



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 42 OF 2021

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

GOVERNMENT PRINTING WORKS: Kindly note that the following post was advertised in Public Service Vacancy Circular 41 dated 19 November 2021, The Centre has been amended as follows (1) Printers Assistant with Ref No. (GPW21/51) (X6 Posts); Centre: Pretoria. **THE DEPARTMENT OF MINERAL RESOURCES & ENERGY** Kindly take note that the positions of Chief Director: Mineral and Petroleum Policy (DMRE 2202), Petroleum Pricing Specialist (DMRE: 2203), Regional Manager (DMRE: 2204), Regional Manager (DMRE: 2205), Nuclear Power Reactor Specialist (DMRE: 2206), Senior Inspector: Mine Equipment (DMRE: 2207), Inspector: Occupational Hygiene (DMRE:2208), Energy Inspector (DMRE: 2209), Assistant Director: Technical Cooperation (DMRE: 2210), Personal Assistant (DMRE: 2211) advertised in the Public

Service Vacancy Circular 41 dated 19 November 2021 with closing date of 03 December 2021 , the closing date has been extended to 10 December 2021.

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DEPARTMENT OF BASIC EDUCATION

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 representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

- 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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 10 December 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications will not be considered. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

OTHER POSTS

- POST 42/01** : **DEPUTY DIRECTOR: WORKBOOK REF NO: DBE/65/2021**
(One-Year Renewable Contract)
Branch: Delivery and Support
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation of School Performance
- SALARY** : R744 255 per annum (All-Inclusive remuneration package)
- CENTRE** : KwaZulu-Natal
- REQUIREMENTS** : Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA. A minimum of four (4) years' relevant experience at supervisory/middle managerial level in the Education Sector; experience in Project management; Knowledge of the key challenges and mitigating strategies aimed at ensuring that each learner has Learning Support Materials (LTSM) for all subjects; Ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of LTSM Sector Plan; Experience in the development and implementation of policies as well as monitoring of the implementation in the Education Sector; knowledge in administrative related work, data analysis, logistic management, financial management and strategic management; Ability to interpret the requirements of the PFMA and PPPFA to provide advice on existing financial processes; Ability to promote adherence to government policy and overall financial function; Ability to monitor payments to ensure that the required financial procedures are adhered to; Ability to maintain effective communication channels enabled with current technologies; Ability to apply knowledge in financial legislation, policies and procedures. Skills: financial management, computer literacy, data management, analytical, presentation, report writing, Power point presentation, Data analysis and generate report, Problem solving. Personal Attributes: Self-management, Time use, Attention to details and Stakeholder management. A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for the following: Monitoring and reporting on the workbook; Ordering, delivery and utilisation, Development of Provincial workbook ordering Plan; Consolidation, cleaning and analysis of data for workbooks; Finalisation and approval of model for distribution of LTSM, organisation of warehousing and packaging of LTSM, Customising of the

National LTSM catalogue to meet provincial needs; Printing and provision of disks of National LTSM Catalogue to Districts/Regions/Circuits/Wards where possible; Distribution of catalogues to schools; Monitoring the submission of requisition forms by Section 20 schools to circuit/ward offices; Monitoring the completion and collection of Section 20 requisition forms from circuit/ward offices and delivery to Provincial offices/Managing Agent; Monitoring of placement of orders by Section 21 schools; Monitoring the delivery of stationery to provincial/district warehouses; Delivery of stationery to schools; Monitoring and reporting on the delivery of learning materials to schools; Reporting on textbook delivery to schools; Visiting schools and districts to provide LTSM assistance; Monitoring the availability of LTSM and workbooks in all schools, keeping an updated data on learner number and languages for each school, monitoring and reporting on the utilization of workbooks by schools, communicating all information relating to LTSM to the sector; Providing timeous reporting on shortages and deliveries of LTSM, liaising with provinces on any matter relating to LTSM and workbooks; Organising meetings on LTSM between DBE and provinces; Monitoring and reporting on the distribution of provincial stock; Organising the national team to join the Directorate team in the monitoring of schools; and attending interprovincial LTSM meetings.

ENQUIRIES : Ms J Masipa Tel No: (012) 357 3295/ Ms N Monyela Tel No: (012) 357 3294

POST 42/02 : **DEPUTY DIRECTOR: WORKBOOK REF NO: DBE/67/2021**
 (One-Year Renewable Contract)
 Branch: Delivery and Support
 Chief Directorate: Curriculum and Quality Enhancement Programmes
 Directorate: Enhancement of Programmes and Evaluation of School Performance

SALARY : R744 255 per annum (All-Inclusive remuneration package)
CENTRE : Northern-Cape
REQUIREMENTS : Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA. A minimum of four (4) years' relevant experience at supervisory/middle managerial level in the Education Sector; experience in Project management; Knowledge of the key challenges and mitigating strategies aimed at ensuring that each learner has Learning Support Materials (LTSM) for all subjects; Ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of LTSM Sector Plan; Experience in the development and implementation of policies as well as monitoring of the implementation in the Education Sector; knowledge in administrative related work, data analysis, logistic management, financial management and strategic management; Ability to interpret the requirements of the PFMA and PPPFA to provide advice on existing financial processes; Ability to promote adherence to government policy and overall financial function; Ability to monitor payments to ensure that the required financial procedures are adhered to; Ability to maintain effective communication channels enabled with current technologies; Ability to apply knowledge in financial legislation, policies and procedures. Skills: Project management, financial management, computer literacy, data management, analytical, presentation, report writing, Power point presentation, Data analysis and generate report, Problem solving. Personal Attributes: Self-management, Time use, Attention to details and Stakeholder management. A valid driver's licence.

DUTIES : The successful candidate will be responsible for the following: Monitoring and reporting on the workbook; Ordering, delivery and utilisation, Development of Provincial workbook ordering Plan; Consolidation, cleaning and analysis of data for workbooks; Finalisation and approval of model for distribution of LTSM, organisation of warehousing and packaging of LTSM, Customising of the National LTSM catalogue to meet provincial needs; Printing and provision of disks of National LTSM Catalogue to Districts/Regions/Circuits/Wards where possible; Distribution of catalogues to schools; Monitoring the submission of requisition forms by Section 20 schools to circuit/ward offices; Monitoring the completion and collection of Section 20 requisition forms from circuit/ward offices and delivery to Provincial offices/Managing Agent; Monitoring of placement of orders by Section 21 schools; Monitoring the delivery of stationery to provincial/district warehouses; Delivery of stationery to schools; Monitoring and reporting on the delivery of learning materials to schools;

Reporting on textbook delivery to schools; Visiting schools and districts to provide LTSM assistance; Monitoring the availability of LTSM and workbooks in all schools, keeping an updated data on learner number and languages for each school, monitoring and reporting on the utilization of workbooks by schools, communicating all information relating to LTSM to the sector; Providing timeous reporting on shortages and deliveries of LTSM, liaising with provinces on any matter relating to LTSM and workbooks; Organising meetings on LTSM between DBE and provinces; Monitoring and reporting on the distribution of provincial stock; Organising the national team to join the Directorate team in the monitoring of schools; and attending interprovincial LTSM meetings.

ENQUIRIES : Ms J Masipa Tel No: (012) 357 3295/ Ms N Monyela Tel No: (012) 357 3294

POST 42/03 : **DEPUTY DIRECTOR: WORKBOOK REF NO: DBE/66/2021**
 (One-Year Renewable Contract)
 Branch: Delivery and Support
 Chief Directorate: Curriculum and Quality Enhancement Programmes
 Directorate: Enhancement of Programmes and Evaluation of School Performance

SALARY : R744 255 per annum (All-Inclusive remuneration package)
CENTRE : Free-State
REQUIREMENTS : Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA. A minimum of four (4) years' relevant experience at supervisory/middle managerial level in the Education Sector; experience in Project management; Knowledge of the key challenges and mitigating strategies aimed at ensuring that each learner has Learning Support Materials (LTSM) for all subjects; Ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of LTSM Sector Plan; Experience in the development and implementation of policies as well as monitoring of the implementation in the Education Sector; knowledge in administrative related work, data analysis, logistic management, financial management and strategic management; Ability to interpret the requirements of the PFMA and PPPFA to provide advice on existing financial processes; Ability to promote adherence to government policy and overall financial function; Ability to monitor payments to ensure that the required financial procedures are adhered to; Ability to maintain effective communication channels enabled with current technologies; Ability to apply knowledge in financial legislation, policies and procedures. Skills: Project management, financial management, computer literacy, data management, analytical, presentation, report writing, Power point presentation, Data analysis and generate report, Problem solving. Personal Attributes: Self-management, Time use, Attention to details and Stakeholder management. A valid driver's licence.

DUTIES : The successful candidate will be responsible for the following: Monitoring and reporting on the workbook; Ordering, delivery and utilisation, Development of Provincial workbook ordering Plan; Consolidation, cleaning and analysis of data for workbooks; Finalisation and approval of model for distribution of LTSM, organisation of warehousing and packaging of LTSM, Customising of the National LTSM catalogue to meet provincial needs; Printing and provision of disks of National LTSM Catalogue to Districts/Regions/Circuits/Wards where possible; Distribution of catalogues to schools; Monitoring the submission of requisition forms by Section 20 schools to circuit/ward offices; Monitoring the completion and collection of Section 20 requisition forms from circuit/ward offices and delivery to Provincial offices/Managing Agent; Monitoring of placement of orders by Section 21 schools; Monitoring the delivery of stationery to provincial/district warehouses; Delivery of stationery to schools; Monitoring and reporting on the delivery of learning materials to schools; Reporting on textbook delivery to schools; Visiting schools and districts to provide LTSM assistance; Monitoring the availability of LTSM and workbooks in all schools, keeping an updated data on learner number and languages for each school, monitoring and reporting on the utilization of workbooks by schools, communicating all information relating to LTSM to the sector; Providing timeous reporting on shortages and deliveries of LTSM, liaising with provinces on any matter relating to LTSM and workbooks; Organising meetings on LTSM between DBE and provinces; Monitoring and reporting on the distribution of provincial stock; Organising the national team to join the

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| | | Directorate team in the monitoring of schools; and attending interprovincial LTSM meetings. |
| <u>ENQUIRIES</u> | : | Ms J Masipa Tel No: (012) 357 3295/ Ms N Monyela Tel No: (012) 357 3294 |
| <u>POST 42/04</u> | : | <u>DEPUTY DIRECTOR: EXAMINATION SYSTEM DESIGN AND DATA MANAGEMENT REF NO: DBE/68/2021</u> Branch: Curriculum Policy, Monitoring and Monitoring Chief Directorate: Public Examinations and Assessments Directorate: Examinations and Assessment Systems Administration The Department of Basic Education seeks to appoint a Deputy Director responsible for the management of the re-design of the National Examination Computer System, management of all examination data and the analysis of all examination data. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R882 042 per annum (All-Inclusive remuneration package) |
| | : | Pretoria |
| | : | Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in Information Systems with specific reference to Information Systems design, Management Information Systems including Statistics, Data Analysis and Data Management or any other related qualification. A postgraduate qualification, in any of the above areas, will be an added advantage. A minimum of 4 years' relevant experience at a supervisory/middle managerial level in business application, system design and data analysis is essential. Experience in Information Systems Design, Management Information Systems, Statistics and Business Intelligence, is a pre-requisite; Understanding of policies related to the conducting of National Examinations and the Umalusi directives in relation to examinations; Knowledge of system design, data management, data manipulation, statistics and data analysis systems; Knowledge of education information collection processes including SASAMS; Knowledge of financial management, risk management, people management, information management and project management; In addition, applicants should have an understanding of Batho Pele principles; the capability to deal with classified information; A valid driver's license and the willingness and ability to work under pressure. |
| <u>DUTIES</u> | : | The successful candidate will be responsible for: Managing the Designing of New Examination Systems, Databases and Business Intelligence Reporting systems of the National Senior Certificate (NSC) and the Senior Certificate (SC) examination; Managing the data and statistical analyses relating to registration of candidates and centres, writing of the examination, marking, capturing of marks, resulting and release of the results; Conducting Joint Application Development (JAD) and test sessions when necessary, with Provincial Education Departments (PEDs), UMALUSI, SITA, USAF and other stake holders; Managing system alignment between the Department and Umalusi/South African Qualifications Authority (SAQA)/Independent Examinations Board (IEB); Responsible for the budget and payments for all services relating to the development of the system and management of data; It will be required of the candidate to work after hours as the need arises. |
| <u>ENQUIRIES NOTE</u> | : | Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294 |
| | : | Interviewed candidates will be subjected to a technical exercise and competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. |
| <u>POST 42/05</u> | : | <u>ASSISTANT DIRECTOR: ASSISTANT SYSTEM ADMINISTRATOR REF NO: DBE/69/2021</u> Branch: Curriculum Policy, Monitoring and Monitoring Chief Directorate: Public Examinations and Assessments Directorate: Examinations and Assessment Systems Administration The Department of Basic Education seeks to employ a dynamic and innovative individual as Assistant Director responsible for Examination System Administration. The examination system used by the Department of Basic Education is the Integrated Examination Computer System (IECS). |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R477 090 per annum |
| | : | Pretoria |
| | : | Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA plus 3 years' experience relating to the |

Integrated Examination Computer System (IECS); 3 years' experience in statistical analysis and data manipulation, is required; Experience in business intelligence and project management will be an added advantage; A thorough knowledge of NSC/SC examination policy and processes is a requirement; Understanding of the relationship of Umalusi's role with regard to the DBE and PEDs, will also be necessary; Advanced knowledge of all Microsoft Office Tools including MS Project and Access is essential; Ability to create logical and innovative solutions to complex problems; In addition, applicants should have an understanding of Batho Pele principles; Ability to deal with classified information; A valid driver's license and the willingness and ability to work under pressure.

DUTIES : The successful candidate will be responsible for: Assisting with the administration of all examination processes, relating to registration of candidates and centres; Writing of the examination and the national assessment, marking, capturing of marks, resulting and release of the results; Assisting with the co-ordination of the system administration of the IECS and the SC examination system across all nine PEDs; Managing the development and enhancement of the IECS and the Senior Certificate (SC) examination computer system and the new e-Matric systems (e-Registration; NSC/SC; e-Re-marking; NSC/SC e-Reissue of certificates etc.); Providing support at the Change Control Board (CCB) meetings with the State Information Technology Agency (SITA) and Government Information Technology Officers' Council (GITO); Supporting the conducting of Joint Application Development (JAD) and test sessions when necessary with Provincial Education Departments (PEDs), UMALUSI, SITA, USAF and other stake holders; Supporting system alignment between the Department and Umalusi/South African Qualifications Authority (SAQA)/Independent Examinations Board (IEB); Assisting with the budget and evaluation of transversal payments for the Integrated Examination Computer System (IECS); Providing secretariat support at the various meetings and responding to queries on examination system related matters; Assisting with the implementation and monitoring of performance indicators as per the annual performance plan to ensure an unqualified audit opinion; It will be required of the candidate to work after hours as the need arises.

ENQUIRIES : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
NOTE : Interviewed candidates will be subjected to a technical exercise and competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

POST 42/06 : **SENIOR ADMINISTRATIVE OFFICER: COORDINATION AND SECRETARIAT SUPPORT REF NO: DBE/60/2021**
 Branch: Office the Director-General
 Chief Directorate: Office of the DG Support Service
 Directorate: Co-ordination and Secretariat Support

SALARY : R321 543 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Senior Certificate or equivalent qualification, with at least two years' experience in providing high-level secretariat support; understanding of the operational requirements of coordinating structures and their role; good administrative and coordination skills; good interpersonal and stakeholder liaison skills; excellent verbal and written communication skills; experience and knowledge of office administration functions; understanding of policies and regulations on procurement; experience in document, project and financial management; computer literacy; ability to work under pressure and to work independently with limited supervision; willingness to travel.

DUTIES : The successful candidate will render secretariat support services to various departmental and inter-governmental structures; Facilitate logistical arrangements for meetings; Ensure executive decisions are tracked and acted upon; Provide general administrative support and financial administrative support services to the directorate; Oversee the procurement of goods and services in line with departmental policies; Maintain a document management system for the office. Prepare submissions and reports; Ensure an orderly filing and archiving system; Assist with the consolidation of the directorate's reports and other duties allocated in support of efficient operation of the directorate.

ENQUIRIES : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294

NOTE

: All Shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of this post. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

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| <u>CLOSING DATE</u> | : | 10 December 2021 |
| <u>NOTE</u> | : | Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's drivers' license, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV, (5) a SAQA verification report for foreign qualifications. (Only shortlisted candidates will be required to submit certified documents/ copies on or before the day of the interviews) It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Shortlisted candidates must provide proof of successful completion of the course. |

MANAGEMENT ECHELON

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| <u>POST 42/07</u> | : | <u>DEPUTY DIRECTOR GENERAL: LOCAL GOVERNMENT SUPPORT AND INTERVENTIONS MANAGEMENT REF NO: 30667/01</u> |
| <u>SALARY</u> | : | R1 521 591 per annum. (Level 15) (An all-inclusive remuneration package The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Qualifications – Minimum: A Grade 12 certificate, undergraduate qualification in Public Management, Development studies or equivalent qualifications (NQF |

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| | | level 7 as recognised by SAQA) and a post-graduate qualification (NQF 8 as recognised by SAQA). Experience - Minimum: At least 10 years in at Senior Management (SMS) level in the relevant field. Technical knowledge: Knowledge of provincial and local government systems. Experience in managing cross-functional teams. Knowledge of government structures. Service Delivery Programmes. Additional requirements: A valid South African driver's license. Senior Management Pre-Entry Programme. Required: Proficient in MS Excel and MS Word. Advantage: MS PowerPoint, MS Project |
| <u>DUTIES</u> | : | Job purpose: To provide strategic direction and support in the implementation of the mandate of the Department at provincial, district and municipal level. The successful candidate will be expected to perform the following primary duties: Oversee and manage the development and implementation of district One-Plans in all 52 districts. Oversee and manage the development and institutionalisation and effective system of inter-governmental relations (IGR) across the three spheres of government. Oversee and manage the sector departments' contribution to the development and implementation of district One-Plans. Oversee and manage the establishment and monitoring of agreements with the private sector, civil society and international partners to support the implementation of district One-Plans. Oversee and manage support and intervention programmes in provinces, districts and municipalities. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr J Tidimane Tel No: (012) 334 0734 |
| | : | Applications must be submitted electronically via email to. for attention of cogta93@ursonline Tel No: 012 811 1900 |
| <u>NOTE</u> | : | Equity: Female and/or Coloured candidates will receive preference. |
| <u>POST 42/08</u> | : | <u>DEPUTY DIRECTOR GENERAL: INSTITUTIONAL DEVELOPMENT REF NO: 30667/02</u> |
| <u>SALARY</u> | : | R1 521 591 per annum. (Level 15) (An all-inclusive remuneration package)The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria |
| | : | Qualifications – Minimum: A Grade 12 certificate, undergraduate qualification in Public Management, Development studies or equivalent qualifications (NQF level 7 as recognised by SAQA) and a post-graduate qualification (NQF 8 as recognised by SAQA). Experience - Minimum: At least 10 years in at Senior Management (SMS) level in the relevant field. Technical knowledge: Knowledge of provincial and local government systems and structures. Knowledge of Local Government Municipal Finance Management Act. Knowledge of Local Government Municipal Property Rates Act. Understanding of Co-operative Governance. Additional requirements: A valid South African driver's license. Senior Management Pre-Entry Programme. Required: Proficient in MS Excel and MS Word. Advantage: MS PowerPoint, MS Project. |
| <u>DUTIES</u> | : | Job purpose: To provide strategic direction and support in the implementation of the mandate of the Department across all spheres of government. The successful candidate will be expected to perform the following primary duties: Oversee and manage the provision of integrated planning coordination service and systems across all three spheres of government. Oversee and manage the provision of knowledge management and monitoring systems for the department. Oversee and manage facilitate legislative review and implementation support to the Department and all there spheres of government. Oversee and manage municipal funding and grants administration programmes and projects. Oversee and manage support and intervention programmes in provinces, districts and municipalities. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr J Tidimane Tel No: (012) 334 0734 |
| | : | Applications must be submitted electronically via email to. for attention of cogta94@ursonline Tel No: 012 811 1900 |
| <u>NOTE</u> | : | EQUITY: Female and/or Coloured candidates will receive preference. |
| <u>POST 42/09</u> | : | <u>CHIEF DIRECTOR: CWP FINANCIAL COORDINATION REF NO: 30667/02</u> |
| <u>SALARY</u> | : | R1 251 183 per annum. (Level 14) (An all-inclusive remuneration package)The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria |
| | : | Qualifications – Minimum: A Grade 12 certificate and a 3-year undergraduate qualification in Project or Financial Management or equivalent (NQF 7 as |

recognised by SAQA) with accounting at third year level. Relevant post-graduate qualification / CA (SA) would be an advantage. Experience - Minimum: 5 years relevant experience at senior management level. At least 10 years in a PFMA compliant institution in the areas of financial or supply chain management, of which at least 5 years must be in a Senior Management Service (SMS) Position. Technical knowledge: Project management; Developing and implementing business solutions; Supply Chain Management; General Recognised Accounting Practices (GRAP); General Accepted Accounting Practices (GAAP); Public Finance Management Act and National Treasury Regulations. Additional requirements: A valid South African driver's license. Senior Management Pre-Entry Programme. Required: Proficient in MS Excel and MS Word. Advantage: MS PowerPoint, MS Project, BAS

- DUTIES** : Job purpose: To oversee the management of the CWP financial administration. The successful candidate will be expected to perform the following primary duties: Coordinate and manage CWP assets, budget allocations, invoice processing and expenditure reporting. Oversee CWP Data Centre and participant payment systems. Ensure adherence to the Service Level Agreements between the Department and CWP implementing agents. Ensure review and implementation of CWP policies and procedures. Management functions.
- ENQUIRIES** : Mr J Tidimane Tel No: (012) 334 0734
- APPLICATIONS** : Applications must be submitted electronically via email to. for attention of cogta95@ursonline Tel No: 012 811 1900
- NOTE** : Equity: Female and/or Coloured candidates will receive preference

OTHER POSTS

- POST 42/10** : **ASSISTANT DIRECTOR: MUNICIPAL EMPLOYMENT PRACTICES REF NO: 30667/03**

- SALARY** : R382 245 per annum (Level 9)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Human Resources Management, Law, Public Administration or Public Management (NQF 7 or 6 as recognised by SAQA) with 3 – 5 years' experience within a policy environment. Proficient in MS Suite. Excel for HR. Valid driver's license. Extended working hours. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge of Local government legislation and policy landscape; Local public administration and HR transformation; Employment practices. Policy development skills. Analytical skills. Report writing skills.

