273, Pretoria, 0001 OR hand-deliver at IBOM: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001.

**FOR ATTENTION** : KL Manganyi

- POST 14/59** : **SENIOR SECURITY OFFICER REF NO: 290419/17 (X2 POSTS)**  
Branch: IBOM
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Central Operations, (Pretoria)  
: Minimum - Grade 12. One (1) – two (2) years practical experience and knowledge in security environment (preferably at National Key Point). Grade C newly issued PSIRA Certificate and registration with PSIRA. National Key Point Certificate. (Attach certified copies). SAPS Firearm issued competency certificate (Rifle, Shotgun and Pistol). Valid Driver's license. (Attach certified copies). Computer literacy and skills in MS Office Software package. (Attach certified copies). Sound knowledge, interpretation and application of security code of conduct, security legislations and directives relevant to National Key Points, security operations and management. Good listening, communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Analytical thinking, problem-solving and excellent report writing skills. Accountability and ability to multitask. Work under pressure, willingness to travel and work extended hours. The incumbent must be prepared to work shifts and overtime when there is a need. Appointment will be subject to positive screening results and accepted by the NKP registrar.
- DUTIES** : Ensure safety and security to the lives, information, property, assets and security interest of the Department. Supervise access control functions. Ensure prohibition of unauthorized persons and dangerous objects from entering the building and premises. Ensure application of emergency procedures. Ensure prohibition of unauthorized removal of equipment's, information and assets from the building and premises. Handle documents and points of entry in accordance to classification and prescripts of security and National Key Points. Ensure that all incidents, illegal activities and security breaches are recorded and investigated in accordance to prescribed processes and procedures. Provide security related advisory services to management and officials. Ensure efficient record keeping, maintenance and retrieval of documents and reports. Provide operational and administrative assistance with regard to security activities, forums, trainings, vetting, risk assessments and security reports.
- ENQUIRIES APPLICATIONS** : Mr K Kalimashe Tel No: 012 741 7326  
: Department of Water and Sanitation, IBOM: Central Operations, Private Bag X273, Pretoria, 0001 OR hand-deliver at IBOM: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001.
- FOR ATTENTION** : KL Manganyi
- POST 14/60** : **DRIVER/MESSENGER REF NO: 290419/18**  
Branch: IBOM
- SALARY CENTRE REQUIREMENTS** : R145 281 per annum (Level 04)  
: Central Operations Tugela Vaal  
: A Grade 12 certificate. A valid driver's license (C1 to EC1) with PDP. (Attach a certified copy). One (1) to three (3) years' experience in drive/messenger services. Knowledge of organisational policies procedures and structure. Basic Knowledge of government regulations, practice notes, circulars and policy framework. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practice /system. Client orientation and be customer focused. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding of and commitment of government objective, policies and programmes.
- DUTIES** : Retrieve files and deliver them to office were they are being utilised. Receive files and verify deliveries items, messages, mail, documents for corrections, tracking, searching and placement of correspondence in files to various locations. Check and record outgoing files. Place correspondence on files. Assist at transport, verifying motor vehicles Log books. Take vehicles for repairs/ services. Ability to manage transport queries in the absence of the transport officer. Willingness to Travel long distances. Assist with general transport administration when not driving.
- ENQUIRIES** : Mr FT. Botha Tel No: 036 438 6211

**APPLICATIONS** : Centre: IBOM Central Operations Tugela Vaal (O & M Jagersrust), Please forward your applications quoting relevant reference number to the Department of Water & Sanitation the Area Manager Private Bag 1652, Bergville, 3350, or Hand Deliver to Tugela Vaal, 1 Kierpersol Avenue, Jagersrust, 3354.

**FOR ATTENTION** : Mr. FT Botha

**POST 14/61** : **MESSENGER REF NO: 290419/19**  
Branch: Chief Operations Office North West  
Div: Auxiliary Services

**SALARY** : R122 595 per annum (Level 03)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : An ABET certificate / Grade 10. 1-3 years' experience in messenger services. General administration skills coupled with verbal and written skills. Knowledge of process flow and tracking retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system. Good organizing, Interpersonal and communication skills.

**DUTIES** : Manning of the Auxiliary Services Registry by ensuring that filing is always up to date. Maintenance of the file register by recording all files received and those that are sent out. Opening and closing of files. Ensuring that files are returned within timeframe. Distribution and collection of files to and from officials. Collection and delivery of mail from and to different offices. Record and distribute incoming mail, invoices and correspondence. Management of photocopy machines. Assist with other Auxiliary Services adhoc duties.

**ENQUIRIES** : Mr Francis W at (0838541941)  
**APPLICATIONS** : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

**FOR ATTENTION** : Mr MJ Ntwe

**POST 14/62** : **CLEANER REF NO: 290419/20**  
Branch: Chief Operations Office North West  
Div: Auxiliary Services

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : An ABET certificate. Knowledge of cleaning principles. Knowledge of chemical use (dilution / mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations.

**DUTIES** : Provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, scrubbing and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap, replace toilet papers and empty wash waste bins. Report broken machines. Request cleaning materials. Assist with other duties as and when required.

**ENQUIRIES** : Mr Francis W at (0838541941)  
**APPLICATIONS** : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

**FOR ATTENTION** : Mr MJ Ntwe

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

**CLOSING DATE** : 03 May 2019

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

**OTHER POSTS**

**POST 14/63** : **PROFESSIONAL NURSE: PNB-1 (X3 POSTS)**

**SALARY** : R383 226 per annum OSD

**CENTRE** : Gaongalelwe Clinic Ref No: H/P/10 (X2 Posts)  
Mafane Clinic Ref No: H/P/11 (X1 Post)

**REQUIREMENTS** : Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Primary Health Care, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Knowledge and Skills: Ability to work under pressure. Ensuring client satisfaction. Function as an effective member of Nursing Team to communicate effectively with stakeholders.

**DUTIES** : Provision of optimal, holistic specialized nursing care with standards and within a professional /legal framework. Provision of safe Patient Care. Maintenance of accurate Patient Care. Maintenance of accurate patient records. Effective utilization of resources: management of stock and equipment in accordance with clinical and economical imperatives. Provision of support to Nursing Service.

**ENQUIRIES** : Me N J Ramarou-Makhoali Tel No: (051) 447 2194 (073 002 5231)

**APPLICATIONS** : The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand delivered @ Pink Building, FSPC, No 4 President Brand Street, Bloemfontein

**FOR ATTENTION** : Mr T A Mokoqo

**POST 14/64** : **ASSISTANT DIRECTOR: ADMIN REF NO: H/A/29**

**SALARY** : R376 596 per annum (Level 09)

**CENTRE REQUIREMENTS** : Itemoheng Hospital, Senekal  
 : An appropriate three-year Degree/Diploma with 3-5 years' experience in the Public sector of which 2 years must be at supervisory level. Knowledge and Skills: Previous experience will be an added advantage.

**DUTIES** : Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service, Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances etc.), HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.), Performance Management. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Ensure the successful implementation of departmental/ public service policies on matters related to human resource management to adhere to the relevant prescripts/ legislation. Provide inputs on the development/amendments of Human Resource Management Policies/ practices. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice Department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Management of human resources which include, inter alia: Training and development of officials, Performance Management, Work allocation Authorize transactions on Persal according to delegations. (Act as Persal Personnel Controller, if appointed). Maintenance of Persal User Profiles.

**ENQUIRIES APPLICATIONS** : Dr L S Mofokeng Tel No: (058) 481 2114  
 : The Chief Executive Officer, Itemoheng / Phuthuloha / JD Newberry Hospital Complex, Private Bag X9, Senekal, 9660

**FOR ATTENTION** : Mr N K Makhoro

**POST 14/65** : **LABOUR RELATIONS OFFICER REF NO: H/L/8**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
 : Mangaung Metro District  
 : Recognized three-year degree/Diploma in Labour Law/Labour Relations or equivalent qualification plus 2 years' functional experience. Computer literacy. Valid driver's license. Knowledge and Skills: Knowledge of the relevant legislation such as PSA, COIDA, PFMA, LRA, BCEA etc. Knowledge and understanding of PHSDBC, PSCBC and CCMA procedures. Knowledge of Public Service Regulations, competency to provide Labour Relations matters through understanding of negotiation skills, training skills, mediation and arbitration.

**DUTIES** : Handle misconduct cases, grievances and disputes in line with relevant legislation/ resolutions to ensure proper resolution thereof. Advise management on all labour relations matters in order to minimize unfair labour practices. Capture information of misconduct cases, grievances and disputes on employee relations management information system for record keeping purposes. Represent the Department in bilateral discussions with organized labour unions and provide a secretariat service to the Departmental Consultative Committee.

**ENQUIRIES APPLICATIONS** : Me N J Ramarou-Makhoali, Tel No: (051) 403 9715  
 : The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand delivered @ Pink Building, FSPC, No 4 President Brand Street, Bloemfontein

**FOR ATTENTION** : Mr T A Mokoqo

**POST 14/66** : **LABOUR RELATIONS OFFICER REF NO: H/L/9 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
 : Corporate Office; Labour Relations Directorate  
 : Recognized three-year degree/Diploma in Lab our Law/Labour Relations or equivalent qualification plus 2 years' functional experience. Computer literacy. Valid driver's license. Knowledge and Skills: Knowledge of the relevant legislation such as PSA, COIDA, PFMA, LRA, BCEA etc. Knowledge and understanding of PHSDBC, PSCBC and CCMA procedures. Knowledge of Public Service

- Regulations, competency to provide Labour Relations matters through understanding of negotiation skills, training skills, mediation and arbitration.
- DUTIES** : Handle misconduct cases, grievances and disputes in line with relevant legislation/ resolutions to ensure proper resolution thereof. Advise management on all labour relations matters in order to minimize unfair labour practices. Capture information of misconduct cases, grievances and disputes on employee relations management information system for record keeping purposes. Represent the Department in bilateral discussions with organized labour unions and provide a secretariat service to the Departmental Consultative Committee.
- ENQUIRIES** : Mr D P Maqina Tel No: (051) 408 1355
- APPLICATIONS** : The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
- FOR ATTENTION** : Me P Mpu

#### DEPARTMENT OF TREASURY

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



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded to the Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or be delivered by hand in Room 426(b), 4<sup>th</sup> Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.
- FOR ATTENTION** : Mr. I B Pheello Tel No: (051) 405 5069
- CLOSING DATE** : 30 April 2019
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver's license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. A separate application should be submitted for each post. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. 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. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks which involve criminal record checks, citizenship verification, financial assets, qualification verification and reference checks). The Department reserves the right not to make appointments for the advertised posts.

#### OTHER POST

- POST 14/67** : **PERSONAL ASSISTANT (X5 POSTS)**
- SALARY CENTRE** : A basic salary of R257 508 per annum (Level 07)  
Office of the Chief Director: Sustainable Resources Management, Bloemfontein Ref No: FSPT 004/19  
Office of the Director: Budget Management, Bloemfontein Ref No: FSPT 005/19  
Office of the Director: Support Services, Bloemfontein Ref No: FSPT 006/19  
Office of the Director: Financial Accounting, Bloemfontein Ref No: FSPT 007/19  
Office of the Director: Fezile Dabi District, Bloemfontein Ref No: FSPT 008/19

- REQUIREMENTS** : A Diploma in Office Management and Technology or equivalent qualification with a minimum of two (2) years' experience in a secretarial or administrative/clerical environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).
- DUTIES** : Provide a secretarial/receptionist support service to the SMS member. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the SMS member. Render an administrative support service to the SMS member. Manage the travel arrangements and claims for the Office of the SMS member. Provide support with the administration of the budget. Provide support to the SMS member during meetings. Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.
- ENQUIRIES** : (during office hours only)  
 Office of the Chief Director: Sustainable Resources Management: Mr. P Lebone at 082 803 4075  
 Office of the Director: Budget Management: Mr. S Mngoma at 083 978 4164  
 Office of the Director: Support Services: Mr. S B Mhlambi Tel No: 051 405 5031  
 Office of the Director: Financial Accounting: Mr. D J van Vuuren Tel No: 051 405 4042/3  
 Office of the Director: Fezile Dabi District: Mr. L Moduane at 083 389 1778

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House and for assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall.
- FOR ATTENTION** : Ms Molebatsi Chuene Tel No: (011) 240 3084 – Recruitment
- CLOSING DATE** : 30 April 2019, 12h00. No late applications will be considered.
- NOTE** : Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Therefore SMS posts woman will be prioritised). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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.

**MANAGEMENT ECHELON**

- POST 14/68** : **DIRECTOR: POLLUTION AND WASTE MANAGEMENT REF NO: REFS/003934**  
Directorate: Pollution and Waste Management
- SALARY** : R1 005 063 per annum (all-inclusive package that can be structured according to an individual needs)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 plus Bachelor degree (NQF Level 7) in Environmental Management as recognized by SAQA. 5 years' experience at a middle managerial level in Pollution and Waste Management. A valid driver's license. Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus Communication, Honesty and Integrity.
- DUTIES** : To manage a directorate within the department. To participate in managing a branch within the department. Provide direction and leadership to the directorate, ensuring strategic alignment between the sub-programmes. Ensure that sub-programmes plan and evaluate their work, ensuring high quality service delivery. Ensure annual strategic plans and business plans are developed according to the departmental cycles. Ensure that the directorate is adequately staffed, work with management team to develop an establishment plan, and advise management of post requirements. Develop budgets, Control income and expenditure, and cash flows. Fulfil financial reporting requirements as set out. Ensure that the directorate is able to answer audit queries. Oversee the management of documents, registry and filing, in the sub-programme. This includes ensuring that documents are ready for meetings that important processes (meetings, workshops, decisions etc) are documented and that documents are accessible. Work with other directorates to plan and coordinate work where there are inter-dependencies. Ensure that



problems are resolved and are not allowed to hamper the work of the directorate. Attend and participate constructively in directorate and department meetings as required. This may include preparing inputs, making presentations, assisting with the administration of meetings and chairing meetings.

- ENQUIRIES** : Ms Lungisiwe Dhlamini Tel No: 011 240 2527
- POST 14/69** : **DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: REFS/003890**  
Directorate: Stakeholder Engagement
- SALARY** : R1 005 063 per annum (all-inclusive package that can be structured according to an individual needs)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 plus Bachelor degree (NQF Level 7) in Business Management/Community Development/Development Communications/Governance as recognised by SAQA. 5 years' experience at a middle managerial level in community/stakeholder projects and programmes. A valid driver's license. Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus Communication, Honesty and Integrity. Strong leadership and managerial qualities, A good track record working with multi stakeholders, a proven track record in negotiating strategic partnerships on behalf of government, proven track record in the implementation of Intergovernmental Relations strategies and frameworks Understanding of government communication environment, framework and prescripts. Job related skills: Communication (verbal and written), Interpersonal relations, Analytical thinking, Conflict Management, Decision making.
- DUTIES** : Management of the directorate, develop, manage and implement a stakeholder engagement strategy, Intergovernmental relations framework and Strategic Partnerships framework, develop and implement policies to enhance the performance and realisation of the departmental goals, translate stakeholder interests into programmes and projects for consideration by the department and the MEC, coordinate and manage the Intergovernmental relations structures of the department, track the implementation of the decisions of the intergovernmental relations structures of the department, Identify, negotiate and implement the strategic partnerships for the department, establish and maintain good relations between GDARD and other departments, facilitate the implementation of the MEC's stakeholder engagement programme, perform mobilisation activities on behalf of the department, conduct follow ups on commitments made by the department and MEC during stakeholder engagement sessions.
- ENQUIRIES** : Ms Lungisiwe Dhlamini Tel No: 011 240 252

#### **OTHER POST**

- POST 14/70** : **DEPUTY DIRECTOR: ICT APPLICATIONS REF NO: REFS/003891**  
Sub Directorate: Information and Communication Technology
- SALARY** : R733 257 per annum (All-inclusive Salary Package that can be structured according to an individual needs)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric/ Grade 12 plus Bachelor's degree (NQF Level 7) National Diploma (NQF Level 6) in Information Communication Technology/Systems/Informatics or equivalent as recognized by SAQA. 5 years' relevant experience in ICT environment of which 3 years must be at Assistant Director level in ICT environment. A valid driver's License. Competencies: Management of people, Management of finances (budgeting, controls, reporting), Strategic planning and project management; including contingency planning, Understanding Public Service and Departmental acts and policies (e.g. HR/ Finance/ tender regulations), Writing skills, Communication skills (listening, explanation, influencing, motivating, negotiation), Computer literacy including Databases, Software systems and GIS skills, Admin skills, Organising skills, chairing skills/ ability to manage meetings.