- DUTIES** : The successful candidate will perform the following duties: Conduct policy analysis, identify policy gaps and recommend appropriate policy proposals on local public administration and municipal employment practices. Coordinate consultation of policy, legislative and regulatory frameworks with national sector departments, organised local government, provinces, trade unions and professional bodies. Monitor the implementation of and analyse compliance by municipalities with the Municipal Systems Act, and its Regulations and other legislative imperatives. Support municipalities to build institutional capacity to implement the Municipal Systems Act and its Regulations. Identify and recommend appropriate corrective actions to the Minister for decisions made in contravention of the Municipal Systems Act and its Regulations.

- ENQUIRIES** : Ms N Monyela, 012 334 0754
- APPLICATIONS** : Applications must be submitted electronically via email to. For attention of cogta96@ursonline Tel No: 012 811 1900

- POST 42/11** : **ADMINISTRATION OFFICER REF NO: ADMINOFFICER/2021**

- SALARY** : R257 508 per annum (Level 7)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Development Planning, Social Science, Public Administration/ Governance or equivalent qualification with 1 to 2 years' experience in the relevant field. Generic Competencies: Quality of work. Reliability. Initiative.

Communication. Interpersonal relations. Team work. Planning and execution.
Technical Competencies: Integrated Development Planning (IDP).
Development planning and planning related to local government legislation,
policies, regulations and frameworks. South African system of inter-
governmental planning

DUTIES

: The successful candidate will perform the following duties: Coordinate the National IDP assessments on annual basis. Liaise with stakeholders at national, provincial and municipal level regarding municipal planning processes. Coordinate and provide secretariat services to the relevant forums. Provide support in the implementation of effective systems to enhance the full participation of national and provincial government and other stakeholders in the IDP processes.

ENQUIRIES

: Ms Z Nkosi, Tel No: 012 395 4643

APPLICATIONS

: Applications may be submitted electronically via email: cogta17@basadzi.co.za For application enquiries contact. on: Mrs C Nyoni Tel No: 012 988 8953

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 10 December 2021 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 42/12** : **DEPUTY DIRECTOR PERFORMANCE AUDIT, REF: ID/37/21/01**
Defence Inspectorate Division (Directorate Performance Audit), Performance Audit Team Leader
Re advert
- SALARY** : R882 042 per annum, (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : Pretoria.
- REQUIREMENTS** : Bachelor's Degree or equivalent qualification in Internal Auditing with at least 10 years' experience in Performance Auditing. Personnel with appropriate professional certificates in Internal Audit will get preference namely; Certified Internal Auditor (CIA), Professional Internal Auditor (PIA), Certified Government Auditing Professional (CGAP), and Certification in Control Self-Assessment (CCSA). Information Technology (IT) Auditing experience and exposure will be preferable as Directorate Performance Auditing needs to establish a sound IT auditing capability. Special requirements (Skills needed): knowledge of Internal Auditing Standards for the Professional Practice of Internal Auditing, Certified Information Systems Auditor Standards, and Enterprise Risk Management Framework. Public Finance Management Act, 1999 (Act 1 of 1999) and Treasury Regulations. A valid driver's licence will be an added advantage. The successful applicant should further be willing to travel extensively and work irregular working hours in the RSA or where required.
- DUTIES** : Provide inputs to Directorate Performance Auditing Operational Planning. Evaluate internal control systems and provide an extensive report on inputs, outputs and processing of information. Plan allocated performance audits/inspections as well as ad-hoc tasks; develop audit/inspection programmes, execute the audit/inspection based on the developed

programme; gather relevant data; compile the audit/inspection report according to the characteristics of Internal Audit (IA) reports and provide supporting evidence for audit findings according to IA standards; conduct effective communication of audit findings to the auditee, management and corporate management. Supervise and manage resources allocated to you. File all audit evidence in accordance performance auditing filing system. Conduct follow-up audit/inspection and ad-hoc as tasked. Conduct Performance Audits/Inspections at SANDF military force preparation and force employment areas within the borders of the RSA as mandated and externally when required.

ENQUIRIES : Lt Col N.J. Kekana, Tel No: (012) 649 7383 or WO1 E.E.B Kaptein, Tel No: (012) 649 7384.

APPLICATIONS : Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001. Hand delivery to Block D Eco Origins, 349 Witch-Hazel Avenue, Eco Park Estate Centurion, 0144.

FOR ATTENTION : Lt Col N.J. Kekana or WO1 E.E.B Kaptein.

POST 42/13 : **ASSISTANT DIRECTOR: REF NO: CFO 21/8/1**
 This post is re-advertised, applicants who previously applied must re-apply. Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP), Regional Accounting Manager

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 9)
 : Western Cape Region (Youngsfield)
 : Minimum requirements: Grade 12 certificate plus three year B Degree/National Diploma in Finance/Accounting with a minimum of at least three years practical experience at a level of Senior State Accountant or equivalent. Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations, and Contract Management). Computer literate in MS Office software packages. Extensive knowledge of Financial Management System, PERSOL /PERSAL or any other financial System will serve as strong recommendation. Being in a position of a Valid RSA/Military driver's license. Willingness to travel extensively/regularly. Team-player, receptive to suggestions and focused on zero defect. Well-developed leadership skills. Decisive and persevering in respect of task finalisation.

DUTIES : Manage all Finance Accounting Service Centres (FASCs) and Finance Accounting Satellite Offices (FASOs) within his/her area of responsibility, i.e. Western Cape Region. Manage of all resources in their area of responsibility inclusive of the Human Resource function. Ensure that systems of control are implemented and maintained regarding all accounting functions performed at FASCs and FASOs within the Region. Perform regular monitoring visits at FASCs and FASOs with the Region. Ensure timely payment of invoices. Ensure that propriety and regularity is adhered to in terms of all payment processed on behalf of the DOD. Management of cash offices and transactions. Management of Face Value Documents. Accounting of Revenue, including Paymaster-General Account deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up of all finance-related irregularities. Compile and submit the prescribed management reports, information and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Finalise audit queries timeously.

ENQUIRIES APPLICATIONS : Ms D.A. McCosh, Tel No: (012) 392 2893/2892.
 : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

NOTE : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, Coloured females, Coloured males and People with disability.

POST 42/14 : **ASSISTANT DIRECTOR: REF NO: CFO 21/8/2**
Financial Management Division, Chief Directorate Budget Management, HR
Div Management Office

SALARY : R382 245 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 plus a three year B Degree/three year National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience in the budget management environment at a level of Senior State Accountant (Level 8) or equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Department of Defence (DOD) or Public Service or Private Sector. Good working knowledge of Financial Systems (FS) of the DOD/Public Service/Private Sector. Ability to analyse and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Computer literate (MS Excel, Word and Power Point). Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analysing ability. Possession of a valid RSA driver's license/Military driver's license to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.

DUTIES : Executing of all expenditure control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as DOD Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure through IC reports and graphic presentations. Assist in the compilation of delegations with regard to the management of essential resources in Budget Management Office. Monitor the in-year expenditure trends and advise on methods to address deviations. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising all resources resorting under control of this post.

ENQUIRIES : Ms E.J. van Vuuren, Tel No: (012) 335 5805.
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception. Note: (Please use reference number not post number)

NOTE : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.

POST 42/15 : **ASSISTANT DIRECTOR: REF NO: CFO 21/8/3**
Financial Management Division, Chief Directorate Budget Management,
Central Staff Budget Management Office

SALARY : R382 245 per annum (Level 9)
CENTRE : Pretoria.
REQUIREMENTS : Minimum requirements: Grade 12 plus a three year B Degree/three year National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience in the budget management environment at a level of Senior State Accountant (Level 8) or equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Department of Defence (DOD) or Public Service or Private Sector. Good working knowledge of Financial Systems (FS) of the DOD/Public Service/Private Sector. Ability to analyse and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Computer literate (MS Excel, Word and Power Point). Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to

- details, innovative, strong mathematical, problem solving and statistical analysing ability. Possession of a valid RSA driver's license/Military driver's license to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.
- DUTIES** : Executing of all expenditure control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as DOD Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure through IC reports and graphic presentations. Assist in the compilation of delegations with regard to the management of essential resources in Budget Management Office. Monitor the in-year expenditure trends and advise on methods to address deviations. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising all resources resorting under control of this post.
- ENQUIRIES APPLICATIONS** : Ms E.J. van Vuuren, Tel No: (012) 335 5805.
- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception. Note: (Please use reference number not post number)
- NOTE** : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.
- POST 42/16** : **ASSISTANT DIRECTOR: REF NO: CFO 21/8/4 (2POSTS)**
Financial Management Division, Chief Directorate Budget Management, SA Army Budget Management Offices, Command Division and ADA Formation,
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 9)
: Pretoria.
: Minimum requirements: Grade 12 plus a three year B Degree/three year National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience in the budget management environment at a level of Senior State Accountant (Level 8) or equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Department of Defence (DOD) or Public Service or Private Sector. Good working knowledge of Financial Systems (FS) of the DOD/Public Service/Private Sector. Ability to analyse and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Computer literate (MS Excel, Word and Power Point). Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analysing ability. Possession of a valid RSA driver's license/Military driver's license to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.
- DUTIES** : Executing of all SA Army expenditure control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as DOD Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure through IC reports and graphic presentations. Prepare monthly Early Warning Reports (EWRs). Assist in the compilation of delegations with regard to the management of essential resources in SA Army Head Quarters. Monitor the in-year expenditure trends and advise on methods to address deviations. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising all resources resorting under control of this post.
- ENQUIRIES APPLICATIONS** : Mr J.H.H. Habig, Tel No: (012) 355 1201
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195

- Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception. Note: (Please use reference number not post number)
- NOTE** : All applicants must complete all the sections in the Z83 form including section on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.
- POST 42/17** : **SENIOR TRAINING OFFCER: REF GCOM/39/21/01**
This post is re-advertised in the DOD and broader Public Service. All applicants who previously applied for Advertisement REF NO: GCOM/16/21/01 are encourage to re-apply
- SALARY** : R321 543 per annum
CENTRE : Centre for Competence Development Training, Pretoria.
REQUIREMENTS : Grade 12, with National Diploma (NQF Level 6) in Human Resource Development, Management of Training and 4 years' experience or ODETDP certificate with a minimum of 7 years' experience in executing training and development functions. Knowledge required: Knowledge and understanding of HRD Regulatory Framework including PSCBC Resolutions, Public Service Act, 1994, Public Service Regulations as well as other HRD prescripts. Special requirements (Skills needed): Excellent presentation and facilitation skills, Excellent Communication Skills (written and verbal), Planning and Organising skills, Good Interpersonal Skills, Computer Literacy, Ability to interpret and apply policies and regulations, Ability to work as an individual and part of the team. Ability to work under pressure. Certificate and accreditation as a CIP facilitator and ability to draft and develop a curriculum will serve as an advantage. A valid driver's licence and willingness to travel. Candidates must also be prepared to undergo a practical test.
- DUTIES** : Determine the need for learning programmes. Design and develop a variety of learning programmes. Manage learning programmes. Conduct and coordinate research. Facilitate skills development programmes. Guide and counsel learners and evaluate learning programmes. Mange and supervise training officers.
- ENQUIRIES** : Ms E. Du Preez Tel No: (012) 674 4767 or Ms M.J. Nkoana Tel No: (012) 674 5065.
- APPLICATIONS** : Department of Defence, Human Resource Division, Personnel Service School, Private Bag X1024, Thaba-Tshwane, 0143 or hand delivered at N 07 Andries Pretorius, Pretoria
- POST 42/18** : **TRAINING OFFCER: REF TRGCOM/11/01/21/02**
This post is re-advertised in the DOD and broader Public Service. All applicants who previously applied for Advertisement Ref No: GCOM/16/21/01 are encourage to re-apply
- SALARY** : R261 372 per annum (Level 7)
CENTRE : Centre for Competence Development Training, Cape Town.
REQUIREMENTS : National Diploma (NQL Level 6) in Human Resource development or Management of Training with minimum of two years 'experience in a training environment, knowledge and understanding of HRD Regulatory Framework including PSCBC Resolutions, Public Service Act, 1994, Public Service Regulations as well as knowledge of other HRD prescripts. Special requirements (Skills needed): Excellent presentation and Facilitation skills, excellent written and verbal communication Skills, planning and Organising Skills, Time Management and ability to work independently as well as part of the team. ETDP Certificates and accreditation as a Compulsory Induction Programme facilitator will serve as an added advantage. Valid Driver's Licence and willingness to travel. Candidates must be prepared to undergo a practical test.
- DUTIES** : To design and develop outcome-based learning Programmes, Design and Develop Outcome-based Assessments, Design, conduct and Co-ordinate research. Facilitating skills development of learners. Guide and Support learners and evaluate the learning systems.
- ENQUIRIES** : Ms D.M. Patrick, Tel No: (021) 590 2784.
APPLICATIONS : Department of Defence, Centre for Competence Development Training (Cape), c/o SAS Wingfield, Private Bag X1, Goodwood, 7459 or hand delivered at SAS Wingfield, Naval Base, Jakes Gerwel Drive, Goodwood 7460

POST 42/19 : **FINANCE CLERK SUPERVISOR: REF NO: CFO 21/8/5**
Financial Management Division, Chief Directorate Budget Management, SA Army Budget Management, Budget Management, ADA Formation (BMO)

SALARY : R261 372 per annum (Level 7)
CENTRE : Pretoria.
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus B Degree/ three year National Diploma in Finance/Accounting with a minimum of three years Budget Management experience on post level 5 or Grade 12 certificate with finance related subjects with a minimum of five (5) year's Budget Management experience on post level 5. Sound knowledge of estimating, budget and expenditure control processes and related programs on the FMS/BAS. Knowledge of estimating, budgeting and budget control in the Public Service will also be considered. Being qualified to operate the FMS/BAS, Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Ability to correctly interpret and apply policy. Good reasoning, mathematical, analytical and innovative thinking ability as well as problem solving ability. Well-developed verbal and written communication skills. Ability to draft effective reports as well as developed presentation skill and ability to conduct effective briefings to senior management. Proven managerial skill and capabilities with good negotiating ability. Computer literate and skilled in Word Processing (MS Word), Spread sheet (Excel) and Presentations (Power Point). Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work related suggestion/ideas and decisive /persevering in relation to task finalisation. Effective HR and management skills. Valid RSA/Military driver's license and willing and able to travel at short notice when required.

DUTIES : Assisting the Budget Manager in the executing of all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulation as well as Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army ADA formation. Preparing of Budget Management documentation required by the Chief Financial Officer (CFO) and the SA Army Budget Manager and the submission of required financial reports to GOC SA Army ADA formation. Assisting the Budget Manager in the formulation and managing of policy regarding the budgeting and expenditure of the SA Army ADA formation. Managing of valid accurate and reliable Costing Database for the SA Army ADA formation. Managing the relocation of budget allocations and income for the SA Army ADA formation. Requisitioning of Roll over funds. Rendering of financial advice. Compile and present budget and expenditure control reports to higher management by means of Power point. Direct, orchestrate and control the execution of the Finance Governance Function within the SA Army ADA formation. Direct orchestrate and control the Finance Non-Compliance Administration function within the SA Army ADA formation. Effective manage all personnel, assets and material resorting under control of this post.

ENQUIRIES : Mr M.J.J. Habig, Tel No: (012) 355 1201.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number).

NOTE : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.

POST 42/20 : **FINANCE CLERK SUPERVISOR: REF NO: CFO 21/8/6**
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Pay)

SALARY : R261 372 per annum (Level 7)
CENTRE : Pretoria.
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a three year B Degree or three (3) years National Diploma in finance/accounting with a minimum of three

years relevant working experience on a post level 5 or equivalent or Grade 12 certificate with finance/accounting related subjects and a minimum of five years relevant working experience on a post level 5 or equivalent. Computer literate (MS Office packages). Knowledge sound reasoning, mathematical, accounting and problem solving ability with strong supervisory skills. Knowledge of Financial Systems in the DOD/Public Service/Private Sector, including Persol/Persal. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.

DUTIES : Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus, severance packages, pay housing allowance, adjustments, boarding and lodging, leave without pay, salary adjustments, and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Senior State Accountant regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks Supervision, guiding and training of Finance Clerks resorting under the control of this post. Capturing of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervision all personnel, assets, information and material under his/her control.

ENQUIRIES : Mr V.S. Mtengwane, Tel No: (012) 392 2110.
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification. Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.

POST 42/21 : **SENIOR SECRETARY: REF NO: CFO 21/8/7**

SALARY : R176 310 per annum (Level 5)
CENTRE : Financial Management Division, Chief Directorate Budget Management, Pretoria.

REQUIREMENTS : Minimum requirements: Grade 12 certificate. Computer literate (MS Office Software packages). Good telephone etiquette, and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual. Added advantage: Post matric qualification in general Administration related field. Exposure to general administrative/secretarial duties. Ability to handle variety of tasks including management of Office Assets, stationery, procurement.

DUTIES : Render effective and efficient secretarial services to the Director. Take minutes in Director's meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director's diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/ refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timeously. Update and store the Directorate's personal information. Remind the Director of the scheduled meetings and appointments and submission documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes

- etc.). Applicant will also be responsible for procurement of office requirements in the Director's office.
- ENQUIRIES APPLICATIONS** : Mr S.L. Leballo, Tel No: (012) 392 2540.
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- NOTE** : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.
- POST 42/22** : **FINANCE CLERK, REF NO: CFO 21/8/8**
Finance Management Division, Chief Directorate Accounting, Directorate Personnel Payments, S&T (Sub Motor)
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level)
: Pretoria.
: Minimum requirements: Grade 12 Certificate with finance/ accounting related subjects. Sound reasoning, mathematical and problem solving abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in term of task finalization and/or able to effectively function under pressure. Added advantage: Post Matric qualification in Finance related field. A minimum of one year relevant experience in the relevant field. In the possession of a valid RSA/Military driver's licence. Knowledge of the Public Finance Management Act and Treasury Regulations. Ability to correctly interpret and effectively apply policies and regulations in terms of Subsidised Motor Transport and claims. Knowledge of finance systems (PERSOL, PERSAL, FMS, BAS and any other financial systems in Public or Private Sector.
- DUTIES** : Receive all new applications for participants in the Subsidised Vehicle (A-Scheme, B-Scheme, MMS and SMS). Ensure that the insurance is paid, a file is opened and relevant information required updating the register/database is updated. Receive, scrutinise, check, verify, calculate and execute all S&T Subsidised kilometres claims for members/employees of the Department of Defence for correctness in accordance with all policies and instructions pertaining to the Subsidised Motor Transport (A-Scheme, B-Scheme, MMS and SMS. Capturing and compiling of related journals, capturing transactions on PERSOL and Financial Management System (FMS). Managing the statistics. Filing of finalised documents. Management of self- discipline. Constantly collaboration and communications with Finance Clerk Supervisor.
- ENQUIRIES APPLICATIONS** : Ms T.T. Tshioma, Tel No: (012) 392 2245.
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- NOTE** : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.
- POST 42/23** : **FINANCE CLERK: REF NO: CFO 21/8/9**
Finance Management Division, Chief Directorate Financial Control Services, Directorate Financial Control Services, Loss Administration Section
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 5)
: Pretoria.
: Minimum requirements: Grade 12 certificate with Finance related subjects. Computer Literate (MS Office packages). Well-developed verbal and written communication skills with the ability to compile effective, basic reports and

statistics. Ability to effectively function as part of a large team, to effectively communicate with clients from various Arms of Services, different Divisions, bases and units. Able and willing to deliver dedicated and friendly client service, Persevering task finalisation with good interpersonal relationship and able and willing to operate in a shared work environment (office) with other officials of equal or more senior rank. Able and willing to initiate self-development by means of in-post training and attendance of formal courses. A valid DOD/RSA vehicle driver's license. Team-worker, trustworthy, reliable and receptive to work related suggestion and ideas. Effective reasoning ability. Added advantage: Post matric qualification in Finance related field. A minimum of one year relevant experience. Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service would serve as a strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Basic knowledge of Financial Policy and the Public Finance Management Act (PFMA). Ability to understand and correctly interpret loss reports and audit answer submitted by clients.