- DUTIES** : Provide strategic direction and leadership in planning process (strategy development and business planning) of the sub-programme. Management of sub-programme operational activities in order to maximize value for customers (internal and external) in information Systems Management. Management of Human Resources with competencies to plan for, employ, develop, utilize and mobilize the sub-programme workforce to add to the competitive ability of GDARD in a volatile and rapidly transforming environment. Ability to plan and utilize financial and management accounting information in budgeting and decision making of the sub-programme according to the department and public service policies and guidelines. Management of Information Systems Technology, Innovation and Administrative Systems. Communicating, Co-coordinating and interacting with other sub-programmes and with the rest of departments on joint work and with other departments and stakeholders on aspects of work and/or issues related to the GDARD mandate. Contribute to the good management of the directorate.
- ENQUIRIES** : Mr. Rassy Rasemetse Tel No: (011) 240-3083

#### **DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Applicants must apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 30 April 2019
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

#### **MANAGEMENT ECHELON**

- POST 14/71** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/003898**  
Directorate: Office of the Chief Financial Officer
- SALARY** : R1 005 063 per annum (An all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a Bachelor Degree (NQF Level 7) in Financial Management/ Public Administration/ Logistics /Purchasing or equivalent qualification. 6-10 years working experience in supply chain management, which include minimum 5 years in middle management. A valid driver's license. No criminal record or cases pending against you. Knowledge and skills: In-depth knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Policy Framework Act, and Supply Chain Management Framework, In-depth Knowledge of code of conduct for Supply Chain Management Practitioners, In-depth Knowledge of Public Service budget procedures, understand of the Department's strategic objectives, Knowledge of Safety and Security Framework, Knowledge of BAS,SAP and other relevant information management systems and Public Service SCM policies and procedures, Customer relations management, interpersonal

- relations skills, conflict management, communication, interviewing, negotiation, facilitation, presentation, report writing and computer literacy skills.
- DUTIES** : Manage the Departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Establish and maintain proper control systems for Departmental assets and mechanisms aimed at eliminating theft losses, wastage and misuse of assets. Manage Service Level Agreements (SLA's) with supplier and service providers (Contract Management). Effective and efficient inventory management. Effective and efficient fleet management. Manage resources (Human, Finance, Equipment and Assets).
- ENQUIRIES** : Ms Makgopa Evelyn Tel No: 011 689 3726/3701

#### **OTHER POSTS**

- POST 14/72** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: REFS/003899**  
Directorate: Monitoring, Evaluation and Service Delivery Complaints

- SALARY** : R869 007 per annum (An all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus Bachelor Degree/equivalent qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration. 5 or more years relevant to the criminal system or law enforcement agencies environment including 3 years' minimum junior management experience. A valid driver's license. No criminal record or cases pending against you. Knowledge and skills: Knowledge and Skills: Knowledge of Departmental policies and procedure, knowledge of Public Service Regulations, SAPS Act, Civilian Secretariat for Police Service Act, Complaints tracking system, Gauteng Safety Strategy, Delegation of authority pertaining to the department of Community Safety, Reporting procedures, interpreting and evaluating information, Tact and diplomacy, verbal and written communication, Organizing/maintaining information, Communication, Computer literacy, Problem solving and conflict management, Listening and negotiation, team building and discipline.

- DUTIES** : Ensure monitoring of police conduct as well as the functioning of other provincial law enforcement agencies. Ensure monitoring and evaluation of police performance outputs and outcomes based on the operational plan. Ensure monitoring and evaluation of the implementation and compliance with policing policies, norms, standard, procedures, strategies, provincial and national instructions and orders. Ensure monitoring and evaluation of the impact of the implementation of sector policing. Ensure liaison with provincial law enforcement agencies. Ensure monitoring and evaluate cooperation and outcomes of joint operational planning and operations between SAPS and other provincial law enforcement agencies. Ensure monitor, evaluate and conduct impact assessment of transformation strategies of provincial enforcement law agencies. Manage budget, human and physical resources allocated to the sub directorate.

- ENQUIRIES** : Ms Makgopa Evelyn Tel No: 011 689 3726

- POST 14/73** : **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: REFS/003900**  
Directorate: Financial Management Services

- SALARY** : R733 257 per annum (An all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a National Diploma/Bachelor Degree in Financial Management qualification. 5 years working experience Financial management environment, plus 3 years' experience in junior management. A valid code 8 driver's license. No criminal record or cases pending against you. Knowledge and skills: Knowledge of Departmental policies and procedures, Department's priorities, Gauteng Safety Strategy, Reporting procedures, Information System, SAPS Act, Regulations and Amendments, PFMA, Treasury, Regulations, GRAP, GAAP, PSA, PSR etc. Interpreting and evaluating information skills, verbal and written communication skills, organising/ maintaining information, communicating information skills, computer literacy skills, problem solving and conflict management and listening and negotiation skills.

- DUTIES** : Manage revenue income/ collection processes. Manage and ensure maintenance of an accurate and effective cashier systems. Manage resources (Human, Financial, Equipment and Assets).
- ENQUIRIES** : Ms Makgopa Evelyn Tel No: 011 689 3726
- POST 14/74** : **DEPUTY DIRECTOR: LOGISTICS AND TRANSPORT REF NO: REFS/003901**  
Directorate: Supply Chain and Asset Management
- SALARY** : R733 257 per annum (An all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a National Diploma/Bachelor Degree in Financial Management/ Public Administration/ Logistics/ Purchasing or equivalent qualification. 5 years working experience Supply Chain Management, plus 3 years' experience in junior management. A valid code 8 driver's license. No criminal record or cases pending against you. Knowledge and skills: Knowledge of GPG and Public Service policies and procedures, In- depth knowledge of Public Service Regulatory Framework, Understanding of community safety strategy, In-depth knowledge of Revenue Act, PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, and Supply Chain Management Framework, In-depth Knowledge of code of conduct for Supply Chain Management Practitioners, In-depth knowledge of public service budget procedures, Understanding of the Department's strategic objectives, Knowledge of Safety and Security Framework, Knowledge of BAS, SAP, LOGIS and other information management systems. Customer relationship management skills, interpersonal relations, conflict management, communication, interviewing, negotiation, facilitation, presentation, report writing, computer literacy and driving skills.
- DUTIES** : Render services with regard to requisition ordering receipt and distribution of goods. Render warehouse management services. Conduct stock and accounts management services. Manage the provisioning of transport services. Develop transport policy and ensure proper implementation and utilisation thereof. Manage and administer accident and traffic fines. Monitor maintenance of vehicles and conduct physical verification processes. Manage licensing and renewal of petrol cards. Manage resources (Human, Financial, Equipment and Assets).
- ENQUIRIES** : Ms Makgopa Evelyn Tel No: 011 689 3726

#### **DEPARTMENT OF E-GOVERNMENT**

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

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- FOR ATTENTION** : Mr. Themba Psungo, Human Resources
- CLOSING DATE** : 30 April 2019
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not

received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

#### OTHER POSTS

**POST 14/75** : **DEPUTY DIRECTOR: BUSINESS PROCESS ANALYST REF NO: REFS/003920**  
Directorate: Centre Of Innovation

**SALARY** : R733 257 per annum (Level 11) (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric Certificate plus a National Diploma/Degree in Information and Communication Technology (ICT) such as Business Informatics, Information Management, Information Systems, Computer Science or Industrial Engineering with working experience of 3 – 5 years in the business analysis, business process analysis or software engineering OR Matric plus 8-9 years' experience in business analysis, business process analysis or software engineering. Certificates in business analysis will be advantageous.

**DUTIES** : Overall purpose of this job is to analyse and solve business problems for realise business opportunities. Ensure delivery of business requirements specifications that meet the agreed customer and information technology objectives and within agreed timelines. This is achieved through research, analysing existing business processes, analysing costs, identifying solutions, proposing solutions and measuring results. Lead the requirements gathering activities, perform gap analysis, manage requirements traceability, manage user acceptance testing processes, and lead small technology projects. Develop, implement and manage efficient and effective methods or practice to ensure quality and timely delivery of deliverables. Ensure compliance of deliverables to business and information technology standards. Establish a set of practices that ensure the integrity and quality of the deliverables, artifacts and outcomes. Effective application of business analysis and process analysis methods and practices. Regularly evaluate the set of practices with a view to improving the integrity, quality and timely delivery of the outcomes and deliverables. A further key purpose is continually seeking to improve the current business practices by implementing solutions that enhances productivity reduce costs and improve service. Analysing, developing and enhancing business processes and practices within the organisation. Conduct a feasibility study was applicable to determine organisational impacts and needs analysis. Actively participate in developing business plans and organisational strategies. Provide strategy and expert advice to the organisation. Develop future business processes that are cost effective and will result in the overall improvement of productivity within the organisation. Perform effective planning and scheduling. Development of business cases. Conduct gap analysis. Communicate with all customers including senior management. Manage and supervise project teams and or subject matter experts. Develop cross-functional and cross-departmental functional business processes and practices. Continually research more effective and efficient business processes.

**ENQUIRIES** : Ms. Portia Makotwane Tel No: 011 689 8898

**POST 14/76** : **DEPUTY DIRECTOR: BUSINESS APPLICATIONS REF NO: REFS/003916**  
Chief Directorate: Applications Development

**SALARY** : R733 257 per annum (Level 11) (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric certificate plus a National Diploma/Degree in Information Technology or related with 3-5 years' experience in systems development and support OR Matric Certificate plus 8-9 years' experience in system development and support. Experience in Azure Development will be advantageous.

**DUTIES** : Liaison with customers to determine their specific needs. Development of systems to meet the customers' requirements. Customisation of existing systems to meet the customers' requirements. Procurement of systems that will meet the customers' requirements. Specify and procure hardware for customers to support their software implementation. Providing first-level support for applications.

Arrange with external vendors/appropriate internal department to provide the required user-training after systems implementation. Allocate the workload within the team in order to achieve maximum effectiveness and efficiency. Advise customers on technical specifications. Monitor systems. Testing of all software acquired through external vendors.

**ENQUIRIES** : Ms. Sipokazi Gqweta Tel No: 011 689 6530

**POST 14/77** : **DEPUTY DIRECTOR: PROJECT MANAGER REF NO: REFS/003927**  
Directorate: Programme Management Office

**SALARY** : R733 257 per annum (Level 11) (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 plus a National Diploma/ Degree in Business Management/ Information Technology with a minimum of 2 to 4 years' project management experience and a minimum of 3 to 5 years information technology experience. Or Matric with 8-9 years' experience in project management within the information technology environment. Experience within government service and a project management certification would be an advantage.

**DUTIES** : Prepare baseline management documents. Exercise prudent budget management, control and monitoring when implementing projects. Perform effective project planning through the utilisation of the accepted project management tools and methodologies. Plan and monitor the project by scope definition, communications plans and project schedules. Manage project risks, including the development of contingency plans. Implement and manage project changes and interventions to achieve project outputs. Manage project team's staff and external resources (In- direct reports). Liaise and communicate with stakeholders. Manage project administration and internal operations. Contribute specialist business skills as required by the project. Oversee and manage Project Administrators and cross-functional project teams.

**ENQUIRIES** : Mr. Themba Psungo Tel No: 011 689 6980

**POST 14/78** : **DEPUTY DIRECTOR: SECURITY ARCHITECT REF NO: REFS/003917**  
Chief Directorate: Information Security

**SALARY** : R733 257 per annum (Level 11) (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 plus a relevant NQF level 6 qualification in IT with 3-5 years' experience in Information Security and Information Security Architecture or Matric with 8-9 years' experience in Information Security and Information Security Architecture. Industry-recognized security or technical certifications from organisations such as ISACA, ISC2, GIAC, Cisco etc. will be advantageous. Knowledge of security best practices, principles and frameworks (OWASP, SANS, NIST and ISO).

**DUTIES** : Acquire a complete understanding of the department's technology and information system. Perform vulnerability testing, risk analyses and security assessments. Research security standards, security systems and authentication protocols. Develop requirements for local area networks (LANs), wide area networks (WANs), virtual private networks (VPNs), routers, firewalls, and related network devices. Reviewing current system security measures and recommending and implementing enhancements. Conducting regular system tests and ensuring continuous monitoring of network security. Developing project timelines for ongoing system upgrades. Ensuring all personnel have access to the IT system limited by need and role. Establishing disaster recovery procedures and conducting breach of security drills. Promptly responding to all security incidents and providing thorough post-event analyses. Experience in designing and implementing an enterprise information security architecture, in reviewing of and incorporating information security controls and capabilities into various architectures and designs in a medium to large sized organization. Experience with presenting information security concepts and ideas in a non-technical business-friendly language appropriate to the target audience. Proven experience integrating security solutions and practices in a Windows environment.

**ENQUIRIES** : Mr. Themba Psungo Tel No: 011 689 6980

**POST 14/79** : **ASSISTANT DIRECTOR: PAYROLL SERVICES REF NO: REFS/003918 (X3 POSTS)**

Directorate: Payroll Services

**SALARY** : R376 596 per annum (Level 09) (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus Degree/National Diploma in HR/Commerce or equivalent with 2-3 years' experience in payroll related environment OR matric certificate with 7 years' experience in payroll related environment. Preferred: Knowledge of public sector environment and transversal systems (PERSAL, BAS and SAP) the following would be an added advantage: Knowledge of transversal systems as indicated. Knowledge of accounting and accounting principles would be an added advantage. Exposure in a public sector environment.

**DUTIES** : To authorise payment of allowances and amendments, processed by the practitioners in the Payroll Services Unit. Check and rectify transactions on exception reports. Manage staff reporting Assistant Directors. Manage, mentor and develop staff. Manage and distribution of daily work. Prioritise work in order of importance to adhere to SLA. Knowledge transferred to staff.

**ENQUIRIES** : Ms. Portia Makotwane, Tel No: 011 689 8898

**POST 14/80** : **PERSONAL ASSISTANT REF NO: REFS/003919 (X2 POSTS)**

Chief Directorate: Human Resource Services

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

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric certificate plus a Secretarial Diploma or equivalent with 1-2 year's clerical/administrative experience OR Matric plus 4-5 years 'experience in clerical/administrative. Knowledge and the ability to work on Microsoft package.

**DUTIES** : Maintain a Document Management System for the unit. Appointment management and co-ordination. General administrative duties. General assistant. Management of documents frequently used within the Business Unit. Management of financial records. Management, co-ordination and support with regards to specifically assigned meetings. All other roles suitable to a secretarial function as well as adhoc roles as requested.

**ENQUIRIES** : Mr. Leon Steyn Tel No: 011 689 8400

#### DEPARTMENT OF HEALTH

**ERRATUM:** Kindly note that the post of Senior Manager Nursing (Level 3 Hospital) (for Chris Hani Baragwanath Academic Hospital) with Ref No: CHBAH 121 advertised in Public Service Vacancy Circular 11 dated 22 March 2019 has been withdrawn, Enquiries: Dr M M Lesia Tel No: (011) 933 9145. Kindly note that the post of Registrar (for University of Pretoria Oral Health Centre) with Ref No: REG/UPOHC/00200/01/19 advertised in Public Service Vacancy Circular 02 dated 18 January 2019, the requirements of the post has been amended as follows: Candidates must have completed primaries and evidence of interest in Orthodontics and also note that new applications are welcomed if you have applied for the post previously ,there is no need to re-apply as the application will be considered ,add to the application that you have send if there is a need regarding the amendments made to the post, the closing date has been extended to the 30 April 2019.

#### OTHER POSTS

**POST 14/81** : **MEDICAL SPECIALIST REF NO: HRM 25/2019**

Directorate: Radiology

**SALARY** : R1 106 040 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : MMed (Rad) D or FC (D) SA or equivalent. Experience in General Radiology, Administrative skills.

**DUTIES** : Participate in training of pre and post graduates. Have experience in all aspects of General Radiology, rotate through different Radiological modalities. Administrative duties and duties by the HOD. Contribute to research activities in Radiology.

**ENQUIRIES APPLICATIONS** : Prof. Z Lockhat Tel No: (012) 354 2548  
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications, HPSCA registration certificate, and proof of payment to the HPCSA of current year. 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** : 29 April 2019

**POST 14/82** : **MEDICAL SPECIALIST REF NO: HRM 27/2019**  
Directorate: Paediatric Nephrology

**SALARY CENTRE REQUIREMENTS** : R1 106 040 per annum plus benefits  
Steve Biko Academic Hospital  
Sub-specialty qualification and registration in Paediatric Oncology. Registration with HPCSA as a subspecialist in paediatric nephrology. Clinical experience in paediatric nephrology. Experience in teaching and research.

**DUTIES** : Take charge of the paediatric nephrology service unit. Participate in teaching, research and academic administration. Report to the HOD: Paediatrics and Child Health.

**ENQUIRIES APPLICATIONS** : Prof. RJ Green Tel No: (012) 354 5277  
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications, HPSCA registration certificate, and proof of payment to the HPCSA of current year. 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** : 29 April 2019

**POST 14/83** : **REGISTRAR (MEDICAL) REF NO: REGUROL/KPTH/04/19 (X1 POST)**  
Directorate: Urology Department

**SALARY CENTRE REQUIREMENTS** : R821 205 - R858 711 per annum (all exclusive)  
Kalafong Provincial Tertiary Hospital  
MBChB (or equivalent). Current registration with HPCSA. FCS or FCUrol primaries strongly recommended. FCS or FCUrol intermediates an advantage. Previous experience in urology.

**DUTIES** : Successful candidates will be responsible for rendering of urological services in Kalafong Provincial Tertiary Hospital; these entail casualty, ward and theatre duty, including call duty. Academic activities participation including presentations and research activities. Guidance and training of medical officers and undergraduate medical students. Candidate is expected to rotate between Kalafong Provincial Tertiary Hospital and Steve Biko Academic Hospital as part of the training.

**ENQUIRIES APPLICATIONS** : Dr. O. Aire Tel No: (012) 373 1047  
must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.



Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 29 April 2019
- POST 14/84** : **MEDICAL OFFICER REF NO: HRM 26/2019**  
Directorate: Radiology
- SALARY** : R821 205 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : MBChB. Experience in Ultrasound, Cardiac, Vascular and Musculoskeletal Sonar experience will be an advantage.
- DUTIES** : Participate in pre and post graduates training of students in Ultrasound. Research initiatives and Administrative duties and duties needed by the HOD.
- ENQUIRIES** : Prof. Z Lockhat Tel No: (012) 354 2548  
**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications, HPSCA registration certificate, and proof of payment to the HPCSA of current year. 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** : 29 April 2019
- POST 14/85** : **MEDICAL OFFICER REF NO: HRM 28/2019**  
Directorate: Anesthesiology
- SALARY** : R821 205 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : MBChB; registration with the Health Professions Council of South Africa for Independent Practice.
- DUTIES** : The successful candidate must provide clinical services to patients at Steve Biko Academic Hospital and its referring hospitals, participate in the department's academic programmes, research activities and clinical audit meetings. Successful candidates will be expected to rotate through all our training hospitals.
- ENQUIRIES** : Prof. S Spijkerman Tel No: (012) 354 1892  
**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications, HPSCA registration certificate, and proof of payment to the HPCSA of current year. 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** : 29 April 2019

<b><u>POST 14/86</u></b>	:	<b><u>AREA MANAGER NURSING (GENERAL) GRADE 1 (DAY &amp; NIGHT) (X7 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R562 800 – R652 437 per annum plus benefits
<b><u>CENTRE</u></b>	:	Thelle Mogoerane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery required. Diploma in Nursing Administration required. Registration with SANC as a Professional Nurse. Proof of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 3 years of the period above referred above must be appropriate recognizable experience at management level (less than 1 year experience for candidates appointed outside a public service after complying with registration requirements). Strong leadership, good communication and sound interpersonal skills are necessary. Must be computer literate. Service certificates from the previous employers are compulsory. Knowledge of nursing, care processes and procedures, nursing strategies, nursing statutes, national core standards and other relevant frameworks such as nursing act, OHS act, patient right charter, Batho pele principles, public service regulations, labour relations act, disciplinary code and procedure, human resource, grievance procedure, etc. Skills: leadership, organizational, decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, corporation, team player, supportive, assertive. Computer literate (MS excel, MS word, MS PowerPoint, email), driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate, comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stake holders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work. Manage, monitor and ensure proper utilization of human financial and physical resources. Participate in the analysis, formation and implementation of nursing guidelines, practices, standards, and procedures. To work on night/day as supervisors. Participate in nursing management team for both day and night consistently. To work on behalf of nursing service manager (day and night) and all other managers especially on night and after hours. Communication as a skill is highly expected. Expected to recommend, advice, give information in the form of reports, letters and memo's. General and strategic advice, nursing and management support. Maintain professional growth/ethical standards and self-development: SANC, Nurse day involvement, promoting the image of both nursing and hospital. In-debt knowledge and understanding of national core standards.
<b><u>ENQUIRIES</u></b>	:	Ms. N.H Baduza Tel No: (011) 345 0971
<b><u>APPLICATIONS</u></b>	:	should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1 <sup>st</sup> Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 form obtainable from any public service department, with a detailed CV, certified copies of ID and qualifications which must not be more than 3 months old to be attached. Proof of SANC registration certificate and proof of payment to the SANC of the current year. Failure to do so will lead to disqualification of your application. NB: The appointed employee will be subjected to Personnel suitability check (PSC), OHS Medical surveillance as required in the HBA, Verification (Reference check – provide at least 3 reference check of which one must be immediate supervisor, be subjected to the vetting process; criminal clearance, citizenship, credit records, verification of qualification by SAQA. The institution reserves the right not to fill the post.
<b><u>CLOSING DATE</u></b>	:	03 May 2019

- POST 14/87** : **PROFESSIONAL NURSE: PNB1-2 (SPECIALTY NURSING) THEATRE**  
Directorate: Maxillo-Facial and Oral Surgery
- SALARY** : R383 226 - R579 696 per annum (Plus benefits)  
**CENTRE** : University of Pretoria Oral Health Centre  
**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 i.e Diploma/Degree in (General Nursing, Midwifery, Psychiatry and Community Health) that allows registration with SANC as a Professional Nurse, plus a one (1) year post basic nursing qualification in operating theatre. A minimum of two (2) years' appropriate or recognisable experience in nursing after registration as a Professional Nurse. Computer literacy. Working experience in a dental setting will be an advantage.
- DUTIES** : Provision of optimal holistic specialized nursing care with set standards and within a professional legal framework. Holistic Management of patients in the operating theatre. Active Multidisciplinary team member. Effective utilization of human and physical resources. Provision of support to nursing services. Participate in overall specialized patient care. Demonstrate effective communication skills. Maintain professional growth/ethical standards and Development. Be willing to do home visits for patients, participate in training and research.
- ENQUIRIES** : Ms. GE Khumalo Tel No: 012 319 2644  
**APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms L Debeila PO Box 1266, Pretoria, 0001.
- NOTE** : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, Nursing Council Registration and Z83. Applications must be submitted Timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 30 April 2019
- POST 14/88** : **SECRETARY/PA**  
Directorate: Dental Management
- SALARY** : R257 508 – R303 339 per annum (Level 07) (plus benefits)  
**CENTRE** : University of Pretoria Oral Health Centre  
**REQUIREMENTS** : Grade 12 with 5 years' secretarial experience and proficiency in Microsoft Office. Recommendation: Secretarial course successfully completed.
- DUTIES** : Assistant to the Head of Department (HOD) and the day to day administration of the Department of Dental Management Sciences. To accurately and timeously complete all department typing, including correspondence, lectures, distributing student rosters, examination papers, research outputs, publications and confidential reports. Handle all incoming calls and those requested by the HOD including messages and appointments. Daily diary management for HOD. To promptly and correctly send departmental correspondence to ensure speedy and correct distribution of received correspondence. To ensure that sufficient lecture notes, study guides, practical guides, ect are available by timeously ordering the duplication of said material. To speedily make copies of any required documentation for further distribution and other use. To receive and promptly sort and distribute departmental postal items to their respective addresses and also take responsibility for the receipt of confidential/registered items, parcels and documents and to ensure their prompt receipt by the relevant parties. To receive visitors to the Department of Dental Management Sciences on a cordial basis at any stage of the day and to ensure that visitors/guest are served tea/coffee and refreshments. To reconcile PMDS reports and audit leave of department staff. To assist in tabulating student marks. Organizing of meetings, typing of minutes and distributing of agendas to relevant parties. To order specialized stationary for the department when required. The PA will also be responsible for liaison with UP Enterprises in coordinating workshops and refresher courses in the Department

- Dental Management Sciences. This will involve being on duty after hours and on weekends when courses are presented. Any other ad hoc tasks.
- ENQUIRIES** : Prof JG White Tel No: 012 319 2225 / 2327
- APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms L Debeila PO Box 1266, Pretoria, 0001.
- NOTE** : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae and Z83. Applications must be submitted Timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will Be expected to be available for selection interviews on the date and time and Place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 30 April 2019
- POST 14/89** : **SECURITY OFFICER**  
Directorate: Logistics
- SALARY** : R257 508 per annum (Level 07) plus benefits
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Grade 12 with 10 year's experience in security. A PSIRA Grade B registration certificate. Must be PSIRA registered. Valid driver's license. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act, Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), National Core Standard (NCS), Report writing. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at the different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multi disciplinary nature. Must be prepared to work shifts which includes, weekends and public holidays. Should not have a criminal record. Experience in a security environment and Firearm competency certificate will be an added advantage. National Diploma in Security Risk Management will be an added advantage. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : To lead a team of security personnel. Conduct security posting and parades. Conduct security threats and risks assessments; it is his/her area of responsibility. Reporting of security breaches internally and to the South African police service. Ensure the safety of state property, employees, visitors and patients in the hospital on a 24 hour basis. Conduct site inspections. Conduct administrative functions. Maintain and issue security equipment. Where required, conduct security escorting of patients, staff members and medicine to various institutions. Searching of missing patients in various locations and provision of reports. Compilation of statements and testify in courts. Assist in the management of queues and traffic control. Assist with the management of riots and strikes. Give security or work instruction. Manage the clamping of incorrectly parked vehicle. Comply with security dress code at all times. Enforcement of security policies and procedures. Adhere to timeline. Perform other duties as allocated by supervisors. Comply with the duty roster. Be willing to undergo continuous training and development programmes. Attend meetings as approved by supervisor. Conduct the performance management and development system of subordinate (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Mr. P. Ntuli Tel No: (011) 345 0310
- APPLICATIONS** : should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1<sup>st</sup> Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**NOTE** : Applications must be submitted on a Z83 form obtainable from any public service department, with a detailed CV, certified copies of ID and qualifications which must not be more than 3 months old to be attached. Proof of SANC registration certificate and proof of payment to the SANC of the current year. Failure to do so will lead to disqualification of your application. NB: The appointed employee will be subjected to Personnel suitability check (PSC), OHS Medical surveillance as required in the HBA, Verification (Reference check – provide at least 3 reference check of which one must be immediate supervisor, be subjected to the vetting process; criminal clearance, citizenship, credit records, verification of qualification by SAQA. The institution reserves the right not to fill the post.

**CLOSING DATE** : 03 May 2019

**POST 14/90** : **PRINCIPAL NETWORK CONTROLLER REF NO: REFS/003855**  
Directorate: Forensic Medical Services

**SALARY** : R257 508 – R303 339 per annum (plus benefits)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Three 3 year National Diploma/Degree in Information Technology plus two (2) years' experience / Grade 12 plus five to ten (5-10) years relevant experience. Recognized industry certifications (MCSE/MCITP, A+, N+, Security+, CCNA, and ITIL). Good knowledge of LAN/WAN devices and management as well as experience on Windows Servers, Microsoft Exchange and latest Windows Operating Systems is essential. Added advantages: Microsoft qualification, knowledge of government transversal systems. Knowledge of CISCO devices and their operation as well as VoIP. Understanding of Relation Database Model, JS and JSP. Good communication skills. Ability to supervise, work under pressure, independently and in a team environment. Knowledge and working experience with anti-virus software, backups and Microsoft Active Directory. Advanced trouble shooting and fault findings skills. Must be prepared to travel and work after hours, and public holidays and standby when required. A valid driver's license.

**DUTIES** : The successful candidate will be responsible for administering and configuration of Windows 2008/ and 2012 servers and ensure maximum performance. Perform backups and restores, administer WAN/LAN connections, fix errors and escalate when necessary. Troubleshoot network problems. Assist with implementation and testing of network security measures and Disaster Recovery Plan. Ensure update of anti-virus software. Install, configure and troubleshoot BAS, PERSAL, or any Government Transversal System. Ensure maximum uptime of network equipment through accurate and early response.

**ENQUIRIES** : Mr M Mokhethi at 082 306 2941  
**APPLICATIONS** : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

**NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 30 April 2019

**POST 14/91** : **SENIOR FORENSIC OFFICER REF NO: REFS/003856**  
Directorate: Forensic Pathology Service

**SALARY** : R257 508 – R303 339 per annum (Level 07) (plus benefits)  
**CENTRE** : Pretoria FPS  
**REQUIREMENTS** : Senior Certificate / Grade 12 and a minimum of 3 years' experience in the Medico-Legal field. Relevant qualifications in the Health Sciences field will be an added advantage. A valid driver's license minimum Code C1 with current Public Driver Permit (PDP). Basic Computer skills (MS Word, MS Excel, MS PowerPoint). Must

be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

**DUTIES** : Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased's documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

**ENQUIRIES** : Mr C Chauke Tel No: (012) 301 1712  
**APPLICATIONS** : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

**NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 30 April 2019

**POST 14/92** : **POST BASIC PHARMACY ASSISTANT GRADE 1**  
Directorate: University of Pretoria Oral Health Centre

**SALARY** : R208 383 – R234 738 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Grade 12 certificate. Registration with SA Pharmacy Council as a qualified post basic Pharmacist assistant. Experience: None after registration with SAPC as a Pharmacist Assistant (Post Basic). Basic communication skills, good interpersonal skills, basic administrative skills e.g. filling, record keeping, basic calculation skills, basic computer skills, basic literacy skills, record keeping skills, basic research/data collection and analysis skills, basic teamwork skills, basic technical work skills, basic management and time management skills, basic problem solving and decision making skills.

**DUTIES** : To understand and comply with all relevant legislation and policies to provide a quality cost effective service, including HR and Finance requirements. Observe all Batho Pele principles. To assist with the management of the expenditure versus budget and comply with the PFMA relevant to the post. Training, mentoring and supervising junior staff. Ordering, stock control and distribution of finished products. Pre-packing Manufacturing and compounding. Dispensing and the provision of information to individuals. Recording and reporting. Be part of the monitoring and evaluation teams. Assist with projects as identified in the pharmacy. Must take effective and appropriate steps to prevent, any unauthorized expenditure, irregular expenditure and fruitless and wasteful expenditure. Perform any legitimate task requested for provision of pharmaceutical care. Be willing to work overtime as and when the need arise.

**ENQUIRIES** : Ms. S Dolo Tel No: 012 354 7861/7778  
**APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room

- 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms L Debeila PO Box 1266, Pretoria, 0001.
- NOTE** : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, SAPC Registration and Z83. Applications must be submitted Timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will Be expected to be available for selection interviews on the date and time and Place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 30 April 2019
- POST 14/93** : **FINANCE CLERK**  
Directorate: Finance
- SALARY** : R173 703 – R204 612 per annum (Level 05) (Plus benefits)  
**CENTRE** : University of Pretoria Oral Health Centre  
**REQUIREMENTS** : Grade 10 with 5 —10 years appropriate experience or Grade 12 with 2—5 years appropriate experience. Computer literacy including excel and word is essential. Experience of financial processes with regard to supplier payments. Knowledge of BAS/SAP will serve as a recommendation. Ability to work under pressure. Good interpersonal skills. Problem solving skills. Good written and verbal communication.
- DUTIES** : implementation and daily maintenance of a proper excel system for payment track keeping purposes. Monthly reconciliation of payment. Regular visits to Central Office regarding outstanding payments. Written follow-up on outstanding payments. Handling of supplier inquiries, reporting. Support with the payment processes on daily basis. Perform any reasonable task allocated. Participation in the Performance Management Development System (PMDS).
- ENQUIRIES** : Mrs. L Oelofse Tel No: 012 301 5703  
**APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms L Debeila PO Box 1266, Pretoria, 0001.
- NOTE** : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae and Z83. Applications must be submitted Timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will Be expected to be available for selection interviews on the date and time and Place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 30 April 2019
- POST 14/94** : **FORENSIC OFFICER REF NO: REFS/003857**  
Directorate: Forensic Pathology Services
- SALARY** : R173 703 – R204 612 per annum (Level 05) (plus benefit)  
**CENTRE** : Germiston FPS  
**REQUIREMENTS** : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's license minimum Code C1 with Public Driver's Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.
- DUTIES** : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set

standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

- ENQUIRIES** : Mr G Mashego Tel No: (011) 255 4911
- APPLICATIONS** : must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
- NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
- CLOSING DATE** : 30 April 2019
- POST 14/95** : **FORENSIC OFFICER REF NO: REFS/003859**  
Directorate: Forensic Pathology Services
- SALARY** : R173 703 – R204 612 per annum (Level 05) (plus benefit)
- CENTRE** : Johannesburg FPS
- REQUIREMENTS** : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's license minimum Code C1 with Public Driver's Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.
- DUTIES** : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.
- ENQUIRIES** : Ms P Mdluli Tel No: (011) 489 6618
- APPLICATIONS** : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
- NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
- CLOSING DATE** : 30 April 2019



- POST 14/96** : **FORENSIC OFFICER REF NO: REFS/003860**  
Directorate: Forensic Pathology Services
- SALARY** : R173 703 – R204 612 per annum (Level 05) (plus benefit)  
**CENTRE** : Sebokeng FPS  
**REQUIREMENTS** : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's license minimum Code C1 with Public Driver's Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.
- DUTIES** : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.
- ENQUIRIES** : Mr P Denner Tel No: (016) 988 9720  
**APPLICATIONS** : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
- NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
- CLOSING DATE** : 30 April 2019
- POST 14/97** : **FORENSIC OFFICER REF NO: REFS/003862**  
Directorate: Forensic Pathology Services
- SALARY** : R173 703 – R204 612 per annum (Level 05) (plus benefit)  
**CENTRE** : Springs FPS  
**REQUIREMENTS** : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's license minimum Code C1 with Public Driver's Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.
- DUTIES** : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene

in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

**ENQUIRIES** : Mr D Mkhabela Tel No: (011) 811 9652  
**APPLICATIONS** : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Service P.O Box 7128, Johannesburg 2000.  
**NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.  
**CLOSING DATE** : 30 April 2019  
**POST 14/98** : **DENTAL ASSISTANT GRADE 1/2 (X2 POSTS)**  
Directorate: Odontology and Dental Management Sciences

**SALARY** : R168 429 – R230 238 per annum (plus benefits)  
**CENTRE** : University of Pretoria Oral Health Centre  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Registration with HPCSA as a Dental Assistant. Recommendations: Able to perform routine/ structural tasks. Good communication skills. Computer literacy and knowledge of ward stock will be an added advantage. Ability to work in a team and under pressure.  
**DUTIES** : Provision of satisfactory client service. Ensure and maintenance of well-organized administrative duties. Dental assistance. Ensure and maintain of general clinical ward activities. Ordering of ward stock. Willingness to rotate in other in other Departments. Active participation in student activities and training.

**ENQUIRIES** : Ms. GE Khumalo Tel No: 012 319 26  
**APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms L Debeila PO Box 1266, Pretoria, 0001.  
**NOTE** : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted Timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and Place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.  
**CLOSING DATE** : 30 April 2019

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

**APPLICATIONS** : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso St, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street)  
**CLOSING DATE** : 30 April 2018

**NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to

the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

#### **MANAGEMENT ECHELON**

- POST 14/99** : **DIRECTOR: ETHICS AND ANTI-CORRUPTION REF NO: 003922**  
 Directorate: Ethics and Anti-Corruption
- SALARY CENTRE REQUIREMENTS** : R1 005 063 – R1 183 932 per annum (All-inclusive remuneration package)  
 : Johannesburg  
 : Bachelors Degree in Public Administration or Auditing/Accounting or Forensic Accounting or Legal / Post-graduate degree in Public Administration, Auditing/Accounting, Forensic Accounting or Legal, Certified Ethics Officer and Certified Fraud Examiners qualifications will be an added advantage. Public sector experience. Minimum of five years' experience in anti-corruption and ethics at a middle management position. Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations, Prevention and Combating of Corrupt Activities Act, (PRECCA), Protected Disclosure Act, and Promotion of Access to Information Act (PAIA), Public Service Anti-Corruption Strategy and Provincial anti-corruption measures. Leadership competencies such as Strategic leadership, Policy development and analysis, Project management and People management.
- DUTIES** : Develop and manage the implementation of Gauteng City Region (GCR) ethics and anti-corruption policies, strategies and frameworks. Interact with GCR Institutions with regard to the implementation of the fraud and corruption strategies. Develop guidelines and manuals to support development of departmental Ethics policies. Create awareness of the GCR fraud and corruption strategies to stakeholder. Monitor and evaluate strategies, policies and processes aimed at reducing fraud and corruption cases within GCR. Foster relationships with law enforcement agencies in fighting corruption. Report to the Heads of Department Forum and the Executive Council on progress made in fighting fraud and corruption and promoting integrity. Monitor departments on implementing a comprehensive Ethics Programs and Integrity Management. Coordinate implementation of ethics and anti-corruption education programmes within the Gauteng City Region. Manage and evaluate the effectiveness of training initiatives and report to relevant stakeholders. Coordinate and plan ethics and anti-corruption forums. Conduct research on best practices to fight corruption and promote integrity.
- ENQUIRIES** : Mr Tshepo Rasego Tel No: (011) 355 6450

#### **OTHER POSTS**

- POST 14/100** : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: 003913**  
 Directorate: Organisational Design and Job Evaluation
- SALARY CENTRE** : R733 257 - R863 748 per annum (All-inclusive remuneration package)  
 : Johannesburg

<b><u>REQUIREMENTS</u></b>	:	A 3-4-year bachelor's degree in Human Resources Management or relevant field. Must have 4-5 years' experience in a junior management position. Good knowledge and experience of Organisational Design and Job Evaluation policies and relevant directives. Understanding of how government works and relevant policy and legislative frameworks. Competencies Needed: Good planning, organizing and coordination skills. Excellent report writing as well as presentation skills. Programme and project management. Leadership, people management, conflict resolution and interpersonal skills. Stakeholder management, communication and a Drivers Licence.
<b><u>DUTIES</u></b>	:	Give advice to Gauteng Provincial Government (GPG) Departments on the development of organisational design frameworks and instruments within the norms and standards determined by the MPSA in line with the regulations, directives and determinations. Co-ordinate Provincial approval processes of organisational structures between the EA, Premier and Minister of DPSA and ensure that submissions comply with organisational structuring and job evaluation norms and standards. Co-ordinate DPSA Organisational Design and Job Evaluation, HR Delegations Business Process mapping, Programmes, projects in the GPG. Promote compliance with organisational structure design and job evaluation, BPM, HR Delegations frameworks and MPAT. Coordinate training of Job Evaluation panel members' capacity development initiatives in GPG. (PERSAL training, BPM, Assessor training, OD training. Assist with Skills audit on the JE & OD. Promote uniform Organisational Design principles and ensure compliance to legislation frameworks. Effective implementation of OD & JE, HR Delegations, Business Process mapping Programmes in GPG Departments. Organise and coordinate provincial and national forums and play secretariat role to the GPG Forum and other meetings. Manage reporting and information on OD. Mr Tshepo Rasego Tel No: (011) 355 6450
<b><u>ENQUIRIES</u></b>	:	Mr Tshepo Rasego Tel No: (011) 355 6450
<b><u>POST 14/101</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: 003914</u></b> Directorate: Human Resource Services
<b><u>SALARY</u></b>	:	R470 040 - R553 677 per annum
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Knowledge of Public Service Legislation, Department of Public Service and Administration Employee Health and Wellness Strategic Framework and related policies. Minimum of 3 years relevant experience in: an Employee Health and Wellness environment or human behaviour management related field. Monitoring and Evaluation, Data Analysis and Reporting and Computer Literacy skills. Registration with the relevant professional body would be an added advantage e.g. SACSSP or HPCSA. A valid driver's license is compulsory. Competencies Needed: Communication skills, organisation ability, motivation skills, ability to meet deadlines, self-driven, strong Inter-Personal skills and decision-making ability, approachable, analytical and innovative, ability to work in a team, research and report writing skills.
<b><u>DUTIES</u></b>	:	Ensure Coordination, Monitoring, Evaluation and Reporting of the EHWP in GPG. Departments in line with DPSA policies on EHWP. Communication and marketing of EHWP priorities. Advise on EWP implementation in GPG departments in line with the DPSA framework. Coordinate GPG EHWP forums. Project management. Ensure data analysis and advisory on Health and Wellness risk trends in GPG.
<b><u>ENQUIRIES</u></b>	:	Mr Tshepo Rasego Tel No: (011) 355 6450
<b><u>POST 14/102</u></b>	:	<b><u>SENIOR ACCOUNTANT: BUDGET MANAGEMENT REF NO: 003915</u></b> Directorate: Financial Management and Accounting
<b><u>SALARY</u></b>	:	R316 791 – R373 167 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	BCom (Accounting) / Advance National Diploma qualification in the field of finance, with 3 years' Budget Management experience. Must possess good interpersonal relations and communication skills and the ability to work under pressure and tight deadline will be of essence. Knowledge of Basic Accounting System (BAS), the

- Public Finance Management Act (PFMA), Division of Revenue Act and Treasury Act Regulations will be and added advantage.
- DUTIES** : Support the Assistant Director: Financial Management and Accounting with the overall execution of his/her duties. Assist with preparation of main budgets and adjustment budgets, capturing of approved budget on the system, monitoring of spending against budget, review and sign off RLS01's for budget allocations, Review and sign off petty cash requests and sundry payments for budget allocations. Assist with preparation of monthly reports for submission to Treasury. Monitor the department's revenue and expenditure, journalise the misallocations identified, ensure financial transactions are accounted for correctly, and ensure management reports submitted to Treasury, together with the daily authorisation of financial matters are in line with the delegated authority. Ensure compliance with the financial legislative framework and procedures and advises managers on financial matters. Provide support within the internal processes regarding internal audits executed by GAS and the annual audit executed by the Auditor General.
- ENQUIRIES** : Ms Fenny Mkhabela Tel No: (011) 355 6176
- POST 14/103** : **STATE ACCOUNTANT: ACCOUNTS PAYABLE REF NO: 003912**  
Branch: Corporate Management  
Directorate: Financial and Management Accounting
- SALARY** : R257 508 – R303 339 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Bachelor's degree/National Diploma Financial Accounting or Financial Management with 1-2 years' relevant experience. Must possess good interpersonal, communication and financial skills; the ability to work under pressure and tight deadlines is a pre-requisite; Knowledge of Basic Accounting System (BAS), SAP, the Public Finance Management Act (PFMA), Division of Revenue Act and Treasury Act Regulations will be and added advantage.
- DUTIES** : Support the Senior Accountant and Assistant Director: Accounts Payable with the overall execution of his/her duties. Request reports on BAS/SAP and compile accounts payable monthly reports to be submitted to Financial Reporting section and Treasury. Ensure that all payments batches received are recorded electronically and hard copies are stored in a secured place. Preparation of sundry payments, 30 days' report and bank reconciliations. Issue of petty cash and replenishment of petty cash, issuing of receipts and banking, processing of Accounts Payable journals, processing of payments on SAP, attend to supplier's queries and resolve them, ensure payments and documents are authorised by delegated officials. Management and safeguarding of payment batches, management of payment runs and ensure all payments are recorded in the payment register. Ensure compliance with the financial legislative framework and procedures and advises managers on financial matters. Provide support within the internal processes regarding internal audits executed by GAS and the annual audit executed by the Auditor General.
- ENQUIRIES** : Fenny Mkhabela Tel No: (011) 355 6176

#### **PROVINCIAL TREASURY**

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



- APPLICATIONS** : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 30 April 2019
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all

experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document ( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

**OTHER POSTS**

**POST 14/104** : **DEPUTY DIRECTOR: FINANCIAL INFORMATION MANAGEMENT SYSTEMS**  
 Directorate: Financial Business Systems

**SALARY** : R733 257 (All-inclusive Package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Bachelor's Degree in Information Technology or Computer Science, Informatics, or Financial Information Management System or equivalent. 3-5 years system development experience in middle management. The ability to understand financial and economic concepts / drivers; to identify, create and / or exploit opportunities. Demonstrates ingenuity and curiosity to do things better and fosters an environment of disruptive thinking and action. Proven experience in developing Business Intelligent (BI) Solutions. Proficiency in Business Intelligence Solutions, Visual Studio, Microsoft SQL Server, Qlik related. Knowledge of SAP Financial Accounting (FI) Modules or BAS or PERSAL systems. Ability to work in Agile project environment and manage multiple projects. Strong Analytical / Data Analysis. /Data literacy /Data modeling Skills.

**DUTIES** : Enhance Existing or new Reporting / Business intelligence solutions by harnessing data from multiple GPG transversal systems (BAS, PERSAL, SAP). Analyze data across multiple systems and multiple formats and provide analytics and information that provide integrated views necessary to assist with business concerns. Implement new statistical or other mathematical methodologies as needed for specific models or analysis. Lead the data acquisition, data mining, and overall project management duties related to one or more existing analytics project areas. Develop and analyze analytical data sets across multiple sources of data, creating meaningful visualizations and design and implement creative approaches to predictive modeling problems. Design, develop and run model assessments, validation, enhancement activities and balancing procedures to ensure integrity of data. Process, cleanse and verifying the integrity of data to be used for analysis. Develop and execute database queries and conduct analyses. Develop Proof of Concepts, work on projects, enhancements and any other technical tasks that need fast turnaround. Translate business requirements into specifications that will be used to drive data store/ data warehouse/ data mart design and configuration. Contribute to the creation of the Functional Specification and all required documentation for new projects Provide second level support to resolve incidents within SLA timelines, conduct root cause analysis to resolve problems, and update all relevant process documentation.

**ENQUIRIES** : Ms Bulelwa Mtshizana Tel No: (011) 227 9000  
**NOTE** : All shortlisted candidates may be required to write simulation test.

**POST 14/105** : **OFFICE MANAGER**  
Directorate: Gauteng Audit Service

**SALARY** : R376 596 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Three-year tertiary qualification in office administration or Secretariat or Public Administration. 3-5 years' experience in administration and Executive Support/ Secretariat.

**DUTIES** : Monthly progress reports, edited and issued in an accurate and timely manner. Audit Committee Packs. Programme of Action workbooks. New staff registration and general support.

**ENQUIRIES** : Ms Linda Ninzi Tel No: (011) 227 9000

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

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

- APPLICATIONS** : Applications should be sent by post addressed to the Director: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritzburg Street, Pietermaritzburg, 3201.
- FOR ATTENTION** : Ms. P.S. Mthembu
- CLOSING DATE** : 03 May 2019
- NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications and RSA ID document as well as a valid driver's license. Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Faxed and e-mailed applications will not be considered. The filling of the post will be done in terms of the Department's approved Employment Equity Plan. 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 employment. Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. If applicants do not hear from the Department within six months after the closing date, they must consider their applications as unsuccessful. Applicants must ensure that they fully complete and sign the Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Preference will be given to persons from designated groups including persons with disabilities.

**MANAGEMENT ECHELON**

- POST 14/106** : **CHIEF DIRECTOR: IDMS STRATEGIC AND TECHNICAL ADVISOR REF NO: DOE/01/2019**  
(5 Years Contract)
- SALARY** : R1 189 338 per annum (Level 14) (All-inclusive Salary Package to be structured in accordance with the rules for SMS)
- CENTRE** : Pietermaritzburg, Head Office
- REQUIREMENTS** : Degree in either Architecture, Town Planning, Quantity Surveying, Engineering, Infrastructure Project Management. Registration as a Built Environment Professional with relevant Professionals Councils in South Africa. Six years-8 years Senior Management experience with the roll out of the IDMS in a government Department. 10 years' experience in a general built environment in a professional capacity. Valid Driver's License. Computer Literacy. Competencies: Knowledge of the Intergovernmental Fiscal Relations Act of 1997, Intergovernmental Framework Act of 2005, Construction Industry Development Board Act of 2000 and Regulations. Guidelines and Best Practice Notes issued by CIDB. Council for built Environment Act of 2000, PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies, Promotion of access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, Broad Based Black Empowerment Act of 2003, Preferential Procurement Act of 2000 and Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act of 1993 and Regulations, South African Schools Act, Regulations and Guidelines pertaining to infrastructure. Standard for Infrastructure Delivery Management System, Standard for Construction Procurement System.
- DUTIES** : The provision of strategic advice and direction in the built environment for the implementation of the Infrastructure Delivery Management System of Government



in all Schools. Implementation and institutionalization of the IDMS. IDMS Capacitation. Education Infrastructure Planning. Education Infrastructure Programme and Project Management. Maintenance of educational assets. Education Reporting.

**ENQUIRIES**  
**NOTE**

: Mrs. N.V Hlongwane Tel No: 033 846 5533  
: All shortlisted candidates for this SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of Competency Based Assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interest and be subjected to a security clearance.

**OTHER POSTS**

**POST 14/107**

: **ELECTRICAL ENGINEER REF NO: DOE/03/2019**

**SALARY**

: R718 059 – R766 278 per annum. The Department will determine the salary notch based on years of experience post professional registration.

**CENTRE**

: Pietermaritzburg, Head Office

**REQUIREMENTS**

: A Bachelor's Degree in Engineering. Registration as a Professional Engineer with ECSA. Three years post qualification experience. Valid Driver's License. Computer Literacy. Competencies: Knowledge of PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies, National Building Standards Act of 1977 and Regulations, Occupational Health and Safety Act of 1993 and Regulations, Government Immovable Asset Management Act of 2007, South Africa Schools Act of 1996, Regulations and Guidelines.

**DUTIES**

: The provision of electrical engineering inputs and guidance which will include all aspects of innovative and complex engineering applications for the development of Infrastructure strategies, policies, system, norms, standards and signing off on electrical installations. Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies, compile briefing documentation and specifications from an engineering perspective, investigate electrical engineering installation and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of electrical engineering installations and maintenance, research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional's development boards/councils.

**ENQUIRIES**

: Mrs. N.V Hlongwane Tel No: 033 846 5533

**POST 14/108**

: **ARCHITECT: INFRASTRUCTURE PLANNING REF NO: DOE/02/2019**

**SALARY**

: R618 732- R666 540 per annum. The Department will determine the salary notch based on years of experience post professional registration.

**CENTRE**

: Pietermaritzburg, Head Office

**REQUIREMENTS**

: A Bachelor's Degree in Architecture. Registration as a Professional Architect with the South African Council for Architectural Profession. Three years post qualification experience. Valid Driver's License. Computer Literacy. Competencies: Knowledge of the South African Schools Act of 1996 Regulations and Guidelines, Construction Industry Development Board Act of 2000 and Regulations, National Building Standards Act of 1977 and Regulations, Architectural Profession Act of 2000, PFMA, Treasury Regulations, Treasury Practice Notes and Circulars, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act of 1993 and Regulations.

**DUTIES** : The provision of architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with the Provincial IDMS Framework and National Education prescribed norms and standards. Architectural functional and technical norms and standards. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparations of architectural inputs to the development of the User Asset Management Plan and Project List. Research/Literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/councils.

**ENQUIRIES** : Mrs. N.V Hlongwane Tel No: 033 846 5533

**POST 14/109** : **CONTROL WORKS INSPECTOR: INFRASTRUCTURE DELIVERY REF NO: DOE/05/2019**

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Pietermaritzburg, Head Office  
**REQUIREMENTS** : National Diploma in Building/Mechanical/Electrical or N3 with passed Trade Test or National Diploma in Engineering coupled with six years relevant post qualification experience. Valid Driver's License. Computer Literacy. Competencies: Knowledge of Job Creation Targets, National Building Standards Act of 1977 and Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act of 1993 and Regulations, South African Schools Act and Regulations, National Environmental Management Act of 1998, Public Service Act of 1994 and Regulations, Public Finance Management Act of 1999 and Treasury Regulations.