DUTIES : Assist the Chief Accounting Clerk and Senior State Accountant in ensuring all administrative tasks is executed and finalises by the target dates. Maintaining the internal Registry and ensuring that all incoming and outgoing correspondence, documents and files are effectively registered, routed and filed. Checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Correct allocation of files reference numbers and the opening and up-keeping of separate files for each loss report case as well as the updating of the Excel database. Manage an effective pending system and continuously report to CAC on the specific target dates. Regular compiling and submitting of all files and documentation in a neat, numerical and efficient manner.

ENQUIRIES : Ms M.L. Mabasa, Tel No: (012) 392 2564.
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

NOTE : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.

POST 42/24 : **FIANANCE CLERK, REF NO: CFO 21/8/10**
 Finance Management Division, Chief Directorate Financial Services, Risk Management, Erasmuskloof,

SALARY : R176 310 per annum (Level)
CENTRE : Pretoria.
REQUIREMENTS : Minimum requirements: Grade 12 Certificate with finance/ accounting related subjects. Sound reasoning, mathematical and problem solving abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in term of task finalization and/or able to effectively function under pressure. Reasoning Mand basic problem solving ability. Good verbal and written communication skills. Added advantage: Post matric qualification in Finance related field. A minimum of one year relevant experience. Experience in Risk Management and/or Audit Reports Management. Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service would serve as a strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Basic

DUTIES : Assist and support the Risk Manager in all routine matters related to Risk and Audit Reports Management iro the Department of Defence. Continuous liation with the General Registry office to ensure that all Risk Management documentation and correspondence are timeously routed and/or forwarded to the Risk Management Section. Immediate recording of all incoming correspondence in the Incoming Post Register and submitting thereof to the

Risk Manager for his/her action. Continuous monitoring of outgoing correspondence from the Risk Manager and the Assistant Director Risk Management, ensuring that such documentation is recorded in the Outgoing Post Register and ensuring that all outgoing correspondence is dispatched/delivered on time. Effectively managing and controlling the Audit Reports and Risk Management files. Rendering of general support service wrt the timeous finalisation of SCOPA Resolutions. Distributing the agendas and minutes to all members of the Accountability Management meetings. Receiving, preparing and submitting of Auditor General invoices for payment assistance with the collection and payment of private telephone monies. Complying with the Risk Management Standards of the Department of Defence Mr V. Blaar, Tel No: (012) 355-5590.

**ENQUIRIES
APPLICATIONS**

: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

NOTE

: All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.

POST 42/25

: **CLEANER: REF TRGCOM/39/21/03**

**SALARY
CENTRE
REQUIREMENTS**

: R104 073 per annum (Level 2)
: Training Command HQ, Pretoria
: Grade 10 – 12 or ABET level 1-4. Previous cleaning experience and related courses will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English.

DUTIES

: Perform cleaning related duties as determined by supervisor. i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors. Clean facilities, kitchenettes and utensils, conference rooms and entrance. Safeguarding of equipment and register it. Control of supplies and equipment received. Remove waste and report any defects in the work place.

ENQUIRIES

: Ms E. du Preez, Tel No: (082 090 4437) or Ms J. Mabusela, Tel No: (076 840 2279).

APPLICATIONS

: Department of Defence, Human Resource Division, Training Command, Private Bag X 161, Pretoria, 0001 or may be hand delivered to Training Command, HQ, Personnel Service School, No 7 Andries Pretorius Street, Thaba-Tshwane.

POST 42/26

: **GROUNDSMEN: REF NO: MILAC/ 39/21/04**

**SALARY
CENTRE
REQUIREMENTS**

: R104 073 per annum (Level 2)
: Military Academy Saldanha
: Grade 10 – 12 or ABET (Level 1-4) or equivalent qualification Special requirements (skills needed). Problem Solving. Customer Service. Verbal Communication. The DOD dictates that English to be used as the official language. Knowledge of few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedure. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organising and literacy. Must be physically fit and healthy as the work is pf physically demanding nature.

DUTIES

: Plant trees, flowers, shrubs, grass and other plants in gardens. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning where necessary. Mow lawns and do the cutting of grass edges. Load and unload a variety of articles needed on the grounds on/off trucks. Irrigate lawns. Remove refuse from terrain, load on truck and dump it. Keep other structures clean and tidy (e.g. barbeque facilities, parking areas, ditches and gutters). Clean swimming pools and treat with chemicals. Maintain fences. Apply pest control measures. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Clean machinery and equipment daily after use. Report any defaults on the terrain to Foreman Groundsman.

ENQUIRIES

: Major R.C. Selomo, Tel No: (022) 0702 3007 or Staff Sergeant K.K. Heinze, Tel No: (022) 702 3023.

APPLICATIONS

: Department of Defence, Human Resource Division, Military Academy, Private Bag x2, Saldanha7395, Cape Town.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

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| <u>CLOSING DATE</u> | : | 13 December 2021 at 16:00 |
| <u>NOTE</u> | : | Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) NB: All attachments for on line application must including Z83 be in PDF and in one attachment (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. |

OTHER POST

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| <u>POST 42/27</u> | : | <u>DEPUTY DIRECTOR: OCCUPATIONAL HEALTH, SAFETY AND EMPLOYEE WELLNESS REF NO: HR 4/4/8/98</u> |
| <u>SALARY</u> | : | R744 255 per annum (All inclusive) |
| <u>CENTRE</u> | : | Provincial Office: Northern Cape |
| <u>REQUIREMENTS</u> | : | Three (3) year degree (NQF6 & SAQA recognized) in Social Work/ Psychology/ Environmental Health/ Chemical Engineering/ Occupational Health/ Hygiene. |

Two (2) years Management experience. Three (3) years functional experience in Employee Health and Wellness / Occupational Health and Hygiene Services. HPCSA or SACSSP Certificate, Valid Drivers Licence. Knowledge: Departmental policies and procedures. Knowledge of relevant HIV and AIDS related legislations, policies and regulations, Knowledge of the National Strategic Plan for RSA on HIV and AIDS & STIs and Integrated Employee Health & Wellness Framework, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resource Development Policies, Departmental policies and procedures. Skills: Communication skills, Counselling, Negotiation, Decision Making skills, Organisational, Computer Literacy, Change/diversity management, Problem Solving, Motivational.

DUTIES : Co-ordinate the implementation of health and safety working environmental programmes/projects in the province, Co-ordinate the investigation of health-related complaints and accidents in the Province, Co-ordinate inspections and enforcement of safety standards, laws and regulations governing the health and safety of individuals in the Province, Communicate and promote Health, Safety and Wellness in the province, Manage the implementation and promotion of Employee Health and wellness Programmes and Interventions, Manage all the resources

ENQUIRIES : Ms MR Musa Tel: (053) 838 1523 (Kimberley)
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NC@labour.gov.za

POST 42/28 : **ASSISTANT DIRECTOR: FINANCE (COID SERVICES) REF NO: HR4/4/4/11/02**

SALARY : R382 245 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) years qualification in Public Finance Management/ Cost and Management Accounting/ Accounting Management and Financial Information System. Four (4) year's functional experience in Finance of which Two (2) years is supervisory experience. Valid Driver's license. Knowledge: Treasury Regulations, COIDA, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Financial Management Act (PFMA). Skills: Innovative/Creative, Report writing, People management, Financial Management, Communication (both verbal and written), Computer literacy, Time management, Interpersonal and Budgeting.

DUTIES : Facilitate the payment of Compensation Fund benefits in relation to accounts receivable on payable functions. Coordinate and monitor the financial activities for the Compensation Fund. Facilitate the integrated budget planning and expenditure relating to Compensation Fund Operations. Provide financial technical support to the processing Labour Centres and report on all Compensation Fund Financial matters and systems. Verify pension claims in the Province.

ENQUIRIES : Dr Mabudusha/ Mr S Mdluli Tel No: (012) 319 9133
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP4@labour.gov.za

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

POST 42/29 : **SENIOR PERSONNEL PRACTITIONER: INDIVIDUAL LABOUR REF NO: HR 5/1/2/3/11**

SALARY : R321 543 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three years' tertiary qualification in Labour Relations/ Human Resource Management specialising in Labour Relations. Minimum of two years' functional experience in employee relations/labour relations/employment relations. Knowledge: Compensation Fund business strategies and goals. Relevant stakeholders. Customer Service (Batho Pele Principles). Legislative Requirements: Constitution Act 108 of 1996 (amended). Public Service Act of 1994. Public Service Regulations. Employment Equity Act. Skills Development Act. Basic Conditions of Employment Act. COIDA. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Skills: Business Writing. Decision Making. Self-Management. Communication and

Information Management. Continuous Improvement. Customer Focus and Responsiveness. Planning and Organising. Problem Solving. Employee Relations Skills.

DUTIES : Handle dispute resolution management in the Fund. Handle disciplinary and grievance process to ensure sound labour relations. Develop case management data base for Employee Relations. Handle Employee Relations enquiries and advocacy sessions. Supervision of staff.

ENQUIRIES : Ms MC Shoba, Tel No: (012) 406 5726

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply. Send your applications: Jobs-CF@labour.gov.za

POST 42/30 : **SENIOR CLAIMS ASSESSOR REF NO: HR HR 4/4/7/71**

SALARY : R321 543 per annum

CENTRE : Labour Centre: Mbombela

REQUIREMENTS : Three- year tertiary qualification in Public/ Business Management/ Public Administration/ Social Science/ Finance. Two years functional experience in claims/ medical processing environment. Knowledge: Relevant Compensation Fund policies, procedures and business process, Public Service Act and Regulations, Customer Service (Batho Pele Principles), COID tariffs, Public Service Charter, Approved COID delegations, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Planning and organising, Problem solving, Analytical, Decision making, Communication (written and verbal), Risk Management, Computer literacy

DUTIES : Adjudicate registered and fatal claims per delegations requirement. Verify and refer complex claims to medical services for further adjudication. Authorise compensation benefits as per delegations. Handle complex inquiries and advocacy sessions. Supervision of staff

ENQUIRIES : Mr EA Masemola Tel No: (013) 655 8700

APPLICATIONS : The Deputy Director: Labour Centre Operations, Private Bag X 11298, Mbombela, 1200. Hand delivery: Standard Bank Building, 29 Brown Street, Mbombela or via Email: Jobs-MP@labour.gov.za

FOR ATTENTION : The Deputy Director: Labour Centre Operations

POST 42/31 : **INSPECTOR REF NO: HR4/4/7/02**

SALARY : R321 543 per annum

CENTRE : Mbombela Labour Centre

REQUIREMENTS : Three-year relevant tertiary qualification in Labour Relations/B-Tech Degree in Labour Relations/LLB for BCEA or Electrical/Mechanical Engineering/Environmental Health/Analytical Chemistry/Chemical Engineering/Civil & Construction Engineering for OHS. Two (2) years functional experience in inspection and enforcement Services (BCEA)/OHS. Valid driver's license. Knowledge: Departmental policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act COIDA, SABS Codes, Unemployment Insurance Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving Skills Presentation skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all about legislations, namely, Basic Condition for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety OHS, and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislations and enforce as and when necessary including making preparations for and appearing in Court as a State witness, Plan and conduct allocated proactive (Blitz) inspection regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated

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| | | cases. The Department in Key stakeholder forum including interdepartmental structure of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all resource of the Labour Centre (Daily). Manage and ensure compliance with ALL HRM policy directives and legislation Including the Public Service Act and Regulations. |
| <u>ENQUIRIES</u> | : | Ms. LL Shawe Tel No: (013) 753 2844 |
| <u>APPLICATIONS</u> | : | Deputy Director: Labour Centre Operations; Private Bag X 11298, Nelspruit 1200 or hand deliver at 29 Brown Street, Nelspruit, 1201. |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Operations, Mpumalanga Email: Jobs-MPU@labour.gov.za |
| <u>POST 42/32</u> | : | <u>SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/5/105</u> |
| <u>SALARY</u> | : | R321 543 per annum |
| <u>CENTRE</u> | : | Labour Centre: Pietermaritzburg |
| <u>REQUIREMENTS</u> | : | Three (3) year qualification in Business Administration/Management, Public Administration/Management and Operations Management. Two (2) years functional experience in registration services. Valid Driver's licence. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Service Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem Solving, Computer literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation and Analytical. |
| <u>DUTIES</u> | : | Monitor and oversee the help desk as the first point of the entry within the Registration Services. Oversee the employment service rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. |
| <u>ENQUIRIES</u> | : | Mr MSJ September Tel No: (033) 341 5300. |
| <u>APPLICATIONS</u> | : | Deputy Director: Labour Centre Operations; Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg. |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN9@labour.gov.za |
| <u>POST 42/33</u> | : | <u>TEAM LEADER REF No: HR 4/4/8/511</u> |
| <u>SALARY</u> | : | R321 543 per annum |
| <u>CENTRE</u> | : | Kroonstad Labour Centre |
| <u>REQUIREMENTS</u> | : | Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/ BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Two (2) years functional experience in Inspection and enforcement Services. A valid drivers license Knowledge: Departmental policies and procedures. Skills Development Act Labour Relation Act. Basic Conditions of Employment Act. Skills Development Levies Act. Occupational Health and Safety Act. COIDA. SABS Codes. Unemployment Insurance Act. UI Contribution Act. Employment Equity Act. Immigration Act. Skills: Facilitation. Planning and organising. Computer Literacy. Interpersonal. Conflict handling. Negotiation. Problem Solving. Innovative. Analytical. Verbal and written communication. |
| <u>DUTIES</u> | : | Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of employment Act (BCEA), Labour Relations Act (LRA) Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupations Injuries Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations or and appearing in Court as State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile reports. Contribute at a higher level to planning, Drafting and maintenance of regional inspection plans and reports |

including executing of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub-Section.

ENQUIRIES : Mr. S Malope Tel No: (056) 215 1812
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State Email: Jobs-FS5@labour.gov.za

POST 42/34 : **OHS INSPECTOR REF NO: HR 4/4/8/516**

SALARY : R321 543 per annum
CENTRE : Sasolburg Labour Centre
REQUIREMENTS : Senior Certificate plus 3 year recognised qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Drivers Licence. Zero Experience. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

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

ENQUIRIES : Ms. M Lelope Tel No: (016) 976 2284
APPLICATIONS : Chief Director: Provincial Operations Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke

POST 42/35 : **BCEA INSPECTOR REF NO HR4/4/7/53**

SALARY : R321 543 per annum
CENTRE : Emalahleni Labour Centre
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/BCOM Law/LLB. Two (2) years functional experience in inspection and enforcement services. A Valid driver's licence. Knowledge: Departmental policies and procedures. Labour Relations Act. Compensation of injuries and Diseases Act. Occupational Health and Safety Act. UI Contribution. Employment Equity Act. Immigration Act. Basic Conditions of Employment Act. Skills: Facilitation skills. Planning and organizing. Leadership. Computer literacy. Interpersonal skills. Problem Solving skills. Interviewing skills. Presentation skills. Written and Verbal communication skills. Innovative. Analytical.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Sectoral Determinations and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforcement as when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently and analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspections plans execution.

ENQUIRIES : Ms GK Malatsi Tel No: (013) 653 3846

APPLICATIONS : Deputy Director Emalahleni Labour Centre: Private Bag X7293, Emalahleni,1035 OR Hand Delivery at No38 Mandela Avenue or Corner Escombe & Mandela Avenue, Emalahleni.Email: Jobs-MPU@labour.gov.za.

POST 42/36 : **OHS INSPECTOR: CHEMICAL ENGINEERING: REF NO HR4/4/7/51**

SALARY : R321 543. per annum
CENTRE : Middelburg Labour Centre: Mpumalanga
REQUIREMENTS : Senior certificate plus Three (3) year tertiary qualification in Analytical Chemistry/Chemical Engineering. A Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skill Development Levies Act, Occupational Health and Safety Act, COIDA.SABS Codes, Unemployment Insurance Act, UI Contribution Act. Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Occupational Health and Safety Act 83 of 1993, Regulations and incorporated standards. To confirm the registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as when necessary including making preparations for and appearing in Court as state witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspections plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases

ENQUIRIES : Mr T Milanzi Tel No: (013) 283 3600
APPLICATIONS : Private Bag X251833, Middelburg, 1035. Hand delivery:175 Cowen Ntuli St, Middelburg or via Email: Jobs-MP@labour.gov.za
FOR ATTENTION : The Deputy Director: Middelburg Labour Centre

POST 42/37 : **OHS INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING: REF NO HR4/4/7/52**

SALARY : R321 543 per annum
CENTRE : Carolina Labour Centre: Mpumalanga
REQUIREMENTS : Senior certificate plus three (3) year tertiary qualification in Civil & Construction Engineering for OHS. A Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skill Development Levies Act, Occupational Health and Safety Act, COIDA.SABS Codes, Unemployment Insurance Act, UI Contribution Act. Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Occupational Health and Safety Act 83 of 1993, Regulations and incorporated standards. To confirm the registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as when necessary including making preparations for and appearing in Court as state witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspections plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases

ENQUIRIES : Mr R Mokoena Tel: (017) 843 1077

APPLICATIONS : Deputy Director: Carolina Labour Centre: Private Bag X7293, Emalahleni, 1035 or hand deliver to 18 Breytenbach St, Carolina 1185 E-mail: Jobs-MPU@LABOUR.gov.za

FOR ATTENTION : The Deputy Director: Carolina Labour Centre

POST 42/38 : **INSPECTOR REF NO: HR4/4/7/02**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
 : Mbombela Labour Centre
 : Three-year relevant tertiary qualification in Labour Relations/B-Tech Degree in Labour Relations/LLB for BCEA or Electrical/Mechanical Engineering/Environmental Health/Analytical Chemistry/Chemical Engineering/Civil & Construction Engineering for OHS. Two (2) years functional experience in inspection and enforcement Services (BCEA)/OHS. Valid driver's license. Knowledge: Departmental policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act COIDA, SABS Codes, Unemployment Insurance Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving Skills Presentation skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all about legislations, namely, Basic Condition for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety OHS, and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislations and enforce as and when necessary including making preparations for and appearing in Court as a State witness, Plan and conduct allocated proactive (Blitz) inspection regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. The Department in Key stakeholder forum including interdepartmental structure of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all resource of the Labour Centre (Daily). Manage and ensure compliance with ALL HRM policy directives and legislation including the Public Service Act and Regulations.