**DUTIES** : Manage the credibility of technical data and information for infrastructure planning and delivery purposes and assist with the implementation of infrastructure and maintenance projects. Manage District Inputs for infrastructure planning. Manage NEIMS assessments. Manage disaster management plans and school maintenance plans. People management.

**ENQUIRIES** : Mrs. N.V Hlongwane Tel No: 033 846 5533

**POST 14/110** : **CHIEF WORKS INSPECTOR REF NO: DOE/04/2019**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pietermaritzburg, Head Office  
**REQUIREMENTS** : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. 3-5 years relevant experience post qualification. Valid Driver's License. Computer Literacy. Competencies: Knowledge of Job Creation Targets, National Building Standards Act of 1977 and Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act of 1993 and Regulations, South African Schools Act and Regulations, National Environmental Management Act of 1998, Public Service Act of 1994 and Regulations, Public Finance Management Act of 1999 and Treasury Regulations.

**DUTIES** : Maintenance and Infrastructure Projects, NEIMS Assessments, Disaster management plans, School Maintenance Plans, Effective and Efficient resources management.

**ENQUIRIES** : Mrs. N.V Hlongwane Tel No: 033 846 5533

#### **DEPARTMENT OF HEALTH**

***"This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department."***

#### **OTHER POSTS**

<b><u>POST 14/111</u></b>	:	<b><u>HEAD CLINICAL UNIT (ORTHOPAEDICS) REF NO: RKK M 08/2019</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 728 807per annum (All-inclusive salary package) (commuted overtime is compulsory).
<b><u>CENTRE</u></b>	:	R. K Khan Hospital – Orthopaedics
<b><u>REQUIREMENTS</u></b>	:	Tertiary qualification MBCHB or equivalent plus, Current registration with Health Professions Council of South Africa as a Medical Specialist in Orthopaedic. At least 3 years appropriate Post registration experience as a Specialist in Orthopaedic. At least 2 years management and administrative experience. Experience in Paediatrics, Trauma and General Orthopaedics. Proven management ability, sound communication, negotiation, planning, leadership, decision making and interpersonal skills. Knowledge of legislative prescripts governing the public sector, including Labour Relations, Human Resources and Finance Management. Computer literate. Conflict resolution and problem solving skills Management of diversity in the workplace. Presentation skills Ability to communicate at all levels.
<b><u>DUTIES</u></b>	:	Overall charge ship of the Department of Orthopaedics at R. K Khan Hospital. Control and management of clinical services as delegated; including providing clinical services to patients. Maintain satisfactory clinical, professional and ethical standards related to the services. To provide effective and efficient Specialist consultant care at regional level within the scope of acceptable and up to date practices in order to contribute to optimal health care. Supervision of and effective utilization of medical staff in these areas. Develop systems and protocols in collaboration with Heads of clinical departments to ensure timeous and effective management of referred patients. Participate in Morbidity and Mortality audits and submit monthly reports to Hospital Manager. Conduct, assist in, and stimulate research. Participate in the undergraduate and post graduate departmental teaching programme.
<b><u>ENQUIRIES</u></b>	:	Dr. D Behader Tel No: 031 459 6001
<b><u>APPLICATIONS</u></b>	:	Human Resource Department, R K Khan Hospital Private Bag X 004, Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Applications should be submitted on form Z83 from any Public Service Department Human Resource Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPCSA certificate – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. NB: Due to financial constraints- no S&T or relocation cost to be paid
<b><u>CLOSING DATE</u></b>	:	02 May 2019 16:00 afternoon
<b><u>POST 14/112</u></b>	:	<b><u>SENIOR MANAGER: MEDICAL SERVICES REF NO: RKK M 07/2019</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 512 009 per annum (All-inclusive salary package) (commuted overtime is compulsory).
<b><u>CENTRE</u></b>	:	R. K Khan Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or Senior Certificate, MBCHB Degree Qualification. A minimum of 10 years' experience in Medical Management after registration with HPCSA. Registration certificate with the HPCSA as a Medical Practitioner. Current Registration with the HPCSA. Recommendation Post-graduate Diploma/Degree in management will be an added advantage. Unendorsed valid Code 08 Driver's license Possess sound knowledge of relevant Acts, Policies and Regulations administered by KZN Department of Health. Possess sound knowledge of the District Health System. Sound knowledge of clinical procedures and protocols

within the discipline. Knowledge of the Current Health and Public Service Legislature. Have good communication, leadership, decision-making, team building and motivation skills.

**DUTIES** : Ensure the provisions of protocols and guidelines to the Medical and allied Professions Team. Liaise with other health care institutions and the Medical School as and when necessary in consultation with the Head of Department. Formulate policies and procedures for clinical services and ensure that they are in accordance with current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Manager, Clinical Heads, Clinical Managers, Pharmacy, Allied Health Professionals and all staff under their supervision. Conduct service assessment and implement quality improvement programmes. Ensure the proper and economical use of resources both Human and Financial. Ensure continuous monitoring of morbidity and mortality rates through clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained. Ensure compliance with commuted overtime policy. Formulate strategic plans in keeping with the requirements of the Hospital and the department as directed by the Mission Statement. Ensure that cost effective service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relations issues in terms of laid down policies and procedures. Comply with EPMDS policy in respect of all Managers and HOD under span of control. To deputize as Chief Executive Officer when required.

**ENQUIRIES** : MR. L Munsami Tel No: 031 459 6004

**APPLICATIONS** : Human Resource Department, R K Khan Hospital Private Bag X 004, Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35

**FOR ATTENTION** : Human Resource Manager

**NOTE** : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPCSA certificate – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. NB: Due to financial constraints- no S&T or relocation cost to be paid

**CLOSING DATE** : 02 May 2019 16:00 afternoon

**POST 14/113** : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: PSH 06 / 19 (X1 POST)**

**SALARY** : R897 936 per annum, (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits: 17% of basic salary – Rural Allowance.

**CENTRE** : Port Shepstone Hospital

**REQUIREMENTS** : Matric. Appropriate qualification that allows registration with the South African Pharmacy Council as a Pharmacist. Minimum of five (5) years post registration experience as a Pharmacist after community service. Valid unendorsed driver's license. Current proof of registration with the SAPC as a Pharmacist and proof of annual payment PLUS Proof of current and previous work experience endorsed by the Human Resource Manager or Delegated person (Certificate of service must be attached as proof of experience). Recommendation: Minimum of ONE (1) year supervisory experience in the Pharmacy environment. Knowledge, Skills and Competencies: Knowledge of Public Sector Pharmacy, as well as relevant acts, regulations, the District Health System, EDL, Good Pharmacy Practice, Policies and Procedures, the National Drug Policy, National Health Insurance, Medicine

Act and Medical Scheme Amendment Bill, ARV program and CCMDD program. Knowledge of and experience in the management of Outpatient, Inpatient, Stores, Pre-packing, Manufacturing and Referral Clinics. Sound communication, interpersonal, problem solving, management, leadership and organizational skills. Knowledge of the Principles, Functions and Operations of PTC and Anti-Microbial Stewardship. Sound knowledge of Good Manufacturing Practice, Budget control as per PFMA Act, Procurement Processes and Referral system. Knowledge of Human Resources, Staff Training and Development and Financial Management, Ability to work independently, under pressure and co-ordinate productivity in section. Computer literacy- MS Word, MS Excel, MS PowerPoint and MS Outlook.

**DUTIES** : Provide a Comprehensive PHC Pharmaceutical services to; 9 PHC clinics, 1 Gateway Clinic, 7 PHC Mobiles and 2 HTA mobiles. Ensure Effective & Efficient Pharmaceutical Budget & Expenditure Control at Pharmacy Stores and PHC referral clinics as per the PFMA Act: Medicine procurement, storage & distribution; Medicine availability and rationalization of stock; expenditure within budget, avoid over-expenditure, irregular and wasteful expenditure; perform ward & clinics costing and waste management. Monitoring the implementation of the Pharmacy Programs in the hospital and sub-district. Monitoring and supervising the implementation of the CCMDD program, Ideal Hospital & Outreach. Supervise and carry out departmental duties in OPD, Inpatients; Manufacturing and Pre-packing; Stores department and PHC Clinics department. Assist the Pharmacy Manager with financial and assets management, budgetary control, drug supply management and Human Resource management (training, tutoring orientation, discipline, performance management, monitoring and evaluation) in line with the relevant legislation. Conduct Pharmaceutical Audits and carry out Quality Improvement Projects, both at Hospital and PHCs. Compilation of stats and submission of reports, maintaining accurate prescription records and statistics. Review and implementation of departmental SOPs. Active participation in PSRH Pharmacy related committees, i.e. PTC, AMS, Cash Flow, IPC. Promote effective security measures in the department. Engage in effective communication and provide medicine information, counseling and education to healthcare professionals and patients in line with the appropriate legislation Perform standby duties and overtime over weekends, after hours and public holidays. Be willing to work additional hours if necessary. Advocate and ensure promotion of Pharmaceutical Ethics and Professionalism. To manage the pharmacy in the absence of the Pharmacy Manager.

**ENQUIRIES** : Mrs Mamo Mokheseng Tel No: (039) 6886000 ext. 6158

**APPLICATIONS** : Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240

**FOR ATTENTION** : Mr. ZM Zulu

**NOTE** : Application form (Z83) fully completed and signed, detailed C.V with certified copies of I.D, Pharmacy qualification, SAPC Registration as a Pharmacist, proof of payment of SAPC annual fees or relevant Certificate, no copies of certified copies will be accepted and must be not more than 6 months certified. Failure to adhere to the instructions of the advert may disqualify applicants. Male candidates are encouraged to apply. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification.

**CLOSING DATE** : 29 April 2019 at 16h00

**POST 14/114** : **MEDICAL OFFICER REF NO: M33/2018 (X1 POST)**  
Component: O & G

**SALARY** : Grade 1: R821 205 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospital Allowance

		Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
		Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Stanger Hospital
	:	<b>Grade 1:</b> A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. <b>Grade 2:</b> A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. <b>Grade 3:</b> A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Experience Required: Experience and ability in dealing chronic, subacute and acute obstetrical and gynecological Problems. Working knowledge of obstetrical protocols, health policies, acts and regulations. Ability to work in multi-disciplinary team setting Ability to resuscitate patients from birth to old age. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make a difference. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.
<b><u>DUTIES</u></b>	:	Clinical duties as per hospital / departmental requirements, including after-hours service. Provision of quality of care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical guidelines, policies. Patient Satisfaction, patient satisfaction surveys, reducing waiting times; identifying, meeting and surpassing patients expectations. Outreach programs. Conduct research. Maintain and continuously improve professional and ethical standards. To provide training for nurses, junior staff, interns and medical students.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr Haripersad (Head of Department) Tel No: 032- 437 6000/0845332217
	:	Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr. S. Govender
	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. M33//2018. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Current community service officers are welcome to apply.
<b><u>CLOSING DATE</u></b>	:	03 May 2019
<b><u>POST 14/115</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGER REF NO: RKK/HRM/01/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum (All-inclusive salary package)
	:	R. K Khan Hospital
	:	Grade 12 or Senior Certificate, Degree/ National Diploma in Human Resource Management/ Public Management and Administration/ Human Sciences with

majors in Human Resource Management. Management Experience: 3 - 5 years at management level. Proof of current and previous experience in an HR environment endorsed by the HR department or relevant employer. Certificate: MS Office Software Applications such as Word, Excel, Power Point & Outlook. PERSAL Certificates. Valid Code EB Driver's License Project management and Strategic Planning. Broad knowledge of HR practices/ HR Development and Planning; and Employee/ Employer Relations. Excellent management, facilitation, communication and interpersonal skills. Expert knowledge of legislative and policy framework informing the area of operation. Ability to work in a multi-disciplinary team at a senior management level. Ability to prioritize issues and other work related matters in order to comply with tight deadlines. Extensive knowledge of computerized personnel and salary systems (PERSAL), MS Packages and applications thereof.

- DUTIES** : Develop an annual workforce plan within budgetary constraints. Implementation the provincial department's recruitment and selection policy. Develop and implement operational and strategic measures to enhance the morale of all staff employed in the hospital. Design and implement measures to ensure effective communication and participation throughout the hospital. Design and implement effective employment relations (consultation and negotiations) forums with staff organizations. Determine the numbers, skills mix and training needs for all departments within the institution, taking into account budgetary constraints, and national and provincial norms. Advise managers and assist in the management of conduct and capability throughout the hospital. Advise managers on all aspects of HR Management, organizational and individual development, and staffing structures and reporting arrangements. Develop and implement effective HR Policies within guidelines set by the provincial health department.
- ENQUIRIES** : DR. P. S Subban Tel No: 031 459 6001
- APPLICATIONS** : Human Resource Department, R K Khan Hospital Private Bag x 004, Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPCSA certificate – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. NB: Due to financial constraints- no S&T or relocation cost to be paid
- CLOSING DATE** : 02 May 2019 16:00 afternoon
- POST 14/116** : **DEPUTY DIRECTOR: SYSTEMS REF NO: RKK/HRM/ 02/2019**
- SALARY** : R733 257 per annum (All-inclusive salary package)
- CENTRE** : R. K Khan Hospital
- REQUIREMENTS** : Grade 12 or Senior Certificate, Degree/ National Diploma in Public Management/ Public Administration. Experience: 3-5 years at management level in the systems component. The applicant must submit a confirmation letter of relevant experience in an official letter head of the previous and/ or current employer confirming relevant experience in the systems component. Certificate: MS Office Software Applications such as Word, Excel, Power Point & Outlook. Valid/ unendorsed Code EB Driver's License. Sound planning, negotiating and decision making competency skills. Information analysis, problem solving and policy (sop) formulation competency and skills. Knowledge of relevant acts and regulations for engineering and maintenance management, safety and waste management, mortuary as well as patient records administration services. Competence in human

resources management, financial management, conflict management and change management. Computer literate – proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint) Knowledge and understanding of PFMA, Treasury Regulations and other related acts.

- DUTIES** : Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the Hospital. Analyze alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Oversee the provisioning of all outsourced services under facilities management division. Ensure compliance to National Core Standards. Development of the hospital health and safety plan and ensure implementation thereof. Manage staff in terms of EPMDS. Contribute as a member of multi-disciplinary team. Respect of all Managers and HOD under span of control. To deputize as Chief Executive Officer when required.
- ENQUIRIES** : Dr. P. S Subban Tel No: 031 459 6001
- APPLICATIONS** : Human Resource Department, R K Khan Hospital Private Bag x 004, Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPCSA certificate – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. NB: Due to financial constraints- no S&T or relocation cost to be paid
- CLOSING DATE** : 02 May 2019 16:00 afternoon
- POST 14/117** : **CLINICAL NURSE PRACTITIONER REF NO: ITSH 10/2019 (X3 POSTS)**
- SALARY** : Grade 1: R383 226 per annum plus 13th cheque and 12% rural allowance  
Grade 2: R471 333 per annum plus 13th cheque and 12% rural allowance  
Benefit: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirement)
- CENTRE** : Itshelejuba Hospital (Altona .Ncotshane and Tobolsk Clinics)
- REQUIREMENTS** : **Grade 1:** Senior Certificate or grade 12.Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in primary Health Care. Registration with SANC as General Nurse and Midwifery & Primary Health Care Nurse. Previous work experience / Certificate of Service endorsed by Human Resource Office (to be attached to application) Proof of Current Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt 2019). A minimum of four (4) years appropriate / recognisable experience in nursing after registration as a General Nurse with SANC. **Grade 2:** Grade 12 or Senior Certificate. A period of fourteen (14) years appropriate/recognizable experience in nursing after registration as a General Nurse with SANC at least ten (10) years of this period must be appropriate / recognisable experience in PHC after obtaining the relevant 1 year post basic qualification for the relevant specialty.
- DUTIES** : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act,



Occupational Health and Safety Act and all other applicable prescripts. Plan and organise own work and that of support personnel to ensure proper nursing care. Able to implement the institutional major incident (disaster) plan as required. Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate levels of consumables. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. The incumbent will be expected to work extended hours. Actively participate in programmes meant to improve the quality of services rendered e.g. NCS; IPC and Clinical Programmes including outreach activities.

- ENQUIRIES** : Should be directed to Mrs TG Msibi Tel No: (034-4134000)
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag X0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
- NOTE** : An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) Certified copies of ID documents, Matric (Std10), educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, eg ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.
- CLOSING DATE** : 03 May 2019
- POST 14/118** : **DIAGNOSTIC RADIOGRAPHER GRADE 1, 2, & 3 REF NO: COSH 06/2019 (X2 POSTS)**
- SALARY** : Grade 1: R317 976 per annum  
Grade 2: R372 810 per annum  
Grade 3: R439 164 per annum  
Rural Allowance 17%; 13th Cheque, Medical Aid (optional Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Church of Scotland Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12, National Diploma/ Degree in Diagnostic Radiography or appropriate qualification that allows registration with HPCSA as a Diagnostic Radiographer. Proof of current registration with HPCSA as a Diagnostic Radiographer. Proof of experience endorsed and stamped by Human Resource. Recommendation: Skills in Diagnostic Ultrasound will be an added advantage. **Grade 1:** No experience required after registration with HPCSA as Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa - One year relevant experience after registration with HPCSA as Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Ten (10) years relevant experience after registration with HPCSA as a radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after

registration as a radiographer with the HPCSA, in respect of foreign qualified applicants of whom it is not required to perform community service as required in South Africa (certificate of service must be attached). **Grade 3:** Twenty (20) years relevant experience after registration with the HPCSA as a radiographer with the respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration as a radiographer with the HPCSA, in respect of foreign qualified applicants of whom it is not required in South Africa (certificate of service must be attached). Good communication skills (verbal and non-verbal). Sound knowledge of diagnostic radiography procedures. Organizing and planning skills. Sound knowledge of radiation control and safety measure. Conflict management skills. Ability to work in a team. Knowledge of Health and Safety Act.

- DUTIES** : Provide high quality of radiography and ultrasound services according to patient's needs. Assist in developing protocols. Ensures that radiographic services comply with radiation control legislation. Execute all clinical procedures to prevent complications. Participate in Quality Assurance and Quality Improvement Programmes. Give factual information to patients and clients on radiology. Ensure that patient's rights are respected. Promote Batho Pele in the execution of all duties. Execute all radiography duties, functions and responsibilities effectively. Promote good health practices and ensure optimal care of patients. Supervise junior personnel in radiology department. Make recommendations with regard to policies/ strategies for the effective functioning of X-Ray department. Inspect and utilize equipment professionally to ensure that they comply with safety standards.
- ENQUIRIES** : Mr L.L. Mbele Tel No: 033 4931000 EXT 4057
- APPLICATIONS** : Please forward/deliver applications quoting the reference number to: The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X 502, Tugela Ferry, 3010
- FOR ATTENTION** : Mrs N.P. Sithole
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83) which is obtainable at any Government Department or from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of Identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the posts. Applicants in possession of a foreign qualification must attach evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. None – RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks; security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. It is the department's intention to promote equity through filling of all numeric targets as contained in the Employment Equity Plan to facilitate this process successfully, an indication of race, gender and disability status is required.
- CLOSING DATE** : 03 May 2019 (Late applications will not be accepted).

#### **DEPARTMENT OF TRANSPORT**

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 29 April 2019 (at 16h00). Applications received after the closing date and time will not be considered.

**NOTE**

: Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver's license (where a driver's license is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency 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. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these post(s).

**MANAGEMENT ECHELON**

**POST 14/119**

: **DIRECTOR: LEGAL SERVICES REF NO: P 06/2019**

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

: R1 005 063 per annum (all inclusive remuneration package)  
: Inkosi Mhlabanzima Maphumulo House, Pietermaritzburg  
: An undergraduate qualification in Law (NQF Level 7) as recognised by SAQA; plus  
: A minimum of 5 years' experience at a middle/senior managerial level within the legal environment; plus Possession of a valid driver's license (minimum Code B).  
: Knowledge, Skill, Training and Competencies Required: Understanding the broad legal framework/legislation governing services rendered by government. Broad and in-department expert knowledge of administrative policies and practices, budgeting and managerial function. Knowledge of Public Service reporting procedures and work environment. Knowledge of Planning and Organizing. Computer Literacy. Specialized knowledge of legal practices. Clear conceptual understanding of transformation. Working knowledge of Provincial and National Legislation plus administrative processes. Skills in the interpretation and application of policies/legislation. Research, policy formulation and managerial skills. Problem solving and analytical thinking skills. Strategic planning and co-ordination skills. Computer skills. Team building skills. Excellent communication

skills (verbal, written and networking).Project management skills. Presentation and facilitation skills. Motivation /leadership skills. Negotiation skills. The ideal candidate must have a demonstrated interest in the legal and related fields, must be honest and have integrity. He/She must be an innovative thinker, be receptive to ideas & suggestions, be reliable, creative/innovative, accurate, believe in openness& transparency, be a team leader and be a total quality controller.

**DUTIES**

:  
Oversee and manage the rendering of efficient and professional legal services. Review draft legislation and prepare input as well as research and formulate Departmental/Provincial legislation. Deal with all legal matters relating to the acquisition and disposal of land and property. Provide support in respect of legal matters relating to formal and informal interventions and commission of enquiry. Overall management and control of the activities and staff of the component including the budget allocated thereto.

**ENQUIRIES  
FOR ATTENTION**

: Ms S Ngubo Tel No: 033 – 355 8735/6  
: Mr C McDougall

**NOTE**

: It is the intention of this Department to consider equity targets when filling this position.

**PROVINCIAL ADMINISTRATION: LIMPOPO**  
**DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**  
*Department of Public Works, Roads and Infrastructure is an equal opportunity employer with clear employment equity targets. The department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply.*

- APPLICATIONS** : **Head Office:** should be submitted to the Head of Department of Public Works, Roads and Infrastructure Private Bag X9490, Polokwane 0700 or hand delivered to Works Towers Building, No. 43 Church Street, Polokwane, 0699.  
District posts should be posted to the following addresses: **For Capricorn District** Department of Public Works Roads & Infrastructure, Private Bag X9378, Polokwane, 0700 or hand deliver @ Landros Mare Street next to Correctional Services.  
**For Sekhukhune District:** Private Bag X2, Chuenespoort, 0745 or hand deliver to Lebowakgomo Zone A next to Traffic Department. For Mopani District: Private Bag X9576, Giyani 0826 or hand deliver at former Parliamentary Buildings next to LIMDEV offices.  
**For Waterberg District:** Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Streets.  
**For Vhembe District:** Private Bag X2248, Sibasa, 0970 or hand deliver to Cnr. Traffic and SAPS Street (opposite Raluswielo School)
- CLOSING DATE** : 03 May 2019 at 16:00
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by certified copies of identity documents, valid driver's License (where applicable), educational qualifications, and a comprehensive Curriculum Vitae or resumé. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by SAQA. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

**OTHER POSTS**

- POST 14/120** : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND PRACTICES REF NO: S4/1/07/2019/01**  
Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R733 257 (Level 11) (all-inclusive package)  
: Head Office  
: An undergraduate qualification NQF level 6, in Human Resource Management and or equivalent qualification as recognized by SAQA. 3 years' relevant experience in supervisory management level (as Assistant Director). Knowledge of PERSAL system will be an advantage (Attach results). A valid driver's license (Attach a copy).
- DUTIES** : Manage human resource planning. Manage the human resource provisioning. Facilitate and oversee the development of operational / business plan to give

		strategic guidelines. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Mathume Mabilu at 015 284 7607 or Mr. Billy Seleka at 015 284 7663.
<b><u>POST 14/121</u></b>	:	<b><u>ASSISTANT DIRECTOR: RENTAL SERVICES REF NO: S4/1/07/2019/02 (X5 POSTS)</u></b> (1 year contract) Directorate: Finance
<b><u>SALARY CENTRE</u></b>	:	R376 596 per annum (Level 09) Capricorn (X1 Post) Sekhukhune (X1 Post) Waterberg (X1 Post) Mopani District (X1 Post) Vhembe (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate NQF level 6 in Financial Management or Equivalent qualification majoring in accounting as recognized by SAQA. 3 years' supervisory experience (as State Accountant) in revenue and debt management. Valid Driver's License (attach a copy).
<b><u>DUTIES</u></b>	:	Implement rental management policy, strategies, plan and processes. Provide rental collection services. Provide rental reconciliation. Manage rental debt collection.
<b><u>ENQUIRIES</u></b>	:	Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia @ 015 287 5600 For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha @ 015 632 8300 For Waterberg District: Mr. Phineas Makomene @ 082 / Ms. Palesa Hlaole @ 014 718 3000 For Mopani District: Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000 For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790
<b><u>POST 14/122</u></b>	:	<b><u>ASSISTANT DIRECTOR: RENTAL SERVICES REF NO: S4/1/07/2019/03</u></b> (1 year contract) Directorate: Finance
<b><u>SALARY CENTRE</u></b>	:	R376 596 per annum (Level 09) Head Office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate NQF level 06 in Financial Management or equivalent qualification majoring in accounting as recognized by SAQA. 3 years' supervisory position (as State Accountant) in revenue and debt management. A valid driver's license (attach a copy).
<b><u>DUTIES</u></b>	:	Assist in the development and implementation of rental management policy, strategies, plan and processes. Provide rental collection services. Provide rental reconciliation. Manage rental debt collection.
<b><u>ENQUIRIES</u></b>	:	Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.
<b><u>POST 14/123</u></b>	:	<b><u>ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: S4/1/07/2019/04</u></b> (1 year contract) Directorate: Finance
<b><u>SALARY CENTRE</u></b>	:	R376 596 per annum (Level 09) Head Office
<b><u>REQUIREMENTS</u></b>	:	Undergraduate NQF level 6 in Financial Management or Equivalent qualification in Finance and Accounting as recognized by SAQA. 3 years' supervisory position (as State Accountant). Valid Driver's License (attach a copy).
<b><u>DUTIES</u></b>	:	Monitor revenue services. Monitor payment of revenue collected to Provincial Treasury fund. Report on revenue collected. Implement operational /business plan of the directorate.

**ENQUIRIES** : Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.

**POST 14/124** : **STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: S4/1/07/2019/05 (X3 POSTS)**  
 (1 year contract)  
 Directorate: Finance

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Head Office, Polokwane  
**REQUIREMENTS** : Undergraduate NQF level 6 in Financial Management or Equivalent qualification in Finance and Accounting as recognized by SAQA. 1 years' experience in revenue and Debt Management. Valid Driver's License (attach a copy).

**DUTIES** : Provide debt. Render debt recovery. Reconcile debt. Provide debt follow – up. Receive state money. Receipt state money. Deposit state money. Report on revenue collected.

**ENQUIRIES** : Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.

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

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

- APPLICATIONS** : Please forward all applications, clearly stating the post for which you are applying. All applications must be forwarded to: Northern Cape Department of Health, Private Bag x5049, Kimberley, 8300 or 144 Du Toitspan Road, Kimberley Hospital Complex, James Exum Building.
- FOR ATTENTION** : Ms FP Ntsiko Director Human Resource Management
- CLOSING DATE** : 03 May 2019
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) months as at the advert closing date. Non RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan.

**MANAGEMENT ECHELON**

- POST 14/125** : **CHIEF DIRECTOR INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES REF NO: NCDOH 04/2019**  
Re-advertisement – previous applicants should re-apply
- SALARY** : R1 189 338 per annum (all inclusive package)
- CENTRE** : Provincial Office
- REQUIREMENTS** : Built Environment Degree. Registration as a Built Environment Professional. A Post Graduate qualification in management would serve as an added advantage. A Valid Drivers' License. Computer Literate. 8 to 10 Years' Public Sector Management experience in the design and delivery of infrastructure programmes. 5 Years' senior management experience. Knowledge of the Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000, PFMA/DORA/Treasury Regulations, Practice Notes, Instructions and Circulars, Provincial/Departmental Supply Chain Management Policies, Health Act and Regulations, National Building standards Act of 1977 and Regulations, Expanded Public Works Programme, Occupational Health and Safety Act of 1993 and Regulations, Promotion to Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, Broad Based Black Empowerment Act of 2003,



Preferential Procurement Act of 2000 and Regulations, Public Service Act of 1994 and Regulations of 2001, Government Immovable Asset management Act of 2007 and Labour Relations act of 1995/Resolutions of Public Sector Bargaining Councils.

**DUTIES** : Manage Infrastructure strategies, policies, systems, planning, specific plans, functional and technical norms and standards. Delivery of the infrastructure programmes and projects. Planning, procurement, commissioning and maintenance of medical equipment. Day-to-day, routine/preventative and emergency maintenance at all Health Facilities including the provision of technical services. Provision of equipment, leases, acquisitions, disposals and utilities and other support. Manage the Infrastructure Budget. Strategic Management – align the core business of the Chief Directorate with the strategic goals and objectives of the Department. People Management – maintain discipline, manage performance, development of employees, establish and maintain effective and efficient communication arrangements.

**ENQUIRIES** : Dr L Mabona Tel No: 053-830 2177

#### **OTHER POSTS**

**POST 14/126** : **DEPUTY DIRECTOR HEALTH FACILITY PLANNER REF NO: NCDOH 05/2019**

**SALARY** : R733 257 per annum (all inclusive package)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : Degree in any Health science related qualification. Computer Literate. 3-5 Years' appropriate experience in health planning from an infrastructure perspective post qualification. A Valid drivers' license. Knowledge of the following National Building Standards Act of 1977 and Regulations, Occupational Health and Safety Act of 1993 and Regulations, Government Immovable Asset Management Act of 2007, Health Act and Regulations, PFMA/DORA/Treasury Regulations, Practice Notes, Instructions and Circulars.

**DUTIES** : To provide health planning support and expert health design guidance for the preparation of Business Cases and Project Strategic Briefs. Prepare strategic Briefs for Capex and Maintenance projects. Assist with preparation and review of Business Cases in consultation with Health Facilities. Support built environment staff and end users with the development of skills to prepare business cases. Provide health specific inputs to Infrastructure Plans, Norms and Standards. Project and Programme Implementation.

**ENQUIRIES** : Dr L Mabona Tel No: 053-830 2177

**POST 14/127** : **ENGINEER (CIVIL/STRUCTURAL OR ELECTRICAL OR MECHANICAL) REF NO: NCDOH 08/2019**

**SALARY** : R718 059 – R1 090 458 (salary will be based on the years' of experience post professional registration)

**CENTRE** : Provincial Office  
**REQUIREMENTS** : Degree in Engineering. Registered as a Professional Engineer with ECSA (Civil/Structural Engineer or Electrical or Mechanical Engineer). Three years' experience post qualification. A Valid Drivers' License. Computer Literate.

**DUTIES** : To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS). Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and contractors. Contribute to the review and Acceptance of the Infrastructure Programme Management Plan. Monitor the implementation of programmes/projects. Approve Project Stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agent/s.

**ENQUIRIES** : Dr L Mabona Tel No: 053-830 2177

**POST 14/128** : **CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: NCDOH 10/2019 (X4 POSTS)**

**SALARY** : R618 732 – R656 706 (salary will be based on the years' of experience post registration as a Candidate)

**CENTRE REQUIREMENTS** : Provincial Office  
Degree or Diploma in Built Environment. Registered as a Candidate Professional Construction Project Manager with SACPCMP. A Valid Drivers' License. Computer Literate.

**DUTIES** : To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports and designs. Assist to manage the interface between the end-user/community structures and Implementing Agent/s.

**ENQUIRIES** : Dr L Mabona Tel No: 053-830 2177

**POST 14/129** : **CANDIDATE ENGINEER REF NO: NCDOH 09/2019**

**SALARY** : R618 732 – R656 706 (salary will be based on the years' of experience post registration as a Candidate)

**CENTRE REQUIREMENTS** : Provincial Office  
Degree or Diploma in Engineering. Registered as a Candidate Professional Engineer with ECSA (Civil/Structural Engineer or Electrical or Mechanical Engineer). A Valid Drivers' License. Computer Literate.

**DUTIES** : To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports and designs. Assist to manage the interface between the end-user/community structures and Implementing Agent/s.

**ENQUIRIES** : Dr L Mabona Tel No: 053-830 2177

**POST 14/130** : **CANDIDATE QUANTITY SURVEYOR REF NO: NCDOH 06/2019**

**SALARY** : R535 563 – R568 443 (salary will be based on the years' of experience post registration as a Candidate)

**CENTRE REQUIREMENTS** : Provincial Office  
B Degree or Diploma in Quantity Surveying. Registered as a Candidate Quantity Surveyor with SACQSP.

**DUTIES** : To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Projects Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the Implementation of the Programmes/Projects. Make inputs to different Project Stage reports and designs. Assist to manage the interface between the end-user/community structures and Implementing Agent/s. Undertake research.

**ENQUIRIES** : Dr L Mabona Tel No: 053-830 2177

**POST 14/131** : **CANDIDATE ARCHITECT REF NO: NCDOH 07/2019**

**SALARY** : R535 563 – R568 443 (salary will be based on the years' of experience post registration as a Candidate)

**CENTRE** : Provincial Office

**REQUIREMENTS** : Bachelor of Architecture or Diploma Architecture. Registration with the SACAP as a Candidate Architect. A Valid Drivers' License. Computer Literate.

**DUTIES** : To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Projects Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports and designs. Assist to manage the interface between the end-user/community structures and Implementing Agent/s.

**ENQUIRIES** : Dr L Mabona Tel No: 053-830 2177

**POST 14/132** : **CHIEF WORKS INSPECTOR REF NO: NCDOH 12/2019**

**SALARY** : R316 791 per annum  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Diploma in Building, Mechanical or Electrical or equivalent or N3 with passed Trade Test or National Diploma in Engineering. Valid Driver's License, Computer Literate. Three to Five years' experience post qualification. Knowledge of the following, Hazardous Substances Act 15 of 1973, Occupational Health and Safety Act of 1993 and Health Act and Regulations.