ENQUIRIES APPLICATIONS : Ms. LL Shawe Tel (013) 753 2844

FOR ATTENTION : Deputy Director: Labour Centre Operations; Private Bag X 11298, Nelspruit ,1200 or hand deliver at 29 Brown Street, Nelspruit,1201.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Mpumalanga Email: Jobs-MPU@labour.gov.za

POST 42/39 : **SAP APPLICATION, MAINTENANCE AND SUPPORT OFFICER (X22 POSTS)**
 (2 years fixed term contract)

SALARY CENTRE REQUIREMENTS : R321 543 per annum plus 37% in lieu of benefits
 : Provincial Office: Gauteng-Ref No: HR4/21/10/71GP (X 3 posts)
 : Provincial Office: KwaZulu- Natal-Ref No: HR4/21/10/72KZN (X 3 posts)
 : Provincial Office: Eastern Cape Ref No: HR4/21/10/73 EC (X3 posts)
 : Provincial Office: Western Cape Ref No: HR4/21/10/74WC (X3 posts)
 : Provincial Office: Mpumalanga-Ref No: HR4/21/10/75MP (X 2 posts)
 : Provincial Office: North-West Ref No: HR4/21/10/76NW (X 2 posts)
 : Provincial Office: Free State Ref No: HR4/21/10/77FS (X 2 posts)
 : Provincial Office: Northern Cape Ref No: HR4/21/10/78NC (X 2 posts)
 : Provincial Office: Limpopo Ref No: HR4/21/10/79LP (X 2 posts)

REQUIREMENTS : National Diploma in Information Technology/ Undergraduate Degree in Information Technology PLUS Windows Certificate (MCSE)/MCSA/Cobit/ ITIL fundamentals. 1-2 years functional experience in the IT environment. Knowledge: Working knowledge of SAP ERP, working knowledge of SAP CRM, Working knowledge of SAP BI, SAP Security and Access, SAP Solution

Manager. Skills: Project Management, IT standards in the SAP area, SAP architecture, Negotiation, Technical Skill in SAP software and tools, Software Development Life Cycle, relational databases (Oracle, SQL-Server, etc.

DUTIES : Implement enhancements for all IES SAP Applications. Maintain SAP related IES Applications. Engage with Head Office IES ICT teams to deliver IES solutions. Maintain and support SAP systems authorizations for users and process owners.

ENQUIRIES : Ms. P. Mbongwana Tel: 043 701 3279 (EC)
 Mr. M. Luxande Tel: 051 505 6325 (FS)
 Adv. M Msiza Tel: 012 309 5110 (GP)
 Mr. M Kambule Tel: 031 366 2203 (KZN)
 Mr. P Tladi Tel: 015 290 1613(LP)
 Ms. N Njwambe Tel: 013 655 8775 (MP)
 Mr. I Vass Tel: 053 838 1502 (NC)
 Mr. B Mampuru Tel: 018 387 8104 (NW)
 Mr DD Esau Tel: 021 441 8208 (WC)

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za
 Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS4@labour.gov.za
 Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Email: Jobs-NW@labour.gov.za
 Chief Director Provincial Operations: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London Email: Jobs-EC@labour.gov.za
 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein Email: Jobs-GP1@labour.gov.za
 Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 or hand deliver at Corner Riebeeck and Long Street Email: Jobs-WC@labour.gov.za
 Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Corner Hofmeyer Street and Beatty Avenue, Witbank. Email: Jobs-MP@labour.gov.za
 Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban Email: Jobs-KZN@labour.gov.za
 Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road Email: Jobs-NC@labour.gov.za

POST 42/40 : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR 4/4/4/11/01**

SALARY CENTRE REQUIREMENTS : R321 543 per annum.
 : Pretoria Labour Centre
 : Three (3) years tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. 3-5 years functional experience in Pension Administration/ Claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and Business functions, Compensation Fund Value Chain and Business Processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organising, Problem solving and decision making.

DUTIES : Render pension administrative duties. Claims adjudication and processing.
ENQUIRIES : Mr S Mdluli/ Dr V Mabudusha Tel: 012 319 9133
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Jobs-GP5@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 42/41 : **EMPLOYMENT SERVICES PRACTITIONER REF NO: HR 4/4/4/11/01**

SALARY : R321 543 per annum

CENTRE REQUIREMENTS : Kempton Park Labour Centre
 : Three (3) year relevant qualification in Social Sciences/ Public Administration with Zero (0) experience. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act, Skills Development Act. Skills: Planning and organizing, Communication Skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for jobs seekers, Network with stakeholders to acquire placement opportunities, Process requests for labour migration and advise on the availability of skills, Process applications for registration of PEA's and TEAs, Supervise the administration of employer service at the labour centre.

ENQUIRIES APPLICATIONS : Ms J Ralane Tel No: 011 975 9301
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-GP4@labour.gov.za

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

POST 42/42 : **SENIOR PRACTITIONER: LOCAL APPEALS AND COMPLAINS REF NO: HR 4/4/4/11/02**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
 : Gauteng Provincial Office but stationed at Krugersdorp Labour Centre
 : National Diploma in Public Administration with 2-3 years' experience. Knowledge: Public Finance Management Act, Unemployment Insurance Contribution Act and Regulations, Public Service Regulations, Public Service Act, Assessment Service, Employment Services. Skills: Interviewing, Communication, Listening, Time Management, Customer Relations, Analytical, Interpersonal.

DUTIES : Ensure provision of effective Appeal service to UI applicants, ensure appeals are processed, ensuring an effective and efficient operating of Just Course Committee.

ENQUIRIES APPLICATIONS : Mr D Mcdonalds Tel: 011 955 4420
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-GP5@labour.gov.za

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

POST 42/43 : **SENIOR PRACTITIONER: ASSESSMENT SERVICES REF NO: HR 4/4/4/11/03**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
 : Gauteng Provincial Office
 : Three years' tertiary qualification in Public Administration/ Public Management or Public Sector Management or Administration with 2 years' functional experience. Knowledge: Public Financial Management Act (PFMA), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Treasury Regulations, Operations system, Batho Pele Principles. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy.

DUTIES : Verify claims on Operation System, authorize payments to qualifying UI beneficiaries, Verify the adjudicate claims, Supervise resources (Human, Financial, Equipment/ Assets) in the section.

ENQUIRIES APPLICATIONS : Mr PP Godongwana Tel: 011 853 0300
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-GP6@labour.gov.za

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

POST 42/44 : **CHIEF SECURITY OFFICER REF NO: HR 4/4/7/33**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
 : Provincial Office: Mpumalanga
 : Three (3) years relevant tertiary qualification in Security/ Risk Management. One (1) year functional experience in the Security Services. PSIRA (Minimum

Grade). A valid driver's license. Knowledge: Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Skills: Leadership Skills, Good written and verbal communication skills, Conflict Management skills, Interpersonal relations skills, Investigative analysis skills

DUTIES : Monitor access control within designated buildings. Implement Physical Security Plan. Implement Information and Personnel Security Plan. Manage contingency plan. Supervise security staff

ENQUIRIES : Ms RP Mmadi Tel: (013) 655 8700

APPLICATIONS : The Deputy Director: Finance and Office Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

FOR ATTENTION : The Deputy Director: Finance and Office Services

POST 42/45 : **FINANCE ADMIN OFFICER: ESTATES REF NO: HR 5/1/2/3/12**

SALARY : R261 372 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three-year tertiary qualification in Financial Management/ Financial Accounting/ Cost and management Accounting. 1-year functional experience in (liquidation/estate) claims environment. Knowledge: Compensation Fund policies and procedures. Understanding audits processes, principles and practices. Customer Service principles (Batho Pele Principles). Understanding financial risk management. Understanding of Public Sector revenue collection processes. COIDA. Legislative Requirements: Public Service Regulations. Public Finance Management Act. National Treasury Regulations. Promotion of Access to Information Act. Insolvency Act. Skills: Client orientation and customer focus. Communication (verbal and written). People and performance management. Problem solving and analysis. Planning and organising. Analytical thinking. Conflict management. Interpersonal skill.

DUTIES : Receive and review estate claims. Receive and arrange mail according to revenue significance. Review the identified registered employer's estate. Supervision of staff.

ENQUIRIES : Ms SVA Dube, Tel: (083) 505 8930

APPLICATIONS : Direct your applications to: Jobs-CF8@labour.gov.za

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 42/46 : **OFFICE ADMINISTRATOR: COID SERVICES REF NO: HR 5/1/2/3/13**

SALARY : R261 372 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three-year tertiary qualification Office/ Information Management/Public/Business Administration. One-year functional experience in Office administration/ Secretariat Services. Knowledge: Departmental Policy and Procedure. Planning and Organising. Administrative procedures. Batho Pele Principles. Interpersonal relations. Skills: Facilitation. Interpersonal relationship. Communication. Computer. Telephone etiquette. Organising. Decision making. Analytical. Project management.

DUTIES : Provide a receptionist support Chief/ Directorate including dairy management for the Chief/Director. Render a secretariat service for the office of the Chief/ Director. Assist in monitoring and maintaining the budget including supply chain for the Chief/Director. Facilitate and coordinate all logistical and resource requirements of the Chief/Director. Provide management information and record management services in the Chief/ Directorate. Track and Monitor projects tasks within the Chief Directorate.

ENQUIRIES : Mr Julian Soupen Tel: (083) 505 8930

APPLICATIONS : Direct your applications to: Jobs-CF2@labour.gov.za

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 42/47 : **OFFICE ADMINISTRATOR: INTERNAL AUDIT REF: HR4/4/3/1/OAIA/UIF**

SALARY : R261 372 per annum

CENTRE : Unemployment Insurance Fund: Head Office

- REQUIREMENTS** : Three (3) years relevant qualification in Office Administration / Secretarial / Office Management / Administration / Management Assistant. One (1) to Two (2) years functional experience in Office Administration environment. Knowledge: Departmental policies and procedures. Public Service Regulations (PSR). Public Service Act (PSA). Batho Pele Principles. Administration procedures. Skills: Computer Literacy. Interpersonal. Planning and Organizing. Communication (verbal and written). Listening. Report writing.
- DUTIES** : Provide secretarial services / receptionist to the unit. Assist in monitoring and maintenance of budget for the Unit. Facilitate and coordinate all logistical resource requirements of the Unit. Provide Management Information and records management services in the Unit. Track and monitor projects tasks within the Unit.
- ENQUIRIES** : Ms N Mthalane Tel: (012) 337 1121
APPLICATIONS : email: Jobs-UIF4@labour.gov.za
FOR ATTENTION : Chief Director: Corporate Services
- POST 42/48** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/1/50**
- SALARY** : R261 372 per annum (inclusive)
CENTRE : Mthatha Labour Centre, Eastern Cape
REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/LLB. A valid driver's Licence. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for Own), Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills.
- DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on all labour legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
- ENQUIRIES** : Ms S Zawula Tel 041 506 5000.
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag X 5080, Mthatha 5100
Email: Jobs-EC@labour.gov.za
- POST 42/49** : **DEBT COLLECTION CLERK REF NO: HR 5/1/2/3/14**
- SALARY** : R211 713 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Matric/Grade 12 Certificate. Knowledge: Basic Accounting System (BAS). COIDA. Public Finance Management Act. Treasury Regulations. Public Service Act. Skills: Communication (verbal and written). Debt Collection. Financial Management. Planning and organising. Computer literacy. Interpersonal. Conflict handling. Problem solving.
- DUTIES** : Render effective debt collection service and accounts receivable administration duties. Provide bookkeeping support services. Follow up on debtors.
- ENQUIRIES** : Ms S Rankoana Tel: (012) 406 5853
APPLICATIONS : Direct your applications to: Jobs-CF8@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 42/50** : **CLIENT SERVICE OFFICER (X3 POSTS)**
- SALARY** : R211 713 per annum
CENTRE : Prospecton Labour Centre: KZN: Ref No: HR4/4/5/126 (X1 post)
KZN- New Castle-Ref No: HR4/4/5/124 (X1post)
Randburg Labour Centre: Ref No: HR 4/4/4/11/07 (X1 post)

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|--|---|--|
| <u>REQUIREMENTS</u> | : | Matriculation/ Grade Twelve (12). Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines and Batho Pele Principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation and Problem solving. |
| <u>DUTIES</u> | : | Render services at help desk as first point of entry within the Registration Services. Render Employment Services to all Clients who visit Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Resolve all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act (COIDA) and employer registration forms for COIDA. |
| <u>ENQUIRIES</u> | : | Mr K Naidoo Tel: (031) 913 9700 Mr S Pillay, Tel: (034) 321 3334 Ms MN Tyeelboi Tel: 011 781 8144 |
| <u>APPLICATIONS</u> | : | Deputy Director: Labour Centre Operations: PO Box 343, Umbongintwini, 4120. Or Email: Jobs-KZN9@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KZN Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: Jobs-KZN4@labour.gov.za Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP4@labour.gov.za For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng |
| <u>POST 42/51</u> | : | <u>UI CLAIMS OFFICER REF NO: HR 4/4/4/11/05</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R211 713 per annum Gauteng Provincial Office but stationed at Sandton Labour Centre Grade 12/ Senior Certificate. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contribution Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making. |
| <u>DUTIES</u> | : | Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr PP Godongwane Tel: 011 853 0300 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP5@labour.gov.za |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Management, Provincial Office: Gauteng |
| <u>POST 42/52</u> | : | <u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/1/170</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R211 713 per annum Gqeberha Labour Centre: Eastern Cape Three-year relevant tertiary qualification in Labour Relations / BCOM Law / LLB, 0 experience relevant to the post and valid driver's license Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing listening and observation, Analytical. |
| <u>DUTIES</u> | : | Conduct occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic of Conditions of Employment Act(BCEA) Labour Relations Act, Employment Equity Act, Unemployment Insurance Act, Compensation for occupational Injuries and Diseases Act, Occupational Health |

and Safety, Skills Development Act and UCA, Execute investigations and reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislations, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases

ENQUIRIES APPLICATIONS : Mr M Ngqolowa Tel: (041) 506 5077

FOR ATTENTION : Deputy Director Labour Centre Operations: Private Bag X 6045, Gqeberha, 6000 or via Email: Jobs-EC@labour.gov.za

POST 42/53 : **ACCOUNTING CLERK REF NO: HR 4/21/11/06HO (X6 POSTS)**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Head Office, Pretoria
: Grade 12 / Matric with Accounting as a passed subject. No experience required. Knowledge: Basic knowledge of Accounting System, basic knowledge of PERSAL, Ability to operate a computer. Skills: Computer literacy, Communication, Accounting, Ability to use a calculator, Ability to read and requests BAS reports.

DUTIES : Pay claims received from the Department of Public Works for buildings rented. Pay claims received from the Department of Justice. Investigate and follow up Double Payments made. Reimburse Departmental legal claims paid by the Office of the State Attorneys. Calculate and recover claims from CC and UIF in respect of Administration Services.

ENQUIRIES APPLICATIONS : Mr J Reddy Tel: (012) 309 4495
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ4@labour.gov.za

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

POST 42/54 : **PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/15 (5 POSTS)**
(12 months' fixed term contract)

SALARY CENTRE REQUIREMENTS : R176 310 per annum plus 37% in lieu of benefits
: Compensation Fund, Pretoria
: Matric/Grade 12. Knowledge: Compensation Fund objectives and business functions. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Values Chain and business processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Risk Awareness. COIDA Act, Regulations and Policies in HR. Human Resource Planning Procedures. Legislative Requirements. COID Act. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General Knowledge of the Public Service Regulations. Skills: Required Technical Proficiency. Business Writing. Data Capturing. Data and records management. Telephone Etiquette

DUTIES : Administer the filling of vacancies for the Fund. Administer HR Information system. Administer recruitment and selection activities. Safe Keep HR records.

ENQUIRIES APPLICATIONS NOTE : Mr S Radzuma/ Mr Maluleke MO Tel: (012) 406 5723
: Direct your applications to: Jobs-CF@labour.gov.za
: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 42/55 : **PERSONNEL OFFICER: HRM REF NO: HR4/4/5/125 (2X POSTS)**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Provincial Office: KZN
: Matriculation/ Grade 12/Senior Certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental Policies and Procedures, HR related systems (Persal), Batho-Pele Principles, Employment Equity Act, Public Service Regulations. Skills: Computer literacy, Analytical, Communication, Planning and Organising.

DUTIES : Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on Persal system. Attend to client's enquiries.

ENQUIRIES : Mr NX Ntshingila Tel: (031) 366 2130

APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. Email: Jobs-KZN6@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 42/56 : **SENIOR ACCOUNTING CLERK: CLAIMS CREDITORS (SR5) REF: HR4/4/3/1/SACCC/UIF**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
 : Unemployment Insurance Fund: Head Office
 : Grade 12, `Zero (0) to (6) six months working experience in Finance Environment Two (2) years' functional experience in Claims Management environment. Knowledge: Public Finance Management Act (PFMA), Basic Conditions of Employment, Financial Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Relevant Financial Systems. Skills: Accounting, Communication, Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing, Analytical, Emotional Intelligent, Financial Management and Creative.

DUTIES : All approved benefit vouchers paid, Maintenance Court Orders payment approved. Number of Claims Control Account reconciled monthly by the end of the following month throughout the financial year. Account verification Services AVS report verified against service providers invoice.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr V Nefale Tel: (012) 337 1470
 : email: Jobs-UIF8@labour.gov.za
 : Chief Director: Corporate Services

POST 42/57 : **ADMINISTRATIVE CLERK: SUPPORT SERVICES (X2 POSTS)**

SALARY CENTRE : R176 310 per annum
 : Johannesburg but stationed at Randburg Labour Centre – Ref No: HR4/4/4/11/08 (X1 Post)
 : Johannesburg but stationed at Gauteng Provincial Office – Ref No: HR4/4/4/11/09 (X1 Post)

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate with Zero (0) experience. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing. Skills: Planning and organizing, Communication, Computer literacy, Assertive, Ability to prioritise tasks, Ability to work under pressure.

DUTIES : Render administration support services to the Directorate, Control the movement of documents and files in the Directorate, Provide Supply Chain Management support in the Directorate, Render Human Resource Services support for the Directorate.

ENQUIRIES : Ms MN Tyeelboi Tel No: 011 781 8144
 : Mr L Mnisi Tel No: 011 853 0300

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-GP5@labour.gov.za

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

POST 42/58 : **RECEPTIONIST/SWITCHBOARD OPERATOR REF: HR4/4/3/1/RSO/UIF**

SALARY CENTRE REQUIREMENTS : R147 459 per annum
 : Unemployment Insurance Fund: Head Office
 : Grade 12 qualification. No experience. Knowledge: Public Service Regulations (PSR), Public Finance Management Act (PFMA), Public Service Act (PSA), Operation of Telecommunication System Receptionist Etiquette. Skills: Analytical, Problem Solving, Planning and Organizing, Communication (verbal and written), Computer Literacy, Report Writing, Listening, Customer Focused.

DUTIES : Attend to all incoming and outgoing telephone calls. Provide receptionist services. Maintain switchboard Equipment. Coordinate the booking of boardrooms. General administrative duties as assigned.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr CB Radebe Tel: (012) 337 1709
 : email: Jobs-UIF10@labour.gov.za
 : Chief Director: Corporate Services

POST 42/59 : **SECURITY OFFICER: MANAGEMENT AND SUPPORT SERVICES REF NO: HR4/4/1/171**

SALARY : R147 459 per annum (inclusive)

CENTRE : Kariega Labour Centre, Eastern Cape

REQUIREMENTS : Matriculation/Grade 12 / Senior Certificate/. Grade C Security Certificate. PSIRA Twelve (12) Months security experience. Knowledge: Batho Pele Principles, Departmental Policies and procedures, Minimum Information Security Standards, Evacuation Procedure, Access to Public premises and Vehicles Act, Private Security Industry Regulation Authority Procedures. Skills: Verbal and written communication, Computer literacy, Interpersonal skills, Conflict Management, Problem solving.

DUTIES : Control access in and out of the Labour Centre and a Provincial Office (Daily). Secure the flow of information and assets within the Labour Centre and Provincial Office (Daily), Conduct security patrols of the buildings and offices to ensure safety of employees and clients(Daily). Conduct internal investigations and enforce security rules and regulations (Daily)

ENQUIRIES : Ms W Koba Tel 041 992 4627.

APPLICATIONS : Deputy Director: Labour Centre Operations: P. O. Box 562 Uitenhage, 6230 Email: Jobs-EC@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Gqeberha

INTERNSHIP PROGRAMME YEAR 2022/2023

The Department would like to invite qualifying graduates to apply to participate in an Internship Programme. The Internship is meant to provide work exposure to graduates for a period of twelve (12) months across various Labour Centres in Provinces. Applicants must be unemployed and never participated in an internship programme previously.