**DUTIES** : Maintain compliance with the Occupational Health and Safety (OHS) Act of Health Facilities – Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters, implement regular compliance inspections and audits at Health Facilities (regular safety audits), Conduct Investigations into accidents. Remedial Plans – Manage the collection of relevant technical data and information regarding occupational health and safety of buildings and machinery, manage the analysis of technical data, make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are comprising adherence with occupational health and safety requirements, manage the development of plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety requirements, Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental requirements at all Health Facilities. OHS Training – make inputs to the design of training programmes on occupational health and safety, Develop a standard operating procedure for the implementation of occupational health and safety measures at health facilities, assist with the provision of training to employees at health facilities in terms of legislative adherence with occupational health and safety, undertake independent validations to ascertain that employees at health facilities have adequate knowledge and skills on how to implement occupation health and safety measures. Occupational Health and Safety Committees – determine the technical tasks required for performance by Occupational Health and Safety Committees, develop standard operating procedures manual to guide Occupational Health and Safety Committees with the implementation of technical tasks. People Management – daily control of technical personnel, mentor and train personnel, attend to employee issues, health and wellbeing, keep attendance register, apply disciplinary code and attend meetings and implement decisions made.

**ENQUIRIES** : Dr L Mabona Tel No: 053-830 2177

**POST 14/133** : **ENGINEERING TECHNICIAN REF NO: NCDOH 11/2019**

**SALARY** : R311 859 per annum (all inclusive package)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Diploma in Engineering or equivalent relevant qualification. Registration with the ECSA as a Professional Engineering Technician mechanical or Electrical. Three years' experience post qualification. A Valid Drivers' License. Computer Literate. Knowledge of the following, Hazardous Substances Act 15 of 1973, Occupational Health and Safety Act of 1993, Health Act and Regulations and Engineering Profession Act of 2000.

- DUTIES** : To render technical services and support in engineering research, design, manufacturing, operations and maintenance. Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Collect and analyse data on use of utilities by Health Facilities. Undertake research.
- ENQUIRIES** : Dr L Mabona Tel No: 053-830 2177
- POST 14/134** : **WORKS INSPECTOR REF NO: NCDOH 13/2019**
- SALARY CENTRE** : R208 584 per annum  
: JT Gaetsewe District, ZF Mgcau District, Pixley Ka Seme District, Namakwa District and Frances Baard District
- REQUIREMENTS** : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in engineering. One year experience post qualification. A Valid Drivers' License. Computer Literate. Knowledge of the following, Hazardous Substances Act 15 of 1973, Occupational Health and Safety Act of 1993, Health Act and Regulations and Engineering profession Act of 2000.
- DUTIES** : Maintain compliance with the Occupational Health and Safety (OHS) Act at all Health Facilities – Implement regular compliance inspections and audits at Health Facilities (regular safety audits) to ascertain compliance with legislation in terms of the installation and use of machinery or buildings, validate compliance with OHS requirements in terms of private service providers when machinery are installed or maintenance are implemented of buildings, prepare safety audit reports, provide feedback to managers at health facilities, assist manager at health facilities to implement recommendations contained in safety audit reports. Accident Investigations – develop guidelines for implementing investigations for any accidents that might occur during the installation and/or use of machinery and/or use of buildings, conduct investigations into accidents, prepare accident investigation reports, make recommendations on mitigation measures to prevent recurrence of accidents, provide feedback to managers at health facilities, assist manager at health facilities to implement recommendations contained in safety audit reports. Remedial Plans – manage the collection of relevant technical data and information regarding occupational health and safety of buildings and machinery, manage the analysis of technical data, make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are comprising adherence with occupational health and safety requirements, manage the development of plans to address shortcomings in terms of compliance in terms of Occupational Health and safety requirements, environmental requirements and quality assurance standards, assist to implement plan to promote full compliance in terms of Occupational Health and Safety and Environmental requirements at all Health Facilities.
- ENQUIRIES** : Dr L Mabona Tel No: 053-830 2177

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

*This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.*

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 136, 1<sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
- FOR ATTENTION** : Gadifele Noge
- CLOSING DATE** : 30 April 2019 at 15H30
- NOTE** : Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

**OTHER POSTS**

- POST 14/135** : **DEPUTY DIRECTOR (LOGISTICS MANAGEMENT) REF NO: 63/2018/19**  
Directorate: Supply Chain Management
- SALARY** : R733 257 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, Medical Fund and a Flexible portion in terms of applicable rules. The Successful candidate must enter into a Performance agreement and sign employee Contract.
- CENTRE** : Head Office – Mahikeng
- REQUIREMENTS** : Grade 12 plus three (3) year National Diploma or Degree in Supply Chain Management/Logistics/Purchasing/Financial management. Five (5) to ten (10) years relevant work experience in Supply Chain Management of which three (3) years must be at junior management level. Valid driving license. Knowledge: Knowledge and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBEE and Treasury Regulations. Knowledge of Walker/BAS. Skills: Excellent verbal and written communication skills, Computer Literacy. Strong planning and coordination abilities. Sound analytical/innovative thinking and problem-solving skills. Ability to work under pressure and extended hours so as to meet the deadline.
- DUTIES** : Oversee the overall management of the Logistics Management Unit. Approve orders as per departmental financial delegations. Administer and manage the inventory unit. Ensure proper replenishment and issuing of stock/store items.

- Establish and maintain effective, efficient and transparent procurement system within the department. Preparation of monthly reports. Ensure timeous submission of payment vouchers to payment unit. Ensure effective and efficient management of 0-9 files for purposes of monitoring open orders. Verify SCM compliance on VA2's/ Requisitions. Ensure proper Implementation of effective and efficient Supply Chain Management procedures and Policies. Prepare responses to internal and external auditors. Staff development and supervision.
- ENQUIRIES** : Mr. S. Maduma Tel No: (018) 200 8058
- POST 14/136** : **ASSISTANT DIRECTOR: BUDGETARY CONTROL REF NO: 64/2018/19**  
Directorate: Financial Management
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : Grade 12 Certificate or equivalent plus three(3) years National Diploma/ Degree qualification in accounting field coupled with working experience of three(3) to five (5) years minimum experience in the field of Management Accounting of which two(2) years must be at supervisory level. Certificate in BAS should be attached. Knowledge: Knowledge of PFMA, Treasury Regulations and other related legal financial prescripts. Record keeping procedures. Profound knowledge in Government Budgeting. Computer literacy, knowledge of government financial systems (BAS & WALKER). Skills: Ability to operate computer, Problem solving, Communications skills (verbal & written), Conflict Management, Coaching and mentoring, Leadership, Report writing, Organising and planning, Analytical thinking. Valid Drivers' license. Ability to work under pressure.
- DUTIES** : Compile and review monthly and quarterly budget expenditure reports (In Year Monitoring Reports). Consolidation of Medium Term Expenditure Framework budget inputs, Adjustment budgets, annual departmental cash flow for submission to Provincial Treasury. Assist in compilation of Annual Financial Statement. Manage performance of personnel within the Unit.
- ENQUIRIES** : Ms Leagiso Motshumi Tel No: (018) 200 8142
- POST 14/137** : **ASSISTANT DIRECTOR: COMMUTER SUBSIDIES REF NO: 65/2018/19**  
Directorate: Public Transport Services
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management. Three (3) to five (5) years working experience in Public Transport environment of which two (2) years must be at Supervisory level. Valid driver's license. Knowledge: Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts and ability to implement the same. Skills: Planning, organizing, report writing, communication (good written and verbal).Ability to work under pressure and maintain positive interpersonal relations and to work well as part of the team. Computer literacy, problem solving abilities.
- DUTIES** : Administer and manage commuter subsidies and contracts including monitoring. Liaise with commuter subsidies operators and other stakeholders, Budget management and monitoring. Oversee payments of subsidies, Perform administrative duties in line with job requirements including among others, attend monthly project meetings, and Render oversight functions to the monitoring firms. Verify spreadsheets for commuter services, Manage performance of personnel within the Unit.
- ENQUIRIES** : Mr. P. T Mohono Tel No: (018) 200 8086

**DEPARTMENT OF FINANCE**

***The North West Department of Finance is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.***

- APPLICATIONS** : should be forwarded to: The Director: Human Resource Management, North West Department of Finance, Private Bag X2060, Mmabatho 2735
- FOR ATTENTION** : application must be marked for the attention of: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building.
- CLOSING DATE** : 03 May 2019 at 16H00. Applications should be submitted on time. Applications received after the closing date will not be accepted.
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

#### **OTHER POSTS**

- POST 14/138** : **ASSISTANT DIRECTOR: DEPT. ICT**  
 Chief Directorate: Corporate Services  
 Directorate: Information Management  
 Sub Directorate: Information Technology Services
- SALARY** : R376 596 - R443 601 per annum (Level 09)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : As a minimum a National Diploma or Advanced Certificate in an Information Technology field (NQF 6). Industry certificates COBIT, ITIL, TOGAF, CRISC would be added advantage. Four (4) years' experience in the IT System Development environment, of which 1-2 years in Business process modelling and IT Project management related practices. At least 2 years must be on a supervisory level. A valid driver's license. Knowledge of project management in IT Public Sector, Strong knowledge of application development, architecture, infrastructure and software package development projects. Working knowledge and experience of implementation of CGICTPF. Good working strengths within the technical team to achieve best results. Ability to troubleshoot technical problems and generate reports. Ability to lead and adapt to change. Strong project management skills with focus on delivering under tight timelines with limited resources. Application of project management methodologies; Business processes analysis and modeling. Drafting of ICT plans. Ability to interact with stakeholders at all levels. Experience and proven ability to communicate technical issues to non-technical audience. Ability to communicate innovative ideas and receptive to suggestions. Innovative, Creative, Analytical, Negotiation skills, ability to assess and evaluate information, ability to resolve conflict, decision-making driven, solution driven and paying attention to detail.
- DUTIES** : Facilitate the management of Information Systems Architecture and ICT related Risks; Ensure ICT projects alignment to Departmental Strategies; Facilitate and contribute to the development of business enabling ICT strategic, implementation & operational plans; Conduct business process planning, monitoring and evaluation; Compile project plans to achieve objectives; Compile project documentation and configuration management for compliance and assurance; Compile and produce benefits tracking documents for continuous improvement; Compile and generate project status to stakeholders (Steering Committee) and facilitate war-rooms session; Assist in management of project issues, risks, scope and escalate contractual challenges; Assist in the development and monitoring of SLAs/MOUs/Contracts; Facilitate change management processes; Preparation of project closure reports and filling. Maintain systems configuration and adherence to set standards and policies.

- ENQUIRIES** : Mr. G. Mohaule Tel No: (018) 388 4393
- POST 14/139** : **ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT**  
Sub Directorate: Enterprise Risk and Integrity Management  
Section: Integrity Management
- SALARY CENTRE REQUIREMENTS** : R376 596 - R443 601 per annum (Level 09)  
: Mmabatho  
: As a minimum a National Diploma or Advanced Certificate in Internal Audit/ Risk Management/ Ethics Management (NQF 6). Four (4) years relevant experience in integrity/ethics management/risk management environment of which two (2) years must be at supervisor level. Knowledge of Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework and Public Sector Anti-Corruption Strategies. Knowledge of the Public Service Act and Public Service Regulations. Excellent interpersonal skills and customer relations. Creative and innovative thinking. Ability to work independently and as part of a team. Sound report writing skills. Ability to apply technical/professional knowledge to the immediate work environment and wider environment. Good coordination and facilitation skills.
- DUTIES** : Promote the implementation of the Public Service Code of Conduct. Management of Financial disclosure including analysis of results. Management of applications for remunerative work outside the public service, gifts and ethics in the Department. Facilitate the ethics survey and prepare reports accordingly. Advise senior managers and other staff on ethics matters. Perform secretariat functions for the ethics committee. Develop and implement a continuous ethics awareness program for the Department. Facilitate the development of relevant policies and procedure manual on ethics management. Manage human and financial resources.
- ENQUIRIES** : Mr. V Rampou Tel No: (018) 388 3767
- POST 14/140** : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT (X2 POSTS)**  
Chief Directorate: Budget and Public Finance Management  
Directorate: Budget Management
- SALARY CENTRE REQUIREMENTS** : R376 596 - R443 601 per annum (Level 09)  
: Mmabatho  
: As a minimum a National Diploma or Advanced Certificate Finance/ Economics/ Accounting/ Budget (NQF 6). A BComm Degree will be an added advantage. Four (4) years relevant experience in government budgeting being acquainted with government budgeting & expenditure analysis, cash flow & revenue analysis, financial management and reporting, infrastructure performance monitoring and reporting in terms of the PFMA, Treasury Regulations and the Divisions of Revenue Act; Two (2) years must be at supervisory level. A valid driver's license. Effective oral and writing skills; strong analytical skill and conversant with Vulindlela/ Basic Accounting Systems. Computer literacy in Microsoft Word, Excel and Powerpoint. Competency in evaluating financial reports with excellent report writing skills.
- DUTIES** : Evaluate and report on the budget inputs of departments. Provide financial management support to the departments and public entities in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes. Monitor and report on the credibility of expenditure items and its categories in line with the economic classifications. Compile monthly and quarterly analysis reports on budgets, expenditures and performance against the approved budget allocations and annual performance plans. Check and verify the monthly and quarterly In-Year Monitoring (IYM) reports on budgets and expenditure of Provincial Departments and Public Entities. Prepare oversight and monitoring reports on all National Conditional Grants received and its corresponding expenditures. Co-ordinate and evaluate the MTEF budgets submissions during the planning phase until the final stage of the MTEF budgets. Support the Manager during Medium Term Expenditure Meetings with relevant information through reports, presentations, etc. Attend to fiscal queries raised by the departments. Contribute to National Treasury information for publication: by verifying numbers



in the Estimates of Provincial Revenue Expenditure and other provincial treasury's publications through formatting documents (tables), presentations including charts for analysis. Engage with departments and public entities on the expenditure deviations versus performance. Evaluate virement and shifts submissions from departments and advise accordingly. Ensure that the budget loaded in the financial systems reconciles with the Estimates of Provincial Revenue and Expenditure and the Appropriation Act. Prepare monthly and quarterly performance assessments of provincial departments and public entities' performance information to improve alignment of their stated objectives towards the desired provincial socio-economic outcomes according to their Strategic and Annual Performance Plans. Participate actively in financial and non-financial departmental sectoral/ provincial meetings.

**ENQUIRIES** :

Ms. N. Mohulatsi or Mr E Abrahams Tel No: (018) 388-3210/ 3709

**POST 14/141** :

**ASSISTANT DIRECTOR: PUBLIC FINANCE (X2 POSTS)**

Chief Directorate: Budget and Public Finance Management

Directorate: Public Finance and Data Management

**SALARY** :

R376 596 - R443 601 per annum (Level 09)

**CENTRE** :

Mmabatho

**REQUIREMENTS** :

As a minimum a National Diploma/ Advanced Certificate in Finance/ Economics/ Accounting/ Budget with a minimum of four (4) years experience in public finance, of which at least two (two) years must be on a supervisory level. Knowledge of government budgeting & expenditure analysis, consolidation of information, financial management and reporting, infrastructure performance monitoring and reporting in terms of the PFMA, Treasury Regulations and the Divisions of Revenue Act. A valid driver's license. Effective oral and writing skills; strong analytical skill and conversant with Vulindlela/ Basic Accounting Systems. Computer literacy in Microsoft Word, Excel and Powerpoint. Competency in evaluating financial reports with excellent report writing skills.

**DUTIES** :

Facilitate reporting to National Treasury on revenue and expenditure management. Consolidation of monthly IYM, pre-audited and audited IYM. Verification of information to ensure accurate S32 reporting. Contribute to National Treasury information for publication Coordination of expenditure reports (narrative), monitor and ensure that all spending is in line with priorities. Ensure accurate reporting on financial information within provincial departments as required by the Conditional Grant Framework and Act. Maintain information sources and databases to monitor expenditure. Monitor and report on the implementation of budgets for provincial institutions. Analyse and review PERSAL reports and report on expenditure trends relating to compensation of employees. Analyse policies, directives and agreements relating to compensation of employees and recommend amendments based on trend analysis. Train departments on IYM and other reporting templates.

**ENQUIRIES** :

Ms B Moalosi Tel No: (018) 388-3999

**POST 14/142** :

**ASSISTANT DIRECTOR: DATA MANAGEMENT**

Chief Directorate: Budget and Public Finance Management

Directorate: Public Finance and Data Management

**SALARY** :

R376 596 - R443 601 per annum (Level 09)

**CENTRE** :

Mmabatho

**REQUIREMENTS** :

As a minimum a National Diploma or Advanced Certificate in Financial Management, Information System, Information Technology or Programming. Four (4) years working experience in financial modelling, financial data manipulation, models development; financial management and reporting. A minimum of two (2) years experience on a supervisory level. Conversant with PFMA, Treasury Regulations Divisions of Revenue Act and the Budget Process. Effective oral and writing skills; strong analytical skill. Conversant with Vulindlela/ Basic Accounting Systems will be an added advantage. High level computer literacy in Data modeling systems, Microsoft Word, Excel and Powerpoint. Competency in evaluating written reports and report writing skills. Knowledge of Visual Basic, Macros will be added advantage.

**DUTIES** : Prepare analysis tools to analyse budget inputs and update analysis tools with recent data; Prepare analysis tools and tables for monthly reporting; Assist in development and maintenance of financial and reporting models; Assist with formatting documents (tables) / presentations including inserting tables / charts for analysts; Assist in preparation of tools used during annual MTEC discussions, benchmark/ post benchmark engagements; Provide technical support in drafting of annual provincial budget guidelines in line with budget reforms and budget formats; Maintain databases in line with provincial budget reforms and budget formats; Provide data with regard to the provincial adjusted estimates process, preliminary to final provincial MTEF allocation; Consolidation of budget inputs of departments for contribution to the tabling of provincial Estimates of Provincial Revenue and Expenditure and the Appropriation Act; Provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes; Maintain and ensure proper managements of financial records.

**ENQUIRIES** : Ms B Moalosi Tel No: (018) 388-3999

**POST 14/143** : **ENTERPRISE RISK MANAGEMENT PRACTITIONER**  
Chief Directorate: Corporate Services  
Sub Directorate: Enterprise Risk and Integrity Management  
Section: Enterprise Risk

**SALARY** : R316 791 - R373 167 per annum (Level 08)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : As a minimum a National Diploma or Advanced Certificate in Accounting/ Auditing/ Risk Management (NQF 6). Two to three (2-3) years' relevant experience of which one (1) year must be in the field of Enterprise Risk Management. Conversant with Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework and Public Sector Anti-Corruption Strategies. Conversant with the Public Service Act and Public Service Regulations. Excellent interpersonal skills and customer relations. Good coordination and facilitation skills. Effective report writing skills. Working knowledge of the MS office suite.

**DUTIES** : Monitoring, updating and reporting progress on the approved risk management, fraud prevention and whistle blowing implementation plans. Monthly updating of the risk registers on progress made on implementation of risk treatment plans. Verification of portfolio of evidence on the implementation of risk treatment plans. Arrange and facilitate awareness workshops on risk management, fraud prevention and whistle-blowing. Assist in provision of administrative support services to the risk management committee. Perform administrative functions as delegated.

**ENQUIRIES** : Mr. V Rampou Tel No: (018) 388 3767

**POST 14/144** : **ETHICS OFFICER (X2 POSTS)**  
Sub Directorate: Enterprise Risk and Integrity Management  
Section: Integrity Management

**SALARY** : R316 791 - R373 167 per annum (Level 08)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : As a minimum a National Diploma or Advanced Certificate in Internal Audit/ Risk Management/ Ethics Management (NQF 6). Two to three (2-3) years relevant experience of which one (1) year must be in the field of integrity/ethics management/risk management. Conversant with Public Sector Risk Management Framework and Public Sector Anti-Corruption Strategies. Conversant with the Public Service Act and Public Service Regulations. Excellent interpersonal skills and customer relations. Good coordination and facilitation skills.

**DUTIES** : Maintenance of the remunerative work outside the public sector register. Maintenance of the gift policy. Arrange and facilitate awareness workshops on the public sector code of conduct, gifts, financial disclosure and conducting business with an organ of state. Perform administrator functions on the financial disclosure system. Assist in the provision of administrative support services to the ethics committee. Advice staff on ethical matters. Perform administrative functions as delegated.

- ENQUIRIES** : Mr. V Rampou Tel No: (018) 388 3767
- POST 14/145** : **SENIOR ADMINISTRATION OFFICER: SCM (X3 POSTS)**  
 Chief Directorate: Provincial SCM  
 Directorate: SCM Client Support & Strategic Procurement - Bojanala & Kaunda District Support  
 Sub-Directorate: SCM Stakeholder Management
- SALARY** : R316 791 - R373 167 per annum (Level 08)  
**CENTRE** : Rustenburg  
**REQUIREMENTS** : As a minimum Grade 12 with three (3) years experience in Supply Chain Database Administration environment OR a National Diploma/Advance Certificate in SCM/ Logistics Management/ Advance Procurement Management (NQF 6) with at least at least two to three (2-3) years experience in the Supply Chain Database Administration environment. A tertiary qualification will be an added advantage. Introductory Training in Supply Chain Management field, as well as advanced knowledge of the CSD (Central Supplier Database) system is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. Facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain and to communicate registration and SCM processes to suppliers. Extensive travelling throughout the Province is anticipated.
- DUTIES** : Provide training and support to Departmental CSD Users and suppliers. Maintenance of the Supplier Database. Liaising with National treasury on CSD verification issues. Mentor and assist suppliers to register on CSD. Provide tender advisory services to suppliers and SCM Practitioners. Conduct Community Outreach Programs on government procurement processes and CSD Registration, especially aimed at the previously disadvantaged businesses, SMMEs and rural communities. Distribute the Provincial Tender Bulletin to suppliers and rural communities during Outreach Programs.
- ENQUIRIES** : Ms. Seipati Leshomo Tel No: (018) 388 4226
- POST 14/146** : **BUDGET ANALYST**  
 Chief Directorate: Budget and Public Finance Management  
 Directorate: Public Finance & Data Management  
 Sub-Directorate: Public Finance
- SALARY** : R316 791 - R373 167 per annum (Level 08)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : As a minimum a National Diploma/ Advanced Certificate in Finance/ Economics/ Accounting/ Budget with two to three (2-3) years relevant experience in public finance management. Acquainted with budgeting & expenditure analysis, cash flow & revenue analysis, financial management and reporting, infrastructure performance monitoring and reporting in terms of the PFMA, Treasury Regulations and the Divisions of Revenue Act. Oral and writing skills; strong analytical skills. Computer literacy in Microsoft Word, Excel and PowerPoint.
- DUTIES** : Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure through weekly and monthly expenditure analysis. Prepare of reports and presentations. Assist with the analysis and report on financial performance information. Compare year-end IYM with pre-audited and audited AFS. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations.
- ENQUIRIES** : Ms B Moalosi Tel No: (018) 388-3999
- POST 14/147** : **BUDGET ANALYST**  
 Chief Directorate: Budget and Public Finance Management  
 Directorate: Public Finance & Data Management  
 Sub-Directorate: Data Management
- SALARY** : R316 791 - R373 167 per annum (Level 08)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Mmabatho
	:	As a minimum a National Diploma or Advanced Certificate in Financial Management, Information System, Information Technology or Programming (NQF 6). Two to three (2-3) years relevant experience in data management. Acquainted with financial modelling, financial data manipulation, financial management and reporting, infrastructure performance monitoring and reporting in terms of the PFMA, DoRA and Treasury Regulations. Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act. Effective oral and writing skills; strong analytical skill. Conversant with Vulindlela/ Basic Accounting Systems will be an added advantage. Competency in evaluating financial reports.
<b><u>DUTIES</u></b>	:	Prepare analysis tools to analyse budget inputs. Update analysis tools with recent data. Assist to develop budget tools in line with National treasury's requirements / guideline. Assist in consolidation of budget inputs of departments. Assist in development and maintenance of models. Pre-loading of budget templates with data. Assist to check and verify if the expenditure items are correctly categorised according to their economic classifications, Assist to provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes. Maintain and ensure proper managements of financial records.
<b><u>ENQUIRIES</u></b>	:	Ms B Moalosi Tel No: (018) 388-3999
<b><u>POST 14/148</u></b>	:	<b><u>SCM OFFICER</u></b> Chief Directorate: Financial Management Services Directorate: Logistics Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 - R303 339 per annum (Level 07)
	:	Mmabatho
	:	As a minimum a Grade 12 with two (2) years relevant experience in SCM, OR a National Diploma/Advance Certificate in SCM/ Logistics Management/ Advance Procurement Management (NQF 6) with one (1) year experience in SCM. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Ability to works independently and in a team and must be able to work under pressure. Must be computer literate in Word and Excel. Must have knowledge of Government prescripts (PFMA and Treasury Regulations).
<b><u>DUTIES</u></b>	:	Receive and capture requisitions and change orders on the Walker System. Generate purchase orders of suppliers. Keep record of all generated orders. Attend to internal stakeholders and suppliers inquiries. Manage and distribute stationery within the CFO unit.
<b><u>ENQUIRIES</u></b>	:	Ms. J Mutla Tel No: (018) 388 2582

**PRONVICIAL 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.*

**CLOSING DATE** : 03 May 2019  
**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 14/149** : **ASSISTANT MANAGER NURSING (SPECIALTY AREA: OUTPATIENTS DEPARTMENT)**

**SALARY** : R614 991 (PN-B7) per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year in Medical and Surgical Nursing Science: Ophthalmology Nursing or Oncology or Nephrology or Critical Care Nursing (General) Nursing accredited with SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Computer literacy (Word and Excel). Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification or skills.

**DUTIES** : Responsible for management and co-ordination of clinical nursing care in the Outpatients Department units of the hospital. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth and development and participation in research within the clinical environment. Support or deputise for the deputy manager nursing, and support the Nursing department and the institution.

**ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055  
**APPLICATIONS** : The Chief Director: Tygerberg, Dental Hospitals, Private bag X3, Tygerberg 7507.  
**FOR ATTENTION** : Ms V Meyer  
**NOTE** : No payments of any kind are required when applying for this post. Please note that competency may be tested as part of the interview process.

**POST 14/150** : **ASSISTANT MANAGER NURSING (SPECIALTY AREA: NIGHT DUTY)**

**SALARY** : R614 991 (PN-B4) per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification in one of the R212 qualifications, with a duration of at least 1 year, accredited with the SANC. The following R212 qualifications are excluded, i.e.

Nursing Education and Nursing Administration. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification or skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.

**DUTIES** : Manage and co-ordinate clinical nursing care in the hospital on night duty. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical environment on night duty. Support or deputise for the Head of Nursing, and support the Nursing department and the institution.

**ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms V Meyer  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency test as part of the interview process.

**POST 14/151** : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**  
 Chief Directorate: Metro Health Services

**SALARY** : R562 800 (PN-B3) per annum  
**CENTRE** : Victoria Hospital  
**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical Surgical Nursing Science: Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Provide relief services within the team and provide after-hour cover and work shifts if required. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Efficient and effective management of Service delivery in the Trauma Unit. Planning and implementation of nursing related training/education and research programs. Optimal management of the Budget and Physical Resources. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Infrastructure change and project management.

**ENQUIRIES** : Ms P Hawksworth Tel No: (021) 799-1127  
**APPLICATIONS** : The acting Chief Executive Officer: Victoria Hospital, Alphenhill Road, Wynberg, 7800 or Private Bag X2, Plumstead, 7801.  
**FOR ATTENTION** : Ms Z Peter

- NOTE** : No payment of any kind is required when applying for this post.
- POST 14/152** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**  
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R444 276 (PN-A5) per annum  
: Metro TB Hospital Centre (Brooklyn Chest Hospital)  
: Minimum educational qualifications: 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. Registration with a Professional Council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to do shift work when required. Competencies (skills/knowledge): Knowledge of appropriate SANC rules and regulations. Knowledge of National Core Standards. Leadership and supervisory skills. Knowledge of policies and procedures applicable to the profession. Good interpersonal skills.
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Support to supervisor. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilisation of human, financial and physical resources.
- ENQUIRIES APPLICATIONS** : Ms M Dankers Tel No: (021)508-7420  
: The Medical Services Manager: Metro TB Hospital Centre (Brooklyn Chest Hospital, Metro District Health Services, Private Bag X2, Ysterplaat, 7405.
- FOR ATTENTION NOTE** : Ms C Walklett  
: No payment of any kind is required when applying for this post.
- POST 14/153** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (ARV SERVICES)**  
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R444 276 (PN-A5) per annum  
: Khayelitsha Community Health Services  
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime and weekend duties. Willingness to perform standby managerial duties. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Experience in working in an ARV/HIV setting.
- DUTIES** : Provide a comprehensive TB/HIV primary health care package. Plan and organise clinics, complete and sign off statistics. Involvement in community outreach projects to achieve targets and health education of patients and public staff. Maintain constructive working relationship with nursing and other. Financial planning and indirect control of expenditure. Professional development i.e. assessing in-service training needs, planning, implementing of training programmes. Effective operational management at clinic level.
- ENQUIRIES APPLICATIONS** : Mr D Binza Tel No: (021) 360-5200  
: The Director: Khayelitsha/Eastern Sub-structure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.
- FOR ATTENTION NOTE** : Ms Z Willie  
: No payment of any kind is required when applying for this post. A competency test will form part of the selection process.

<b><u>POST 14/154</u></b>	:	<b><u>CASE MANAGER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Wesfleur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: A health related qualification registrable with the Health Profession Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid environment. Inherent requirement of the job: Excellent written and verbal communication in at least 2 of the official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Knowledge of and experience in ICD 10 codes assigned and the ability to link patient diagnosis with procedure codes. Knowledge of RAF and other state departments. Ability to work with MS Excel and Web-based Programmes (medical aids).
<b><u>DUTIES</u></b>	:	Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Supervision of staff & liaise with relevant role players in matters relating to Case Management. Assist Hospital Management in the distribution of Quality Client Care. Compile statistical reports.
<b><u>ENQUIRIES</u></b>	:	Ms Z Van Schoor Tel No: (021) 571-8040 Ext 8046
<b><u>APPLICATIONS</u></b>	:	The Medical Manager: Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.
<b><u>FOR ATTENTION</u></b>	:	Mr D Hlongwane
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 14/155</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS (PHC FACILITY)</u></b> (Cape Winelands Health District)
<b><u>SALARY</u></b>	:	R173 703 per annum
<b><u>CENTRE</u></b>	:	Wolseley Clinic, Witzenberg Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Willingness to work overtime when required. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written) in two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Compile headcount daily, weekly and monthly data and capturing of data, compliments and complaints on Sinjani. Complete registers, ordering and stock management as requested by the Operational Manager. Appointments list for follow up clients be generated from Tier.net and folder drawn according to Tier.net appointment list. Folders prepared for next day (blood results filed/ stickers printed), manage withdrawal of inactive folders & safe storage. If new client facility folder to be opened- correct stationary placed in folder and stickers to be printed, patient routed to appropriate HCW. Manage appointments electronically or on diary, ensure an orderly filing system.
<b><u>ENQUIRIES</u></b>	:	Mr L Wawini Tel No: (023) 316-9600
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a>
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.



**POST 14/156** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**  
Overberg District

**SALARY** : R173 703 per annum  
**CENTRE** : Caledon Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS, Supply Chain and Asset Management. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management. Knowledge of Asset Management (LOGIS functions or Modules in LOGIS). Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Maintain and update asset register. Procure assets and services on IPS and adjudicated. Ensure all transactions comply with the legislative requirements. Manage asset movement, inventory update and bar-coding. Undertake Interim and Annual Financial Stock takes, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Report monthly, BSC, Inventory, AFS and IFS reporting. Assist with Ideal Clinic requirement.

**ENQUIRIES** : Ms Z Boshoff Tel No: (028) 212-1070  
**APPLICATIONS** : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.  
**FOR ATTENTION** : Ms A Brits  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

**POST 14/157** : **CLEANER**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : False Bay Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate hospital cleaning experience Inherent requirement of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for cleaning duties (i.e. sweep, dust, mop, scrub, polish, refuse handling) and maintenance of general neatness and hygiene of the area. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Supervisor, Housekeeper and colleagues.

**ENQUIRIES** : Ms B Tyutu Tel No: (021) 782-1121 ext 134  
**APPLICATIONS** : The Manager: Medical Services, False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978.  
**FOR ATTENTION** : Ms L Shoosmith  
**NOTE** : No payment of any kind is required when applying for this post.

**POST 14/158** : **PORTER (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Porter experience in a hospital environment. Inherent requirements of the job: Willingness to attend in-service training. Willingness to work shifts, including nightshift, weekends and on public holidays. Ability to perform tasks such as lifting

- patients from/onto beds trolleys and wheelchairs. Ability to work under pressure. Willingness to work in a team. Must be prepared to handle bodies (corpses). Must be of sober habits. Competencies (knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Neatness. Enjoys good health, especially no back problems.
- DUTIES** : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centres. Direct route or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness of trolleys and wheelchairs including the replacement of trolley linen when necessary. Report any defects to trolleys/wheelchairs to supervisor. Reply to requests from wards/clinics. Assist with the transportation of corpses from wards to the mortuary and entering detail in mortuary register.
- ENQUIRIES** : Mr D Plaatjies Tel No: (021) 918-1406
- APPLICATIONS** : The Manager: Medical Services, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
- FOR ATTENTION** : Ms A Dyers
- NOTE** : No payment of any kind is required when applying for this post.
- POST 14/159** : **FOOD SERVICES AID**  
Chief Directorate: Metro Health Services
- SALARY** : R102 534 per annum
- CENTRE** : Metro TB Hospital Complex (Brooklyn Chest Hospital)
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Appropriate experience: Experience in food service environment. Inherent requirements of the job: The incumbent must be prepared and able to work shifts. The incumbent must be strong enough to lift heavy objects and be on her/his feet the entire day. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and understand the basic food groups and cooking methods. Ability to communicate efficiently in at least two of the three official languages of the Western Cape. Ability to be trained in preparing of normal and therapeutic diets.
- DUTIES** : Rendering of food services. Apply occupational health and safety measures. Effective utilisation of stock and equipment. Support the Human Resources function.
- ENQUIRIES** : Ms X Witbooi Tel No: (021) 508-7450
- APPLICATIONS** : The Chief Executive Officer: Metro TB Hospital Complex, Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.
- FOR ATTENTION** : Ms N Mabuya
- NOTE** : No payment of any kind is required when applying for this post.