OTHER POSTS

POST 42/60 : **INTERN: EMPLOYMENT SERVICE PRACTITIONER (X124 POSTS)**

STIPEND : R6,666 per month

CENTRE : Provincial Office: Gauteng-Ref No: HR4/21/12/06GP (X 26 posts)
 Provincial Office: KwaZulu- Natal-Ref No: HR4/21/12/07KZN (X 16 posts)
 Provincial Office: Eastern Cape Ref No: HR4/21/12/08 EC (X16 posts)
 Provincial Office: Western Cape Ref No: HR4/21/12/09WC (X11 posts)
 Provincial Office: Mpumalanga-Ref No: HR4/21/12/10MP (X 14 posts)
 Provincial Office: North-West Ref No: HR4/21/12/11NW (X 11 posts)
 Provincial Office: Free State Ref No: HR4/21/12/12FS (X 11 posts)
 Provincial Office: Northern Cape Ref No: HR4/21/12/13NC (X 7 posts)
 Provincial Office: Limpopo Ref No: HR4/21/12/14LP (X 13 posts)

REQUIREMENTS : A three-year Bachelor's degree or Honours (NQF level 7 or 8) as recognised by SAQA in the following: Psychology/Industrial Psychology

DUTIES : Conduct recruitment, selection, referral and placement of registered work seekers. Network with stakeholder to verify quality of service rendered. Provide and implement employment services.

ENQUIRIES : Mr Trevor Ramcwana Tel: 043 7013 071 (EC)
 Ms Beira Nkwakwa Tel: 051 505 6205(FS)
 Mr Vusi Mazibuko Tel: 011 853 0453(GP)
 Ms Zanele Dlamini Tel: 031 366 2010 (KZN)
 Ms TE Maluleke Tel: 015 290 1768(LP)
 Mr Ernest Masemola Tel: 013 655 8960(MP)
 Ms Anna Mbale Tel: 018 387 8214 (NW)
 Mr Q Bowman Tel: 082 901 3232(WC)

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za
 Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS2@labour.gov.za
 Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Email: Jobs-NW@labour.gov.za
 Chief Director Provincial Operations: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London Email: Jobs-EC@labour.gov.za

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za
 Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 or hand deliver at Corner Riebeeck and Long Street Email: Jobs-WC@labour.gov.za
 Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Corner Hofmeyer Street and Beatty Avenue, Witbank. Email: Jobs-MP@labour.gov.za
 Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban Email: Jobs-KZN@labour.gov.za
 Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road Email: Jobs-NC@labour.gov.za

- POST 42/61** : **INTERN: PSYCHOMETRIST/REGISTERED COUNSELLOR (X126 POSTS)**
- STIPEND CENTRE** : R6,666 per month
 : Provincial Office: Gauteng-Ref No: HR4/21/12/14GP (X 26 posts)
 : Provincial Office: KwaZulu- Natal-Ref No: HR4/21/12/15KZN (X 16 posts)
 : Provincial Office: Eastern Cape Ref No: HR4/21/12/16 EC (X16 posts)
 : Provincial Office: Western Cape Ref No: HR4/21/12/17WC (X12 posts)
 : Provincial Office: Mpumalanga-Ref No: HR4/21/12/24MP (X 14 posts)
 : Provincial Office: North-West Ref No: HR4/21/12/27NW (X 10 posts)
 : Provincial Office: Free State Ref No: HR4/21/12/120FS (X 11 posts)
 : Provincial Office: Northern Cape Ref No: HR4/21/12/18NC (X 7 posts)
 : Provincial Office: Limpopo Ref No: HR4/21/12/23LP (X 13 posts)
- REQUIREMENTS** : Bpsych or Honours in Psychology. Registration with the HPCSA as Psychometrist or Registered Counsellor (Proof of Registration must be attached)
- DUTIES** : Provide and implement employment counselling services. Develop employment counselling services materials and conduct research. Provide and implement psychometric assessment and selection services.
- ENQUIRIES** : Mr Trevor Ramcwana Tel: 043 7013 071 (EC)
 : Ms Beira Nkwakwa Tel: 051 505 6205(FS)
 : Mr Vusi Mazibuko Tel: 011 853 0453(GP)
 : Ms Zanele Dlamini Tel: 031 366 2010 (KZN)
 : Ms TE Maluleke Tel: 015 290 1768(LP)
 : Mr Ernest Masemola Tel: 013 655 8960(MP)
 : Ms Anna Mbale Tel: 018 387 8214 (NW)
 : Mr Q Bowman Tel: 082 901 3232(WC)
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
 : Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za
 : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS1@labour.gov.za
 : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Email: Jobs-NW@labour.gov.za
 : Chief Director Provincial Operations: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London Email: Jobs-EC@labour.gov.za
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za
 : Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 or hand deliver at Corner Riebeeck and Long Street Email: Jobs-WC@labour.gov.za
 : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Corner Hofmeyer Street and Beatty Avenue, Witbank. Email: Jobs-MP@labour.gov.za
 : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban Email: Jobs-KZN@labour.gov.za
 : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road EMAIL: Jobs-NC@labour.gov.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town. Attention: Human Resource Management
- CLOSING DATE** : 13 December 2021
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 36 dated 15 October 2021, The Requirements have been amended as follows Director: Inshore Fisheries Management with Ref No: FIM20/2021; A Bachelor's degree in Natural or Environmental Sciences (NQF Level 7) or relevant equivalent qualification as recognised by SAQA. The closing date has been extended to 06 December 2021

OTHER POSTS

- POST 42/62** : **SCIENTIST PRODUCTION: ABALONE – THREE (3) YEAR SEC.40 NEMA CONTRACT REF: FIM26/2021**
This is a re-advertisement, all applicants are encouraged to re-apply
- SALARY** : R628 014 – R953 715 per annum (All-inclusive remuneration package, conditions apply)
- CENTRE** : Cape Town (Foretrust Building)
- REQUIREMENTS** : BSc (Hons) in Biological Science in one of the following: zoology, marine biology, marine ecology, marine science, fisheries biology, fisheries ecology, fisheries science, aquaculture, natural (living) resource management, or relevant qualification with a quantitative focus. A minimum of 3 years relevant

post-qualification experience in the field of marine science, in particular invertebrate fisheries or the life history or population dynamics of marine invertebrates; Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a professional scientist (confirmation certificate of annual subscription and or certified copy of registration certificate must be attached); Knowledge of biology, ecology, life history strategies, population dynamics and quantitative assessment techniques of inshore living marine resources, in particular in relation to invertebrate fisheries; Knowledge of abalone fisheries; Research experience in invertebrate fisheries and/or the biology, ecology, life-history, population dynamics or quantitative assessment of abalone; Computer skills in MS Office software (proven ability to utilize word processing and spreadsheet programmes); Proven ability to manipulate large data sets within a relational database environment (e.g. MS Access); Proven ability and experience to quantitatively analyse biological and environmental data and interpret results; Ability and willingness to perform abalone underwater surveys as a scientific diver (The department reserves the right to test candidates on their ability and willingness during a swim test). Class 4 Scientific Diver ticket will be an advantage. Ability and willingness work at sea on small boats; Ability and willingness to spend extensive periods away from home while on field trips, or while attending courses and scientific symposia and meetings; Valid unendorsed South African driver's license; Formal courses in statistics, applied mathematics and/or experience in statistical methods for biological research.

- DUTIES** : The incumbent's responsibility will be to work within the small invertebrates' research team to initiate and conduct research into population biology, ecology and fisheries dynamics of the abalone resource relevant to the line function of the Chief Directorate: Fisheries Research and Development. Provision of scientific advice pertaining to the sustainable harvest and management of abalone. Participate in other small invertebrate research as required. Participate in land- and ship-based research surveys, including scientific diving surveys, including working overtime as required (successful candidates that do not possess a valid diving qualification will be trained to attain the certificate immediately after starting the contract). Compile research reports, scientific papers and data reports. Liaise and interact at all levels with individuals involved in harvesting abalone. Supervise and mentor technical support staff. Attend scientific meetings/symposia nationally, regionally and internationally.
- ENQUIRIES** : Dr. K Prochazka; Tel No: (021) – 402 3546; email: KProchazka@dffe.gov.za or Ms L. Nomxego Tel No: (021) – 402 3556; email: LNomxego@dffe.gov.za
- POST 42/63** : **SCIENTIST PRODUCTION: ROCK LOBSTER – THREE (3) YEAR SEC.40 NEMA CONTRACT REF NO: FIM27/2021**
This is a re-advertisement, all applicants are encouraged to re-apply
- SALARY** : R628 014 – R953 715 per annum (All-inclusive remuneration package, conditions apply)
- CENTRE** : Cape Town (Foretrust Building)
- REQUIREMENTS** : BSc (Hons) in in one of the following: zoology, marine biology, marine ecology, marine science, fisheries biology, fisheries ecology, fisheries science, natural (living) resource management, quantitative sciences, or relevant qualification with a strong quantitative focus. A minimum of 3 years of relevant post-qualification experience in marine living resources research; Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a professional scientist (confirmation certificate of annual subscription and or certified copy of registration certificate must be attached); Knowledge of biology, ecology, life history strategies, population dynamics and quantitative assessment techniques of inshore living marine resources, in particular in relation to decapod crustaceans; Knowledge of crustacean fisheries; Research experience in crustacean fisheries and/or the biology, ecology, life-history, population dynamics or quantitative assessment of crustaceans; Computer skills in MS Office software (proven ability to utilize word processing and spreadsheet programmes); Proven ability to manipulate large data sets within a relational database environment (e.g. MS Access); Proven ability and experience to quantitatively analyse biological and environmental data and interpret results; Experience in conducting statistical analysis on and modelling of fisheries or fisheries related data; Ability and willingness to work at sea on small inshore research vessels as well as on commercial fishing vessels; Ability and willingness to spend extensive periods

away from home while on field trips, or while attending courses and scientific symposia and meetings; Valid unendorsed South African driver's license; Formal courses in statistics, applied mathematics and/or experience in statistical methods for biological research.

DUTIES

: The incumbent's responsibility will be to work within the crustacean research team to initiate and conduct applicable research in one or more fields of fisheries science relevant to the line function of the Chief Directorate: Fisheries Research and Development, to provide information on the biology and dynamics of South Africa's rock lobster and other crustacean fisheries. Provision of scientific advice pertaining to the sustainable harvest of rock lobsters and other crustaceans. Participate in other crustacean research as required. Participate in field trips including working overtime as required. Compile research reports, scientific papers and data reports. Liaise and interact at all levels with individuals involved in harvesting rock lobsters and other crustacean resources. Supervise and mentor technical support staff. Attend scientific meetings/symposia nationally and potentially in the Southern African region and internationally.

ENQUIRIES

: Dr. L Auerswald; Tel No: (078) – 516 8150; email: LAuerswald@dfre.gov.za

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 10 December 2021
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate, ID-document and drivers license where required, and any other relevant documents. Such copies need not be certified when applying for a post. Communication regarding the requirement for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. 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. 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 the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors

OTHER POSTS

- POST 42/64** : **DEPUTY DIRECTOR: VUK'UZENZELE REF: 3/1/5/1-21/122**
Directorate: Vuk'uzenzele
- SALARY** : R744 255 per annum, (level 11) (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Journalism, Communications or Media Studies, or related qualification as recognised by SAQA, with at least four (4) years communication experience, of which two (2) years should be on salary level nine (9) or ten (10). Applicants should be able demonstrate knowledge, experience and competency in the following areas: Technical knowledge and

experience of the process of news gathering and writing. Thorough, broad and up-to-date knowledge of the news publishing environment. Excellent command of the English language, grammar and construction and understands the requirements for effective writing. Ability to use InDesign. Current affairs, government policies and programmes. Ability to write analysis and feature articles, opinion pieces, online content and news articles. Journalism experience in the magazine and newspaper industry and online publications. Ability to edit and proofread articles and online content. Ability monitor, track, analyse and report on performance on social media platforms using the relevant tools. Ability to work under pressure and meet deadlines. Excellent interpersonal and interview skills. A valid driver's licence is essential.

DUTIES : Responsible for management of the newsroom in terms of coordinating of the diary, developing content plans and assigning stories to the writers. Editing of stories (both print and electronic forms), writing of headlines, reviewing of page proofs of both Vuk'uzenzele newspaper and Public Sector Manager magazine. Ensuring the accuracy of all content and adherence to the in-house style. Creating and editing online content for Vuk'uzenzele online platforms. Forge partnerships and solicit content from various stakeholders. Write articles for both Vuk'uzenzele newspaper and Public Sector Manager magazine. The successful candidate must be willing to work irregular hours, on weekends and on public holidays.

ENQUIRIES : Ms Irene Naidoo, Tel No: (012) 473 0103
NOTE : Preference will be given to African Male and Coloured Female and Male. People with disabilities will be given preference regardless of Race

POST 42/65 : **ASSISTANT DIRECTOR: RESEARCH REF: 3/1/5/1-21/123**
 Directorate: Research and Knowledge Management

SALARY : R382 425 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication Sciences/Social Sciences/ Political Sciences or Statistics. Experience: Three (3) years research experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level. Two years of work experience in research / communication research (full academic research project including all processes of research will be considered as part of experience). General managerial, project management and administration experience (related to tasks of human resources). Knowledge: Good general knowledge and interest in current and government affairs. Skills: Must be well-versed in all aspects related to communication research processes as well as quantitative data analysis techniques and qualitative research. Competency in quantitative research data analysis and interpretation and qualitative methodologies. Proficiency in MS programmes and data analysis packages (i.e. SPSS). Ability to liaise with clients and service providers. Proficiency in both presentation and report writing. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure. The post might require some travelling outside Gauteng province thus, the successful applicant must be willing to spend nights away from home.

DUTIES : Assist with the management, planning and application of research to enhance effectiveness of government communication. Assist in providing research advice and a support service to GCIS and to clients in terms of communication research. Professionally liaise with service providers and clients. Use SPSS and MS Excel programme for quantitative data analysis. Ability to analyse qualitative data. Interpret research results and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Present research findings at various stakeholder meetings (internal and external). Provide assistance in general managerial tasks, including financial management to ensure optimal resource management in the Directorate: Research and Knowledge Management. Work as part of a team in the Directorate and GCIS project teams. Competency test: Short-listed candidates will be subjected to a competency test.

ENQUIRIES : Dr N Nala. Tel. (012) 473 0218
NOTE : Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race.

POST 42/66 : **REGIONAL COMMUNICATION COORDINATOR: CAPE WINELANDS REF: 3/1/5/1-21/124**
Directorate: Western Cape Provincial Office

SALARY : R382 245 per annum (Level 9)
CENTRE : Worcester
REQUIREMENTS : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Western Cape Province with specific insights in the Cape Winelands District and its local Municipalities.

DUTIES : The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Cape Winelands District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Coordinate and monitor the government communication function in the district, including the monitoring and supervision of the work of the district based on Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service centre programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

ENQUIRIES : Ms G Thopps Tel. (021) 418 0533
NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female. People with disabilities will be given preference regales of race and gender.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



APPLICATIONS
CLOSING DATE
NOTE

: Application enquiries: Email to john@isilumko.co.za
 : 10 December 2021 at 12h00 noon No late applications will be considered.
 : The Disclaimer Mentioned On Each Advert During Covid Lockdown. It Is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed as regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POST

POST 42/67 : **SECRETARY: SENIOR MANAGER FINANCE REF NO:**
SEC/FMPR2.1/2021/08-1PRA
Programme 2.1 Finance Section

SALARY : R176 310 per annum (Level 5) (Basic Salary)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate three (3) year qualification (preferably in Office Administration/Secretarial) coupled with six to twelve (6 – 12) months' office administration/secretarial experience or Grade 12 with two (2) years' experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.) Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast with procedures and processes with the office of the Senior Manager. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation. Sound organising skills.

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Senior Manager: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received; Arranges meetings and events for the manager. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events; processes the travel and subsistence claims for the unit; processes all invoices that emanate from activities of the work of the manager; records basic minutes for the meetings of the manager where required; drafts routine correspondence and reports; does filing of the documents for the manager and the unit where required; administers matters like leave forms, leave registers and telephone accounts; handles the procurement of standard items like stationery and refreshments; collects all relevant documents to enable the manager to prepare for meetings; Provides a secretarial/receptionist support service to the Senior Manager: Receives telephone calls and refers the calls to the correct role players if not meant for the manager; records appointments and events in the diary for the manager; types documents for manager; operates office equipment like fax machines and photocopiers; Remains Up to date with regard to prescripts/policies and procedures applicable to his/her work terrain: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly; Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr Ismael Radebe Tel No: (012) 399-2299
NOTE : One permanent Secretary Position is currently available at the Government Pensions Administration Agency: Office of the Senior Manager: Finance Programme 2.1. The purpose of the role is to render a secretarial support service to the Senior Manager. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). It is mandatory to email your application with the relevant supporting documentation to john@isilumko.co.za quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
GOLDFIELDS TVET COLLEGE AND UMGUNGUNDLOVU TVET COLLEGE**

MANAGEMENT ECHELON

- POST 42/68** : **CHIEF DIRECTOR: SETA CO-ORDINATION REF NO: DHET 01/10/2021**
Branch: Skills Development
Directorate: Seta Coordination
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14) (All-inclusive Remuneration Package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7), or equivalent qualification. A relevant post-graduate qualification (NQF Level 8) will be an added advantage. This must be supported by experience in the Skills Development Sector or related training environment. Minimum of five (5) to ten (10) years proven experience at Senior Management level. The candidate must have sound expertise on strategic leadership and management experience. Excellent understanding of policy development and interpretation: (i.e., Grant regulations, Skills Development Act, Work Integrated Learning etc.) Knowledge And Skills: Applicants must have extensive knowledge of the following: Government relevant prescripts, policies and procedures; Labour Relations Act; Skills Development Act; Skills Development Levies Act; Employment Equity Act and Public Finance Management Act; Batho Pele Principles; National Skills Development Strategy; Financial management and budgeting; Governance; Project Management; Research and Policy development; Knowledge and people management and strategic planning. Applicants must have the following skills: Good interpersonal and communication skills; Financial and human resources management skills; Presentation skills; Planning and organising skills; Analytical and innovative thinking, negotiation skills and change and diversity management skills are essential. A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be reporting to the Deputy Director-General and will be responsible to provide strategic leadership, management and technical supports, monitor and reports on implementation of the national skills development strategy at sectoral level through establishment and managing the performance of service level agreements with Sector Education and Training Authorities (SETAs). Develop and maintain a definitive list of scarce and critical skills and publish a state of skills report annually. Develop and communicate regulations for skills planning. Develop and implement an implementation plan for national skills development. Maintain and update an accurate and accessible organising framework for occupations list. Perform monitoring and evaluation planning and reporting is effectively developed and implemented in alignment with Departmental requirement; and is used to monitor and evaluate the current National Skills Development System Implementation. Develop and implement a Branch management information system in alignment with Departmental requirements, to facilitate the provision of performance information to staff, institution, learners, and citizens. Develop a centralised contract information management system for learner training schemes, interfacing with SETA systems. Manage annual Service Level Agreements between the Department and SETAs and their monitoring in line with the Service Level Agreement. Develop and review skills development legislation, regulations, policies, systems and guidelines. Develop and align Sector Skills Plans to the current National Skills Development Strategy. Monitor and promote the effective implementation of transformative social inclusion and cohesion policies throughout the Skills Development sector.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : Forward your application to the following e-mail address: DHET01102021@dhet.gov.za
- NOTE** : NB: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of

applications: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and must be accompanied by (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document and valid driver's licence (where is required) as one document in a PDF format (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. 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, qualification/study verification and previous employment verification). Applications received after the closing date will not Be Considered Note: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Disclaimer Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to e-mail your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA

- CLOSING DATE** : 21 December 2021
- POST 42/69** : **CHIEF DIRECTOR: INTERNATIONAL RELATIONS REF NO: DHET02/10/2021**
Branch: Planning, Policy and Strategy
Chief Directorate: International Relations
- SALARY CENTRE REQUIREMENTS** : R1 2517 183 per annum (Level 14) (All-inclusive Remuneration Package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7), or equivalent qualification. A relevant post-graduate qualification (NQF Level 8) will be an added advantage. This must be supported by extensive experience knowledge in International Relations sector and/or education development environment. Minimum of five (5) to ten (10) years proven experience at Senior Management level. The candidate must have sound expertise on strategic leadership and management experience. Knowledge And Skills: Applicants must have extensive knowledge of the following: Government relevant prescripts, policies and procedures; International relations policies; Labour Relations; Employment Equity Act and Public Finance Management Act; Batho Pele Principles; Financial management and budgeting; Governance; Project Management; Research and Policy development; Knowledge of South African's foreign relations environment; Official Development Assistance (ODA) Management Education, Training and Development studies background. Applicants must have the following skills: Good interpersonal relations, strategic leadership skills; Project management and communication skills; Financial and human resources management skills and experience; Presentation skills; Planning and organising skills; Analytical and innovative thinking; Negotiation skills; Change and diversity management skills. A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be reporting to the Deputy Director-General and will be responsible for the promotion, coordination and monitoring of international relations concerning education and training matters between

South Africa and the rest of the world. The partnerships are guided by the government's foreign and education and training policies and programmes. Oversee the servicing of all bilateral and multilateral agreements and manage the overall co-operation programmes. Coordinate and manage the internationalisation framework and guidelines document on the role of international relations in education and training. Provide strategic leadership and leverage the official development assistance opportunities to support and strengthen the education and training sector. Manage relevant policies and programmes to achieve the implementation of the international programmes in education and training. Ensure that the Department meets its obligations in relations to international conventions and instruments to which it is a party to. Oversee the research of education developments in the countries with which the Department is dealing. Provide strategic leadership to the new and ongoing partnership with international agencies and foreign governments. Manage the outreach partnership with countries of the South. Represent the Department on various international committees and in particular on the United Nations Educational Scientific and Cultural Organisation (UNESCO), International Labour Organisation (ILO), Commonwealth, African Union and Age Discrimination in Employment Act (ADEA). Liaise with government departments, specialist agencies and Non-Government Organisations (NGOs) and harness relations with countries and agencies in support of the education and training agenda of the Department. Liaise closely with all implementation partners including the universities, TVET colleges and Sector Education and Training Authorities (SETAs) on their International Relations activities. Handle confidential information with discretion. Promote and share South Africa's best educational practices and expertise abroad and access the best international expertise to support the work of DHET policymakers. Perform delegations' duties and responsibilities under the Public Finance Management Act. Manage the Medium-Term Expenditure Framework (MTEF) budget and monthly cash flow statements and provide overall management and accountability of staff in the Chief Directorate and ensure efficient and effective use of resources.

- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : Forward your application to the following e-mail address: DHET02102021@dhet.gov.za
- NOTE** : NB: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and must be accompanied by (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document and valid driver's licence (where is required) as one document in a PDF format (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. 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, qualification/study verification and previous employment verification). Applications received after the closing date will not Be Considered

CLOSING DATE : 21 December 2021

OTHER POSTS

POST 42/70 : **ASSISTANT DIRECTOR – STUDENT SUPPORT SERVICES REF NO: GC2021/59**

SALARY : R477 090. per annum (Level 10) plus benefits as applicable in the Public Service

CENTRE : Goldfields TVET College

REQUIREMENTS : Matric Certificate together with an appropriate Bachelor's Degree/National Diploma (NQF Level 6) or qualification specifically in Education / Social/ Behavioural Sciences; Qualification in Psychology or Social work will be an added advantage; 5 years of relevant working experience, computer literacy (MS Office: Excel, Word and PowerPoint) and a valid driver's licence. Recommendations: Supervisory/ managerial experience will be an added advantage. Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the National Student Financial Aid Scheme and related legislation, Knowledge of the Public TVET Sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act, Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving. Valid drivers license.

DUTIES : Oversee administration of the student support services unit. Develop the Annual Student Support Services (SSS) Operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Develop and review relevant SSS policies, processes, procedures, and job profiles. Ensure that learner's information is captured on Coltech. Provide student with career guidance, counselling and academic support. Develop and monitor implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Work Integrated Unit Manager and relevant stakeholders in ensuring a well-developed system in providing the adequate workplace student experience. Monitor, control and direct career guidance at the central office and campus level. Ensure implementation of counselling, guidance policy, procedure and best practice. Coordinate and monitor the provision of counselling services across the college. Design life skills programme as a proactive measure for counselling. Manage counselling services conducted by SSS to ensure that services are conducted at the required standard and comply with code of ethics. Ensure that individual counselling services take place including intervention programmes on psycho-social issues that affect students. Ensuring that counselling database system is designed and frequently updated for referral purposes. Track the behaviour and academic performance of students participating in internal and external counselling programmes. Oversee and maintain the sport, recreation, arts and culture activities for students. Ensure that there is Sport, Arts and Culture annual activity plan and budget. Facilitate student governance and student leadership development. Coordinate and monitor annual SRC election processes. Coordinate training and mentoring on SRC roles, duties, protocols and practices. Facilitate regular reviews and update student Code of Conduct guidelines and SRC constitution. Monitor the implementation of the student orientation and induction programmes. Support the College Student Financial Aid Officer with advocacy on the NSFAS Bursary Management System. Management of all Human, Financial and other resources of the unit performing of any other duties as delegated by the supervisor.

ENQUIRIES : Dr RS Radile Contact No: 0579106000

APPLICATIONS : must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or Email to: recruit@goldfieldstvet.edu.za

NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact

details). In terms of COVID 19 Safety Protocols copies need not be certified when applying for a post. Communication from the HR regarding the requirements for certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

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| <u>CLOSING DATE</u> | : | 10 December 2021 at 16:00 |
| <u>POST 43/71</u> | : | <u>ASSISTANT DIRECTOR – INFORMATION TECHNOLOGY (ICT) REF NO: GC2021/58</u> |
| <u>SALARY</u> | : | R382 245. per annum (Level 09)(plus benefits as applicable in the Public Service) |
| <u>CENTRE</u> | : | Goldfields TVET College |
| <u>REQUIREMENTS</u> | : | Recognized National Diploma (NQF 6) in Information Technology or related qualification and at least 3 to 5 years working experience in IT environment and a valid driver's licence. Recommendations: Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT policies and relevant legislation. The following skills will also be an added advantage administer computer hardware, software and network, administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, planning and organizing and people management. |
| <u>DUTIES</u> | : | Develop, review and monitor the implementation of Information Communication Technology (ICT) policies; Conduct research regarding national and provincial policy framework, legislation, collective agreements, internet, relevant readings etc. Ensure consultation process of draft policies with all relevant stakeholders. Ensure that all new ICT policies are work shopped to all staff. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data. Perform system backups. Research and develop specifications for (Local Area Network& Wide Area Network) LAN and WAN technologies according to the college's requirements. Procure LAN and WAN technologies. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges. Troubleshooting, resolving and documenting all ICT related issues. ICT software and hardware, Maintenance. Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business, support functions and programs. Advice on Procurement of college software and hardware according to the college's needs. Distribute software and hardware for use by students and staff according to the college's policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage |

all licensing of software that the college is using and ensure that they are valid and appropriate. Assist with the procurement of intranet and internet products and services according to the college's needs. Ensure access of intranet and internet in the colleges. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit.

ENQUIRIES : may be directed to Mr MG Pheko: Manager; Human Resource Management at Tel No: (057) 910 6000

APPLICATIONS : must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or Email to: recruit@goldfieldstvet.edu.za

NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of COVID 19 Safety Protocols copies need not be certified when applying for a post. Communication from the HR regarding the requirements for certified documents will be limited to shortlisted candidates Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE : 10 December 2021 at 16:00

POST 42/72 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: GC2021/60**

SALARY CENTRE : R321 543. per annum (Level 8) plus benefits as applicable in the Public Service Goldfields TVET College

REQUIREMENTS : A Recognised Bachelor's Degree or equivalent three (3) years National Diploma in Accounting/ Financial Management qualification (NQF level 6). 3-5 years' experience in the financial management environment. Knowledge of GRAP standards requirements. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions. Knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, GRAP, PPPFA, Financial Manual). Knowledge of basic financial operating systems (COLTECH, SAGE).

DUTIES : Prepare and capture the necessary correction journals (monthly and year end). Perform all general ledger reconciliations on monthly. Prepare monthly variance reports (budget vs actuals). Provide supporting information for preparations of Financial Statements. Supervise and assist with general financial accounting services. Supervise and manage asset reconciliation. Supervise and provide management of debt services.

ENQUIRIES : Mr LP Norman Contact No: 057 910 6000

APPLICATIONS : must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or Email to: recruit@goldfieldstvet.edu.za

NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of COVID 19 Safety Protocols copies need not be certified when applying for a post. Communication from the HR regarding the requirements for certified documents will be limited to shortlisted candidates Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Successful candidates will be subjected to a vetting process

(criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE : 10 December 2021 at 16:00

POST 42/73 : **STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: GC2021/61**

SALARY : R261 372. per annum (Level 7) plus benefits as applicable in the Public Service
CENTRE : Goldfields TVET College
REQUIREMENTS : A Recognised Bachelor's degree or equivalent National Diploma in Financial Management (NQF level 6) with 2-5 years' experience. Knowledge of GRAP 17 assets management Previous experience and latest skills with assets management. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, GRAP, PPPFA, Financial Manual). Knowledge of basic financial operating systems (COLTECH, SAGE)

DUTIES : Maintain Asset Register in accordance with GRAP 17. Assist with GL reconciliation to Asset Register. Assist with Financial Policies, processes, and procedures. Render a budget preparation support service. Assist to coordinate and communicate budgets with internal departments. Supervise and perform Asset Management. Supervise staff.

ENQUIRIES : Mr LP Norman Contact No: 057 910 6000
APPLICATIONS : must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or Email to: recruit@goldfieldstvet.edu.za

NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of COVID 19 Safety Protocols copies need not be certified when applying for a post. Communication from the HR regarding the requirements for certified documents will be limited to shortlisted candidates Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE : 10 December 2021 at 16:00

POST 42/74 : **STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: GC2021/62**

SALARY : R261 372 per annum (Level 7) plus benefits as applicable in the Public Service
CENTRE : Goldfields TVET College
REQUIREMENTS : A Recognised Bachelor's Degree or equivalent National Diploma in Financial Management (NQF level 6) with \2-5 years' experience in accounting and financial management. Knowledge of GRAP standards requirements. Basic knowledge of financial functions, practices as well as the ability to capture data,

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| <u>DUTIES</u> | : | operate computer. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, GRAP, PPPFA, Financial Manual). Knowledge of basic financial operating systems (COLTECH, SAGE). Review and ensure correctness all Financial Accounting transactions documents. Prepare monthly financial service registers (Unallocated deposit, Commitments, etc.). Ensure correct classification of transactions on general ledger accounts. Supervise and manage expenditure and general payment services. Assist and perform monthly stock (textbooks) reconciliation reports and adjustments. Supervise and perform salary administration support services. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr LP Norman Contact No: 057 910 6000 must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or Email to: recruit@goldfieldstvet.edu.za |
| <u>NOTE</u> | : | A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of COVID 19 Safety Protocols copies need not be certified when applying for a post. Communication from the HR regarding the requirements for certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply. |
| <u>CLOSING DATE</u> | : | 10 December 2021 at 16:00 |
| <u>POST 42/75</u> | : | <u>PROJECT COORDINATOR REF NUMBER: UTVETC/PC/21</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R211 713 per annum (Level 06) plus benefits UMgungundlovu TVET College A Diploma or Degree in Public Management/ Community Development/relevant qualification. Two (02) years of project implementation experience. A driver's license. Understanding of the TVET College's core mandates. Good and solid communication skills. Excellent computer literacy including MS Word, MS Excel and MS PowerPoint. Report writing and presentation skills. Ability work within multi-disciplinary settings. Detail orientated, flexible and creative. |
| <u>DUTIES</u> | : | Coordinate /manage all SETA and other related projects including Community Outreach Programmes at Learnership site or Campus. Conduct monitoring on projects. Ensure that quality facilitation, assessments and moderation take place. Compile project reports. Ensure that all administration on projects is complete. Ensure that various departments are prepared for audits from DHET, SETA's and QCTO. Monitor portfolios and ensure that all POE's are up-to-date. Advise students with regards to course and subject selection. Manage the SETA management system. Ensure that learner evaluations are recorded. Ensure training venues are set-up and conducive for teaching and learning. Ensure that facilitators have relevant teaching and learning resources. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Miss N Julia at Tel No: (033) 816 8619 UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201. |
| <u>NOTE</u> | : | Candidates who wish to apply must forward copies of their Senior Certificate, Qualifications, Academic Record, ID copy, driver's license, together with a comprehensive CV and fully completed and signed New Z83 form (obtainable from all Government Departments). Each application should be submitted in an envelope with the reference number of the post clearly indicated. It is the |

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| | | responsibility of the applicant to ensure that his/her foreign qualifications have been verified and evaluated by the South African Qualifications Authority and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. |
| <u>CLOSING DATE</u> | : | 10 December 2021 at 16:00 |
| <u>POST 42/76</u> | : | <u>SUPPLY CHAIN MANAGEMENT: ADMINISTRATION CLERK REF NO: UTVETC/SCM-AC/21 (1 POST)</u> |
| <u>SALARY</u> | : | R176 310 per annum (Level 05) Plus benefits |
| <u>CENTRE</u> | : | UMgungundlovu TVET College |
| <u>REQUIREMENTS</u> | : | A diploma in Financial Management/ Business Management/ Public Management together with 18 months relevant experience and one year administrative experience. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations; In-depth knowledge of financial systems, e.g. LOGIS; A valid driver's licence will be an added advantage. Skills and Competencies: Planning and organising skills; Good interpersonal relations; Effective communication skills (written and verbal); Computer literacy; Ability to work independently and meet deadlines. The ability to work under pressure, work in a team and preparedness to work overtime when required. |
| <u>DUTIES</u> | : | Sourcing of quotation as per National Treasury guidelines; Receive and assess quotation to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Request, prepare and compile quotes; Ensure that all relevant forms are attached; Extend the validity periods of quotes in advance of expiry dates; Capturing of awarded contracts on National Treasury contracts registration application (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; Ensure timeous processing of payments to suppliers; Receiving and issuing of stock items; Perform other duties as delegated by the supervisor. |
| <u>ENQUIRIES</u> | : | Miss N Jula at Tel No: (033) 816 8619 |
| <u>APPLICATIONS</u> | : | UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201. |
| <u>NOTE</u> | : | Candidates who wish to apply must forward copies of their Senior Certificate, Qualifications, Academic Record, ID copy, driver's license, together with a comprehensive CV and fully completed and signed NEW Z83 form (obtainable from all Government Departments). Each application should be submitted in an envelope with the reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified and evaluated by the South African Qualifications Authority and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. |
| <u>CLOSING DATE</u> | : | 10 December 2021 at 16:00 |
| <u>POST 42/77</u> | : | <u>ASSET ADMINISTRATION CLERK REF NUMBER: UTVETC/TLC/PERM21 (1 POST)</u> |
| <u>SALARY</u> | : | R176 310 per annum (Level 05) plus benefits |
| <u>CENTRE</u> | : | UMgungundlovu TVET College |
| <u>REQUIREMENTS</u> | : | A diploma in Public Management/Management Assistant/Human Resource Management/relevant qualification. 1-2 years clerical experience in transport / fleet management / logistics or relevant experience. A driver's license code 10 with PDP. Understanding of the TVET College's core mandates. Good and solid communication skills in both English and IsiZulu (Good verbal and written). Excellent computer literacy including MS Word, MS Excel and MS PowerPoint. Flexibility, Customer care services, Report writing, Flexibility, Teamwork. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of traffic laws. Monitoring and evaluation. Planning and organizing. Knowledge of Department of Higher Education mandate. |

- DUTIES** : Render administrative support for government garage and College vehicles. Process requisition for transport. Quality assures trip authorities have the required attachments. Issue trip authority documents and vehicle keys to the driver. Conduct car inspections before and after the trip. Capture kilometers travelled and any other relevant information. Check and ensure that all license vehicles are up to date. Check and ensure that all campus vehicles are safely parked Safe. Ensure that vehicle checks are conducted before and Assist in ensuring that vehicles are kept in good working condition and keep log books and petrol cards up to date. Processing of infringements, assist in administration and controlling of petrol card and issue petrol cards. Report petrol card to be replaced or renewed. Capture and record petrol slips. Assist in compiling the monthly/quarterly fuel duty report for the campus. Assist in ensuring effective and efficient utilization of subsidized vehicles. Capture kilometres travelled and costs involved on all subsidized vehicles. Handling of all vehicles incidents and accidents. Perform asset related functions as required
- ENQUIRIES APPLICATIONS** : Miss N Julia at Tel No: (033) 816 8619
: UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.
- NOTE** : Candidates who wish to apply must forward copies of their Senior Certificate, Qualifications, Academic Record, ID copy, driver's license, together with a comprehensive CV and fully completed and signed NEW Z83 form (obtainable from all Government Departments). Each application should be submitted in an envelope with the reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified and evaluated by the South African Qualifications Authority and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.
- CLOSING DATE** : 10 December 2021 at 16:00
- POST 42/78** : **SECURITY OFFICER REF NO: UTVETC/TLC/PERM21 (2 POST)**
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 03) plus benefits
: UMgungundlovu TVET College
: A National Senior Certificate/NQF4 and 5 Certificates. A Security Certificate: Grade C with PRSIR. At least one (1) to two (2) years' work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit with no criminal record and must be able to work under pressure/hostile/violent situation. Knowledge of numeracy and operating equipment. A firearm licence will be an added advantage.
- DUTIES** : Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all College security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complains. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.
- ENQUIRIES APPLICATIONS** : Miss N Julia at Tel No: (033) 816 8619
: UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.
- NOTE** : Candidates who wish to apply must forward copies of their Senior Certificate, Qualifications, Academic Record, ID copy, driver's license, together with a comprehensive CV and fully completed and signed NEW Z83 form (obtainable from all Government Departments). Each application should be submitted in an envelope with the reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified and evaluated by the South African Qualifications Authority and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been

CLOSING DATE

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contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.
10 December 2021 at 16:00

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 20 December 2021

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

OTHER POSTS

POST 42/79 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2021/55/MP**

SALARY : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office; Mpumalanga
: An undergraduate qualifications (NQF level 6) as recognised by SAQA in Financial Management; 3 years at supervisory level; Knowledge financial systems - Persal; PFMA and Treasury Regulations; A valid driver's licence; Skills and Competencies: Planning & organizing; Project management; Innovative/creativity; Computer literacy; Conflict Management; Decision making; Communication (written and verbal); Change Management; Analytical thinking; Computer literacy.

DUTIES : Key Performance Areas: Collect and record revenue; Ensure expenditure management; Supervise employees to ensure an effective financial accounting service; Authorize payments to third parties (employer contributions to pensions funds, medical aid funds, tax contributions and reconciliations, etc.) outside payroll system; Render administrative functions

ENQUIRIES : Ms NC Maseko Tel No: 013 753 9300/224

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200

POST 42/80 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 21/143/KZN**

SALARY : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate's Office, Durban: Serving Ethekwini Metro
: A 3 year National Diploma/Degree in Public Administration (NQF level 6) or equivalent qualification; At least 3 years supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills And Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

- DUTIES** : Key Performance Areas: Manage finance and procurement of goods and services; Implement Human Resource services within the Magistrate Court; Provide Security services within the office; Oversee library and archives services .
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
- POST 42/81** : **PRINCIPAL COURT INTERPRETER REF NO: 21/144/KZN**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Nqutu
: Grade 12 or equivalent qualification, A three (3) year National Diploma/Bachelor's Degree in Legal Interpreting or equivalent relevant qualification; A minimum of five (5) years practical experience as a Court interpreter with minimum of two (2) years supervisory experience; Proficiency in English: Proficiency in two or more indigenous languages; Driver's licence. Skills And Competencies: Excellent communication skills (written and verbal); Computer literacy (MS Office); Good Interpersonal Relations; Ability to work under pressure and solve problems; Accuracy and attention to detail; Customer Services; Planning and Organising Skills; Confidentiality and analytical thinking; Listening skills.
- DUTIES** : Key Performance Areas: Render interpreting services in complex and high profile cases, special cases, pre-trial conferences; disciplinary hearings and consultations, translate legal documents and exhibits; Assist with reconstruction of Court records; Develop terminology and coin words; Procure foreign language interpreters and casual interpreters in line with PFMA'; Control, supervise and attend to personnel administrative aspects, legal interpreting, and Language environment for interpreters; Provide mentoring and coaching to Junior/senior interpreters; Manage performance of court interpreters; Leave management for language service at the high court and develop related language glossary
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 42/82** : **COURT INTERMEDIARY, REF: 21/81/FS**
- SALARY** : R321 543 – R378 265 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office: Welkom
: The persons or category of persons who may be appointed as Intermediaries and the requirements for such persons or category of persons in terms of Government Notice R1374 in Government Gazette 15024 of 30 July 1993 as amended by GN R360 in GG 17882 of 28 February 1997, GN R597 in GG 22435 of 2 July 2001 and as amended by GN R663 in GG 10737 of 14 July 2017 are the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974), and against whose names the specialty Paediatrics or Psychiatry is also registered; or, Clinical Counsellors or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974(Act nr 56 of 1974); Family Counselors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act 24 of 1987), and who are or Clinical Counsellors or Educational Psychologist as determined above or Social Workers as determined below or Educators as determined below or Child and Youth Care Workers as determined below. Social Workers who are registered as in terms of section 17 of the Social Service Professions Act, 1978, and who have two years' experience in social work and persons who obtained a Master's Degree in Social Work and who have two years' experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who have obtained a minimum post Matriculation teacher's education

qualification of three years at a recognized tertiary educational institution and have at least three years' experience in teaching, and are registered in terms of section 21 of the South African Council for Educators Act 2000 (Act no. 31 of 2000) and include former or retired educators, who comply with above and whose name have not been removed from the register in terms of section 23(1) of the South African Council for Educators Act, 2000. Child care workers who have obtained a minimum post Matriculation three years at a recognized tertiary educational institution in child and youth care and have at least three years' experience in child and youth care, Previous experience as a Court Intermediaries exposed to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage. Experience in working with children affected by trauma and people with disabilities will be an added advantage. Knowledge of the relevant legal and regulatory framework (Constitution of the RSA, 1996; Criminal Procedure Act, 1977 (Act 51 of 1997), particularly sections 153, 158, 162 to 167 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007); Children's Act, 2005 (Act 38 of 2005) and Domestic Violence Act, 1998 (Act 116 of 1998). Applicants must please indicate their language proficiency level in English, Afrikaans, Sesotho, IsiXhosa and any other indigenous language. (Complete section D of Z83) language proficiency testing will be conducted during the interviews. Skills and Competencies; Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses); Trauma and basic counseling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills

- DUTIES** : key performance areas; Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services. Assist children to testify with the aid of anatomically-detailed dolls; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Compile and submit registers, statistics and reports; Render administration support service in court.
- ENQUIRIES APPLICATIONS** : Ms. NM Dywili Tel No: (051) 407 1800
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, OR hands deliver @ Colonial Building, 53 Charlotte Maxeke Street, Bloemfontein 9301.

POST 42/83 : **ADMINISTRATIVE OFFICER (2 POSTS)**

SALARY : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Barberton Magistrate Office Ref No: 2021/63/MP
Sabie Magistrate Office Ref No: 2021/65/MP

REQUIREMENTS : 3 year National Diploma/ Degree in Office Administration or related/ NQF Level 6; Three years' experience in Administration; A valid driver's license; Skills And Competencies: Planning, Organizing and Controlling; Interpersonal relations; Problem solving and analysis; Computer literacy; Listening skills; Teamwork; Communication skills; Customer focus and responsiveness.

DUTIES : Key Performance Areas: Administer cases flow management; Administer logistical services in the unit; Provide effective administration for the unit; Ensures effective and efficient financial management

ENQUIRIES APPLICATIONS : MS KN Zwane Tel No: (013) 753 9300/249
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200

NOTE : Separate applications must be made quoting the relevant reference number

POST 42/84 : **PRINCIPAL COURT INTERPRETER REF NO: 2021/39/MP**

SALARY : R321 543 – R378 765 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 in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5; Proficiency in two or more

indigenous languages (preference will be given to languages used in the area): Proficiency in English; Five(5) years practical experience as a Court Interpreter; Driver's licence Language requirements: sePedi; xiTsonga; siSwati; Skills And Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem Solving; Planning and organizing; Confidentiality; Ability to work under pressure.

DUTIES : Key Responsibilities: Render Interpreting services; Translate legal documents and exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line and Administrative support functions; Control and Supervise Interpreters

ENQUIRIES APPLICATIONS : Ms KN Zwane Tel No: 013 753 9300/249
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200

POST 42/85 : **MAINTENANCE OFFICER (MR1- MR5) REF NO: 2021/64/MP**

SALARY : R201 387 – R926 193 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Evander Magistrate Office
: LLB degree or recognized 4 year legal qualification. Skills And Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Driver's licence Competencies and Skills: Communication skills (oral & written); Motivational skills; Loyalty ,honesty, ability to work under pressure, etc; Planning and organizing; Good interpersonal relations; Attention to details; Customer care; Computer literacy.

DUTIES : Key Performance Areas: Conduct preliminary interviews; Conduct informal maintenance enquires; Conduct formal maintenance enquires; Render administrative support

ENQUIRIES APPLICATIONS : MS KN Zwane Tel No: (013) 753 9300 Ext. 249
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200

POST 42/86 : **MAINTENANCE OFFICER MR1 TO MR3 REF NO: 21/147/KZN**

SALARY : R201 387 – R298 350 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Court, Scottburgh
: LLB degree or recognized 4-year legal qualification: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Skills and Competencies: Communication skills (oral & written); Motivational skills; Loyalty, honesty, Ability to work under pressure; Planning and organizing; Good interpersonal relations; Attention to details; Customer care; Computer literacy. Key Performance Areas: Manage/Perform duties or functions of a Maintenance Officer for Scottburgh in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

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

DEPARTMENT OF MILITARY VETERANS

The Department Of Military Veterans Is An Equal Opportunity Affirmative Action Employer. It Is Our Intention To Promote Representativity (Race, Gender And Disability) Through The Filling Of These Posts And Candidates Whose Appointment/Promotion/Transfer Will Promote Representativity Will Receive Preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. All enquiries should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454.
- FOR ATTENTION** : The Acting Director: Human Resource Management
- CLOSING DATE** : 24 December 2021 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated) as well as copies of all qualification(s), Matric certificate and ID-document and Driver's license (where applicable). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. 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.

OTHER POSTS

- POST 42/87** : **DEPUTY DIRECTOR: DEDICATED COUNSELLING SERVICES REF NO: DMV2021/11-01**
- SALARY** : R744 255 – R876 705 per annum (Level 11) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate and an appropriate Degree or Diploma in Social Work Services. 5 years' experience working as a social worker at Assistant Director level. Registration with the South African Council for Social Services Professions (SACSSP). Knowledge and understanding in government prescripts, legislation, and policies, Knowledge of matters related to military veterans will be an added advantage. Skills in report writing, research and facilitation, decision making, teamwork, Project Management, Communication and Presentation, Networking and Negotiating skills. Personal attributes: Interpersonal relations, Integrity Confidential, Courteous, Responsive, Fairness, Credibility, Commitment, Compassionate, Ability to engage and diffuse crisis situation.
- DUTIES** : Provision of technical and administrative support for Dedicated Counselling Services as established by the department. Facilitate and Coordinate various simultaneous processes related to the functions of counselling and treatment services for military veterans/dependents. Ensure that all military veterans referred, receive personalized attention, and are treated with receptiveness, dignity and respect. Manage and monitor the referral processes and ensure correct placement of military veterans in need of frail care services, rehabilitation, transportation and admissions for wellness services. Coordinate the feedback mechanism to military veterans on the outcome of their applications, services provided and assessments conducted. Monitor and

evaluate service delivery and management systems. Facilitate payment of invoices for services provided by service providers and partners within stipulated timelines. (30 days). Provide comprehensive reports as outlined in the Dedicated Counselling policy document. Ensure core objectives on Dedicated Counselling and Treatments are achieved for military veterans. Conduct a thorough needs assessment for dedicated counselling and psychosocial wellness services. Enhance the functioning of military veterans/dependents by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Work towards the protection of the military veterans/dependents who are not in a position to do so themselves (dependents, military veterans experiencing mental illness within the parameters of accepted and ethically sound legislation). Work effectively within teams, including multidisciplinary teams. Coordinate and organize family and or group counselling interventions for military veterans and or their dependents. Assist and empower military veterans to enhance their social functioning and their problem solving capabilities. Enhance military veteran's wellbeing, promote development and human rights, and promote collective social harmony and social stability. Advocate for military veterans rights while maintaining ethical principles of the profession. Develop partnerships and network with relevant stakeholders. Support the establishment, management and maintenance of good relations with service providers and all relevant stakeholders. Ensure correct referral systems to various units in the department and other external stakeholders. Facilitate and promote independence through empowerment, skills development and employment placement with relevant directorates, departments and stakeholders. Initiate and attend regular meetings with service providers and relevant stakeholders. Co-ordinate reports from service providers and provide a comprehensive monthly reports on the wellness services. Monitor and report on the utilization of services. Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Evaluate and monitor performance and appraisal of employees.

- ENQUIRIES** : Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454
- POST 42/88** : **DEPUTY DIRECTOR: PROJECT COORDINATOR HOUSING REF NO: DMV2021/11-02**
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11) (All inclusive)
: Pretoria
: National Senior Certificate and a Bachelor Degree in Public Administration or equivalent qualification. At least 3-5 years relevant experience at Assistant Director Level. Knowledge in Housing related policies and legislation, Government wide policies, Ability to interpret and apply policies and legislations, Housing charter. Skills in Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate.
- DUTIES** : Coordinate the building and handover of houses to military veterans. Provide input in the review of the National Military Veterans housing policy. Collaborate with stakeholders and partners in the establishment of the Military Veterans Housing Needs database. Liaise with provincial departments of human settlements to be kept abreast monitor progress relating to the building of houses for Military Veterans. Visit housing construction sites in provinces to assess the building of houses for Military Veterans and report progress accordingly. Coordinate the handover of houses to legitimate Military Veterans as listed in the Housing Need Database. Participate in meetings and forums related to the delivery of houses to Military Veterans. Facilitate the approval and payment of invoices received from PDHS for top-up payments. Manage the establishment and operation of the Military Veterans Housing Consultative Committees. Collaborate with stakeholders in developing and implementing collaborative standards and terms of reference for the Military Veterans Housing Benefit Consultative Committees. Manage the establishment and functioning of the Military Veterans Housing Consultative Committees through collaboration with Military Veterans and Associations and

PDHS. Convene regularly meetings with the Military Veterans Housing Consultative Committees to share information and coordinate activities. Manage the provision of secretariat services for Military Veterans Housing Consultative Committees. Manage the resolution of complaints from military veterans and stakeholders. Manage the resolution of Military Veterans complaints. Respond to concerns and complaints from Military Veterans and stakeholders. Leadership and supervision. Provide individual support and assistance to staff, including problem solving, providing policy guideline, and assisting in difficult situations between the employee and the clients. Employees' performance agreements in place on 1st May of each year, and Performance reviews conducted biannually & gaps & interventions identified & implemented. Ensure quality control over output of staff by ensuring that policies & procedures are followed. Assist and support development and submission of reports on the housing programme to Management as required.

ENQUIRIES

:

Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454

POST 42/89

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DEPUTY DIRECTOR: LEGAL SERVICES REF NO: DMV2021/11-03

SALARY CENTRE REQUIREMENTS

:
:
:

R744 255 – R876 705 per annum (Level 11) (All inclusive)
Pretoria
National Senior Certificate and a Bachelors Degree in law (LLB) or equivalent qualification. At least 3-5 years relevant experience at Assistant Director Level. Knowledge Legal processes and systems, Government wide policies, Ability to interpret and apply policies and legislations. Skills in Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation and Compliance. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate.

DUTIES

:

Provision of legal advisory services. Draft and prepare legal opinions. Provide legal advice. Draft and compile legal documents, i.e. to vet tender documents, contracts, memoranda of understanding and service level agreements and give advice on interpretations and execution of powers. Ensure that the content of these instruments are legally correct and contain the necessary clauses (essentialia) – issuing of a certificate of due diligence. Liaise and consult with legal advisors and experts. Draft and produce legislation and accompanying memoranda. Handle responses to legally based queries and complaints of service providers, Military Veterans and the public. Respond to Parliamentary enquiries. Provide technical and administrative support in the consultation process and instruction of State Attorneys, as well as partake in consultations and negotiations to settle legal matters and/or prepare for hearings and trials. Ensure compliance with POPI and PAJA. Manage the administration of lawsuits. Ensure the representation of the employees of the department in criminal matters arising from the execution of their official duties. Provide technical and administrative support in the representation of the Department in litigation matters. Handle liaison with other government departments and stakeholders in relation to court cases and other legally related matters. Provide technical and administrative support in the briefing of external legal counsels for the purpose of providing the department with legal opinions and advice on complex and complicated legal questions and related matters. Provide technical and administrative support in the monitoring and provision of advise regarding litigation processes following legal action being instituted against or by the Department. Handle investigations and handling of criminal and civil matters including declarations and resolutions of criminal matters. Provide technical and administrative support in preparing case files as well as liaison with State Attorneys / state law advisors on litigation and other related matters. Handle investigations and advise on the strength of the department's case before defending or instituting action. Act as a nodal point for Appeal Board matters. To ensure that DMV officials attend the hearings and to ensure that appeal board decisions are executed alternatively be taken on Review should the decision fall outside our mandate and require such intervention

ENQUIRIES

:

Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454

POST 42/90

:

DEPUTY DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: DMV2021/11-04

SALARY CENTRE

:
:

R744 255 – R876 705 per annum (Level 11) (All inclusive)
Pretoria

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| <u>REQUIREMENTS</u> | : | National Senior Certificate and an appropriate Bachelor's Degree/National Diploma or equivalent qualification. At least 3-5 years relevant experience Assistant Director Level executing research related duties. Knowledge Research related prescripts processes and procedures, Government wide policies, Ability to interpret and apply policies and legislations. Skills in Report writing, Research, Presentation, Analytical, Motivational and Decision making. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate. |
| <u>DUTIES</u> | : | Conduct research and participate in outsourced research projects. Develop and implement research policies and procedures. Provide administrative, technical and logistical support in the commissioning and implementation of pro-active needs based research. Participate in the diagnostic research programs and the collation of information thereof. Provide administrative, technical and logistical support in the preparation and summarizing of report on the findings of research undertaken and the presentation of feedback to the department and its strategic processes. Provide assistance in the interpretation and analysis of research-based recommendations. Compile research documents and research materials. Undertake research audits. Facilitate the formation of research partnerships with credible research and funding institutions. Provide administrative, technical and logistical support in the establishment and maintenance of the information resource centre. Manage the daily activities of the information resource centre and its personnel. Provide information knowledge management system for the department. Conduct ongoing feasibility and benchmark research on national and international best practices. Handle the assets of the unit. Ensure that the assets allocated to the unit are managed accordingly. |
| <u>ENQUIRIES</u> | : | Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454 |
| <u>POST 42/91</u> | : | <u>DEPUTY DIRECTOR: PROVINCIAL OFFICE MANAGEMENT AND STAKEHOLDER RELATIONS REF NO: DMV2021/11-05</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R744 255 – R876 705 per annum (Level 11) (All inclusive) Pretoria National Senior Certificate and an appropriate degree or diploma or equivalent qualification. Three to five years of experience at an Assistant Director level executing stakeholder management and office management duties. Knowledge: Stakeholder relations policies and legislation, Inter-governmental guidelines, Government wide policies, Ability to interpret and apply policies and legislations. Skills in Negotiations, Report writing, Research, Presentation, Analytical, Project management, Strategic planning, Motivational, Decision making, Facilitation and Change management. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility and Commitment. |
| <u>DUTIES</u> | : | Co-ordinate the management of provincial offices and oversee the work performed of provincial offices. Develop and facilitate the implementation of policies and procedures that relates to provincial office management and stakeholder relations. Facilitate the establishment of fully functional provincial offices. Oversee the work of provincial offices in order to ensure that professional and ethical standards are maintained. Administer the provision of provincial office management services. Facilitate the development, implementation and monitoring of provincial operational plans. Ensure overall co-ordination of provincial offices activities. Oversee the performance of provincial offices in line with set targets. Co-ordinate the development and submission of provincial performance reports. Identify challenges in the co-ordination with partners at provincial level and identify proactively appropriate solutions. Track service provision and plan future service coverage. Manage the distribution of resources to provincial offices. Co-ordinate and collaborate stakeholder relations activities. Co-ordinate establishment of sound relations with stakeholders. Support provincial offices in establishing and maintaining sound relations with stakeholders and in implementing stakeholder management interventions. Facilitate the implementation of regulatory framework in relation to stakeholder management. Support the provincial offices in identifying challenges related to the management of stakeholders and to devise appropriate interventions to manage such challenges. Keep provincial offices informed updated regarding upcoming events and disseminate any other information that is of relevance to provincial offices. Facilitate the development, signing and monitoring of MOU between the |

department and its stakeholders, and, as needed, facilitate the development of MOUs. Liaise and co-ordinate with governmental, non-governmental institutions and other structures including national as well as international with regard to services rendered to military veterans. Advise the department and stakeholders on identification of service gaps. Co-ordinate the identification of access points in all provinces.

ENQUIRIES

: Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:



- APPLICATIONS** : **Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatjie Drive, Room B107, Kimberley
Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to: The 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- CLOSING DATE** : 10 December 2021
- NOTE** : 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 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. All applications must be in a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the old Z83 will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. 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. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course,

endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

OTHER POSTS

- POST 42/92** : **REGISTRAR, REF NO: 2021/216/OCJ**
- SALARY** : R260 928 - R926 193. per annum (MR3 –MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape High Court: Kimberley
: Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.
- DUTIES** : Manage and execute quasi-judicial functions. Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.
- ENQUIRIES** : Ms S Ruthven Tel No: (053) 807 2733
- POST 42/93** : **ASSISTANT LIBRARIAN REF NO: 2021/217/OCJ**
- SALARY** : R147 459 – R173 706. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division Of The High Court: Johannesburg
: Grade 12 or equivalent qualification. Skills and competencies: Communication. Computer literacy. Report writing. Research and planning. Problem solving skills. Good interpersonal relations. Creative and analytical thinking. Customer oriented and ability to work under pressure. Attention to details. Excellent typing skills. Confidentiality and time management. Computer literacy (MS Word).
- DUTIES** : Assist with the management and control of the Library and its resources in line with the library code and other applicable prescripts. Assist with the ordering of library material approved by the Library Committee. Assist in classifying cataloguing and indexing library material. Update loose-leaf publications. Responsible for the sub-libraries outside the court. Assist with running and maintenance of the library including the physical structure. Arrange for the binding of loose-leaf publications. Processing of standing orders. Conduct asset verification and stocktaking. Carry boxes on delivery of books to Judges Chambers and assist with compiling of reports on library matters.
- ENQUIRIE** : Ms T Mbalekwa Tel No: (011) 335 0404

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. 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** : May Be Forwarded To The Correct Regional Office/Centre: Applications May Be Forwarded To:
Head Office Applications: Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.
Durban Regional Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile
Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For Attention: Ms. C Rossouw
Umtata Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For Attention: Ms N Mzalisi
Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr E Nguyuzza
Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M Masubebele
Polokwane Regional Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa
- CLOSING DATE** : 10 December 2021 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it

being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will not be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful.

OTHER POSTS

- POST 42/94** : **DEPUTY DIRECTOR: ACQUISITIONS (PROPERTY MANAGEMENT) REF NO: 2021/348**
- SALARY** : R744 255 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service) Cape Town Regional Office
- CENTRE REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/B.Com Accounting Science/Economics/ Public Management/Administration (Management Science). Extensive credible experience as an Assistant Director, with appropriate functional working experience in Supply Chain Management in Acquisition Management or Contract Management and extensive experience on management of resources. Shortlisted candidate will undergo competency assessment and those who passed will be invited for interviews. Valid driver's licence at least Code 8 (EB). Legislative Requirements: Practical knowledge and experience on implementation of Broad Based Black Economic Empowerment, Public Service Act, Public Finance Management Act, National Treasury Regulations, Preferential Procurement Policy Framework Skills. Good Knowledge of public sector procurement experience, Knowledge of strategic planning and budgeting, ability to develop, interpret and apply policies, CIDB strategies and legislation. Understanding of Government budgeting processes, experience in working with service providers/consultants. Knowledge of Public Service financial legislative frameworks, Understanding of Financial management; Risk Management; Knowledge and understanding of contract management. **KEY SKILLS:** Negotiation Skills and Technical Proficiency, Business Writing Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Planning and Organising Problem solving and decision making, Team Leadership; Computer literate (especially with regard to MS Word, Excel, Projects and Power point), Basic Numeric skills and Excellent Presentation Skills.
- DUTIES** : Develop and implement the acquisition Management systems and appropriate acquisition Management internal controls and audit trails in the Department. Facilitate and manage the business process cycle (inviting, evaluating, adjudicating, and awarding) for all bids in terms of SCM regulations. Ensure proactive management and tracking of tenders and quotations for goods and services. Eligible knowledge of acquisition for REMS and Infrastructure Projects. Provide regular progress report to management highlighting procurement trends, problems, risks, deviation, delays and make appropriate recommendations for improvements. Manage the Departmental Bid Evaluation and Adjudication Committees secretariat. Compile and analyse management reports from various strategic activities. Provide strategic report, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Management of human resource related issues including the implementation and facilitation of adherence to policies and process in Acquisition Unit.
- ENQUIRIES** : Mr E Dlamini, Tel: (021) 402 2082

POST 42/95 : **ASSISTANT DIRECTOR: IAR GIS REF NO: 2021/349**
(36 Months Contract)
Re-Advertisement: people who previously applied are encouraged to re-apply)

SALARY : R628 014 per annum (OSD Salary Package)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Geography, Science, Information Technology and Property Management. Registration with SAGC will be an added advantage. At least 3-5 years' experience in Geographic Information Systems and Asset Management. Experience in State land administration and verification of immovable assets will be an added advantage. Valid drivers Licence. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : Perform desktop GIS planning. Geographical referencing of administrative geographical data: Analysis, geo-coding, editing of land data. Investigate, localize and spatially link the cadastral data to the IAR. Manage the process of capturing and digitizing of building foot prints to support field verification processes. Build effective partnerships with internal and external stakeholders. Research and document suitable GIS concepts to assist in enhanced workflows. Assist Director in defining and controlling spatial data on the Immovable Asset Register database. Maintain alpha-numeric data structures to ensure data links with spatial data. Support in the development of GIS Dashboards and Mobile apps for DPW and public works sector. Render in-house GIS training sessions to the staff and other business units within the Department.

ENQUIRIES : Mr. M Chauke, Tel: (012) 406 1144

POST 42/96 : **CONTROL WORKS MANAGER: MECHANICAL REF NO: 2021/350**

SALARY : R477 090 per annum
CENTRE : Umtata Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Mechanical or Trade Certificate plus related technical experience plus relevant experience in the management position in the built environment. Ability to plan, organise and manage people and resources. A valid driver's license. Computer literacy. Knowledge and understanding of OHSA, PFMA, Treasury regulations, National Building regulations and Environment Conservation. Sound analytical and good written verbal communication skills.

DUTIES : Manage minor projects, unplanned maintenance, building condition surveys, asset register with reference to building work. Monitor work performance of Works Managers and Contractors. Analyse all reports submitted by Works Managers. Responsible for site inspections and reports and attend Client liaison meetings. Negotiate with Contractors. Assist Facilities Management activities such as cleaning, horticultural security and other contracts. Compile Scope of Works and prepare specifications, estimates and quotations. Ensure all work complies with building regulations and OHSA and all relevant construction regulations and specifications. Compile technical and monthly reports.

ENQUIRIES : Mr R Mabandla, Tel: (047) 502 7000

POST 42/97 : **ASSISTANT DIRECTOR: PROPERTY BUDGET ADMINISTRATION REF NO: 2021/351**
Directorate: Property Budget Management

SALARY : R382 245 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in the project/property budget administration field, built environment or financial/budget management with appropriate experience in project budget administration. Knowledge of the Works Control System (WCS) and the ability to source and analyse information to formulate financial reports. Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills. Possess analytical, and problem-solving skills. Have an understanding of the various facets of the built (construction) environment. Computer literacy in MS

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| | | Office (with specific reference to MS Word, MS Excel, MS PowerPoint and MS Outlook). |
| <u>DUTIES</u> | : | Key responsibilities: Assist with the programming of services on the Works Control system (WCS); Approve authorisations on WCS once confirmation of funding is approved by the relevant stakeholders; Liaise with Client Departments for confirmation of funding; Liaise with Project Managers on budget related matters; Report shortages or surplus of funds to the DD: PBM; Monitor the Implementation programmes in terms of expenditure, cash flow projections, forced tender dates and the overall data integrity of WCS and ensure constant updating where applicable to PBA; Assist with budget control of the Capital Works and Repair and Refurbishment budgets; Distribute the monthly Programme Management schedules to the relevant executing units and return the updated documents to the relevant Head Office stakeholders on receipt thereof; Prepare monthly presentations and submit to DD: PBM before the due dates; Attend various meetings as and when required; Arrange the allocation/re-allocation meetings and ensure that all stakeholders (internal and external) are notified of the meetings well in advance; Manage the human resources of the unit. |
| <u>ENQUIRIES</u> | : | Ms L van den Heever, Tel: (012) 406 1136 |
| <u>POST 42/98</u> | : | <u>ASSISTANT DIRECTOR: MOVABLE ASSET MANAGEMENT (SCM) REF NO: 2021/352</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R382 245 per annum |
| | : | Cape Town Regional |
| | : | A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistics/Public Administration/ Public Management/Equivalent tertiary qualification. Extensive supervisory experience in Movable Asset Management. Sound knowledge and understanding of pertinent policies related to Movable Asset Management, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS). Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. All shortlisted candidates will write an assessment and those who passed the assessment will be invited for an interview. A valid driver's license. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements. |
| <u>DUTIES</u> | : | Ensuring overall effective Management of Movable Asset Unit. Bar-code new assets and update on LOGIS System. Track and authorize movements of movable assets and make sure that it is captured on LOGIS. Consolidate and submit acquisition plan to Head Office for the Region in each financial year. Plan and report physical verification of assets. Manage the quarterly and annual verification of movable assets and other Sate Lite Offices. Maintenance and updating of the movable Assets Register on LOGIS. Manage disposals of assets and keep records of redundant, unserviceable and obsolete assets. Manage the repairs process of movable assets. Attend to all audit queries within specified time frames. Conduct monthly asset register audit and correct all discrepancies within specified time frame. Interact with asset controllers with regards to asset management. Check and verify request forms if SCOA allocations and ICN's are used when procuring assets. Manage and monitor financial reporting processes on movable assets. Perform Monthly reconciliation of Assets between BAS and LOGIS. Compile a reconciled Annual Financial Statement for Movable Assets Management. Effective management of resources within the Unit. |
| <u>ENQUIRIES</u> | : | Ms. N Poswa, Tel: (021) 402 2198 |
| <u>POST 42/99</u> | : | <u>SENIOR ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: 2021/353</u> |
| <u>SALARY CENTRE</u> | : | R321 543 per annum |
| | : | Pretoria Regional Office |

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Logistics / Supply Chain Management / Purchasing or Public Management. Experience in Supply Chain Management environment. An experience in the bid/tender and administration will be an added advantage. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Supervise the Procurement Office. Co-ordinate the procurement and processing of bids. Scrutinise specifications. Co-ordinate the compilation of agenda for the Bid and Sub-bid Committees. Compile accurate minutes of the proceedings of the bid and sub-bid committees. Advise the Bid and Sub-bid Committees on procurement processes and prescripts. Assist in all Procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decisions made by sub-bid committees. Ensure timeous distribution of minutes to members of the Bid and Sub-bid Committees of all decisions taken. Maintain records for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinising bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM. Supervise subordinates. Custodian for all records of awards approved by Supply Chain Management and Bid Committees.

ENQUIRIES : Mr M. Raphesu, Tel: (012) 310 5161

POST 42/100 : **CHIEF WORKS MANAGER: MECHANICAL TECHNICAL MAINTENANCE**
REF NO: 2021/354

SALARY : R321 543 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in mechanical field couple with extensive experience in the technical field or N6 plus a trade certificate with extensive experience. Applicable knowledge of the PFMA, OHSA, national building regulations and building standards. A candidate must be in a possession of a driver's license. Willingness to travel. Computer literate. Ability to work under pressure and to solve problems. Knowledge of HVAC, fire-fighting equipment, kitchen equipment, steam boilers and reticulation, mechanical pumps, bore bores, waste and water treatment. Property and facilities management skills. Knowledge of government procurement process and system. Good analytical skills. Strong verbal and written communication skills.

DUTIES : Prepare specifications/scope of work for unplanned, routine/planned maintenance, minor new works and the associated costs. Prepare submissions for delegation 12. Ensure that projects are approved. Prepare and monitor progress reports. Arrange for first and final deliveries. Prepare, update assets register (mechanical). Compile scope of works and prepare estimates as well as technical reports. Certification and verification of invoices/quotation. Prepare and compile submissions and progress report on a monthly basis.

ENQUIRIES : Mr JM Mabala, Tel: (012) 310 5092

POST 42/101 : **CHIEF WORKS MANAGER ELECTRICAL TECHNICAL MAINTENANCE**
REF NO: 2021/355

SALARY : R321 543 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Electrical engineering and relevant technical experience or N6 plus successfully completed trade test. Valid driver's license. Computer literacy. Knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conversation Act as well as the Government Procurement system, UPS, stand-by generators, . Willingness to travel and work irregular hours. Understanding of condition assessment. Sound analytical and good written and verbal communication skills. Ability to work under pressure.

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| <u>DUTIES</u> | : | Assist Controls Works Manager with the management of electrical maintenance services. Attend to planned and unplanned maintenance request from clients. Inspect leased building, optimum use of electrical equipments and installation. Inspect electrical meter readings and the effective usage of electricity. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certification of quotations and invoices. Overtime and stand-by duties. Prepare and compile submissions and progress report on a monthly basis. |
| <u>ENQUIRIES</u> | : | Mr JM Mabala, Tel: (012) 310 5092 |
| <u>POST 42/102</u> | : | <u>CHIEF WORKS MANAGER: MECHANICAL REF NO: 2021/356(02 POSTS)</u> |
| <u>SALARY</u> | : | R321 543 per annum |
| <u>CENTRE</u> | : | Nelspruit Regional office |
| <u>REQUIREMENTS</u> | : | A three year tertiary qualification (NQF Level 6) or equivalent qualification in a built management disciplines with extensive experience in the technical field, i.e. mechanical or N3 plus trade test and 5-10 years in the technical field. Extensive knowledge of mechanical regulations. Occupational health and safety act. Public finance management act. A driver's licence. Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Management and planning skills. Knowledge and understanding of the government procurement system. |
| <u>DUTIES</u> | : | manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing state accommodation. Manage project cost estimates, monitor and control the process of controlling changes in line with the allocated day-to-day maintenance budget. Conduct site inspection to ensure compliance with specification set out by the department. Ensure compliance with OHSA. Assist in the development of building programmes and conditional surveys and report regularly to management on the progress thereof. Manage the budget. Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients |
| <u>ENQUIRIES</u> | : | Mr S Khumalo, Tel: (013) 1010 130 |
| <u>POST 42/103</u> | : | <u>CHIEF WORKS MANAGER (BUILDING) PROPERTY MANAGEMENT REF NO: 2021/357</u> |
| <u>SALARY</u> | : | R321 543 per annum |
| <u>CENTRE</u> | : | Mmabatho Regional Office |
| <u>REQUIREMENTS</u> | : | A three year tertiary qualification (NQF Level 6) in the building industry, relevant experience in the technical field or N3 plus trade test and 5 to 10 years in the technical field. Applicable knowledge of PFMA, OHSA, National Building Regulations and Environment Conservation Act as well as the Government Procurement System. A valid driver's license. Willingness to travel and work irregular hours. Computer literacy. Ability to work under pressure. Project Management skills, Property and facilities management skills. Sound analytical and good written and verbal communication skills. |
| <u>DUTIES</u> | : | Assist Control Works Manager with the management of building projects. Attend to planned and unplanned maintenance requested from the clients. Investigate customers complains, new services required and the associated costs. Compile and prepare scope of works, estimates and technical reports. Compile and negotiate service level agreements contractors. Prepare specification/scope of work for unplanned maintenance, minor new works and the associated costs, Verify and Certify invoices from contractors. Manage updating and maintenance of Asset Register, Ensure drawings comply with the OHSA and National Building Regulations. Compile monthly reports. Inspect and certify municipal accounts for rates payments on State properties |
| <u>ENQUIRIES</u> | : | Ms M Llali, Tel: (018) 386 5379 |
| <u>POST 42/104</u> | : | <u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: PROFESSIONAL SERVICES REF NO: 2021/358</u> |
| <u>SALARY</u> | : | R261 372 per annum |
| <u>CENTRE</u> | : | Head Office (Pretoria) |
| <u>REQUIREMENTS</u> | : | A three year tertiary qualification (NQF level 6) in Management Assistant, Secretariat, Office Management or equivalent. The ability to liaise at Senior |

Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an added advantage.

DUTIES : Manage the traffic in the office of the Chief Director, efficient and effective Human Resources, Financial administrative support. Perform the duties of the Chief Director User Clerk in the office of incoming and outgoing post. Maintain a filing registry in the office of the Chief Director. Provision stationery and supplies, Maintaining an electronic post register for management of the Chief Director's diary, Schedule meetings and telephone management, Make official travel arrangements for the Chief Director, Assist with the preparation and development of Chief Director's presentations, reports and minutes of meetings, Arrange official functions for the office of the Chief Director, Assist in the identification and development of training material for the Chief Director and organise training facilities, Responsible for procurement processes within the office of the Chief Director and manage the petty cash, Assist in the development of the MTEF budget for the Chief Director and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.

ENQUIRES : Ms V Manzini, Tel: (012) 4061341/ (082) 739 6768

POST 42/105 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2021/359**

SALARY : R261 372 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance/Business Management/Public Management/Accounting or related qualification. Appropriate experience in finance/payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's licence. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.

DUTIES : Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of inquiries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.

ENQUIRIES : Mr B H Berends, Tel: (021) 402 2309

POST 42/106 : **ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: 2021/360**

SALARY : R261 372 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Security/Risk Management, Public Management or equivalent qualification. Grade B Psira Certificate, intensive and relevant working experience in Security Management. The following will be advantage; Sound knowledge of Criminal Procedure Act, Minimum Information Security Standard, Control of Access to Public Premises and Vehicles Act, Computer literacy. Knowledge of PFMA and Occupational Health and Safety Act [OHSA]. A valid driver's license (Code 8) and be willing to travel and work after hours. The applicant must be willing to undergo the process of security clearance.

DUTIES : Assist with the management of the security service unit at the Regional Office and all the state properties falling within the jurisdiction of the Regional Office. Conduct physical site inspections, conduct security appraisals and security breach investigations. Conduct pre-employment screening and company screening. Assist in development and monitoring of sound security policy, strategy and implementation thereof. Assist in the preparation of reports submission to management and relevant stake holders. Liaise with SSA,

SAPS, and other stake holder in the field of security. Conduct the Threat and Risk Assessment (TRA) on departmental special events, advice on security matters and keep track of development in the security field for the purpose of reviewing security measures within the unit. Understanding of contract management, taking of fingerprints and assist in any other general duties assigned by your supervisor.

ENQUIRIES : Ms S Segale, Tel: (021) 402 2327

POST 42/107 : **ARTISAN: WORKSHOP REF NO: 2021/361 (02 POSTS)**

SALARY : R193 512 per annum
CENTRE : Pretoria Regional Office
 Plumbers (2 Post)

REQUIREMENTS : Grade 10 and a completed Trade Test Certificate as Plumber and Electrician. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. A valid driver's license.

DUTIES : Maintain and repair technical faults related to plumbing and electrical installations according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.

ENQUIRIES : Mr I More, Tel: (082) 803 5321

POST 42/108 : **ADMINISTRATIVE CLERK: FACILITIES MANAGEMENT REF NO: 2021/362**

SALARY : R176 310 per annum
CENTRE : Pretoria regional Office

REQUIREMENTS : Senior Certificate/Grade 12. Good telephone etiquette. Demonstrative computer literacy. Advanced communication (verbal and written). Sound organisational skill. Good people skill. Ability to communicate well with people at different levels. Basic numeracy. Interpersonal skills. Office administration and organisational skills. Planning and organizing. Ability to act with tact and discretion

DUTIES : Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide personnel administration clerical support services within the component:-Maintain a leave register for the component. Keep and maintain personnel records in the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr S Kutu, Tel: (012) 310 5993

POST 42/109 : **REGISTRY CLERK: REGISTRY REF NO: 2021/363**

SALARY : R176 310 per annum
CENTRE : Pretoria Regional Office

REQUIREMENTS : Senior Certificate/Grade 12 with appropriate relevant working experience in the central registry environment, completion of the Records Management course is a prerequisite .Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.

DUTIES : Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the

register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.

ENQUIRIES : Ms S. Maruma, Tel: (012) 310 5166

POST 42/110 : **ADMINISTRATIVE CLERK: IMMOVABLE ASSET REGISTER (VERIFICATION) REF NO: 2021/364 (03 POSTS)**
 Re-Advertisement: people who previously applied are encouraged to re-apply) (36 Months Contract)

SALARY CENTRE REQUIREMENT : R176 310 per annum
 : Cape Town Regional Office
 : A Senior Certificate/Grade 12/equivalent qualification and relevant working experience in office administration duties. Driver's license required. Report writing skills, good interpersonal relations, good general office administrative and organization skills, Basic numeracy, computer literacy.

DUTIES : Assist in physical verification of NDPWI assets. Perform support function to ASD and DD Physical Verification. Perform desktop planning and confirmation of ownership of land parcels. Assist with GIS spatial data checks. Check and verify property data on relevant database and ERP solution. Do approvals for all transactions passed by regions from mobile application. Administer the performance of physical verification activities to provide status information around existence and condition of all Immovable Assets in the register. Ensure data accurateness in the IAR. Verify documents and do deeds searches. Assist with property information to other units. Perform physical verification of sites and condition assessment.

ENQUIRIES : Mr. S Sokhela Tel, (012) 406 1143

POST 42/111 : **PRINCIPAL BOILER OPERATOR REF NO: 2021/365 (02 POSTS)**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
 : Pretoria Regional Office
 : Senior Certificate/Grade 12. Recognized national steam certificate. Appropriate working experience. Interpersonal skills. Basic literacy. Technical skills. Motivational skills. Supervisory skills. Planning and organizing. Knowledge of Boiler Operation. Occupational Health and Safety Act. Operation of equipment, tools and materials. Knowledge of general built environment

DUTIES : Supervise the operations of a boiler:-Ensure correct usage and flow of chemicals. Monitoring boiler pressure in accordance with demand. Monitor the steam pressure constantly. Monitoring the water/fuel level in the boiler. Undertake routine inspection on the boiler performance and attend to malfunctioning and defects. Ensure adherence and compliance with occupational and health standards and the occupational health and safety acts. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. (Self. /visitors/ Sub-ordinates) Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal ash from boilers, gritt arrester and smoke box. Compliance with occupational and health Perform boiler operation administration duties:-Log and keep record of all daily operations; Control and keep record of mechanical tools, equipment, material and maintain them in good working condition; Supervise employees to ensure an effective service delivery:-Develop and update the monthly duty roaster; Allocate duties and perform quality control on the work delivered in line with specifications

ENQUIRIES : Mr P. Ramoroka, Tel: (072) 108 4345

POST 42/112 : **BOILER OPERATOR REF NO: 2021/366 (02 POSTS)**

SALARY CENTRE : R147 459 per annum
 : Pretoria Regional Office

- REQUIREMENTS** : Senior Certificate/ Grade 12 and an equivalent recognized national steam certificate. Operation of machinery. Interpersonal skills. Basic literacy. Technical skills. Knowledge of Boiler Operation. Occupational Health and Safety Act. Operation of equipment, tools and materials. Knowledge of general built environment
- DUTIES** : Ensure correct usage and flow of chemicals-Request chemicals from stores as required. Test quality of water of softeners as well the returning flows of condensate water. Fill chemical tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitoring boiler pressure in accordance with demand Monitor the steam pressure constantly. Check the correct temperature of hot well pumps. Adjust the stoker for efficient steam delivery. Report all defects immediately. Monitoring the water/fuel level in the boiler-Check the feed water pumps-level and hot well tanks for sufficient water supply to the boiler. Make sure that standby boilers and funnel is full of water and chemical at all times. Control the flow of fuel. Ensure adherence and compliance with occupational and health standards and the occupational health and safety act. .Ensure that the boiler environment is well maintained. To ensure the removal ash from boilers, gritt arrester and smoke box.
- ENQUIRIES** : Mr P Ramoroka, Tel: (072) 108 4345
- POST 42/113** : **TRADESMAN AIDS: WORKSHOP REF NO: 2021/367 (03 POSTS)**
- SALARY** : R124 434 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A Grade 10 Certificate or Abet level 4 Certificate plus general experience of workshop practices and clerical services. Good communication, leadership and organizational skills. Code 8 driver's license will be an added advantage.
- DUTIES** : The incumbent will assist with the maintenance and repairs technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, electrical and boiler operating and cleaning of equipment. Assists Artisans with obtaining quotations related to equipments and materials required cut grass and clean surrounding environments at sewage plants, fish ponds and boiler houses.
- ENQUIRIES** : Mr I More, Tel: (082) 803 5321
- POST 42/114** : **DRIVER: WORKSHOP REF NO: 2021/368**
- SALARY** : R124 434 per annum
CENTRE : Pretoria Regional
REQUIREMENTS : ABET/ Grade 10 coupled with relevant experience. Valid driver's license. Good writing skills. The following will serve as recommendation: Ability to read and write and good interpersonal skills. Good interpersonal / Human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients.
- DUTIES** : To render a service as a driver and to ensure safe transportation of mail, officials, tools and equipment. Drive departmental officials, clients and visitors as may be requested; transport mechanical material and equipment to sites; Complete transport schedule regarding trips travelled. Carryout general housekeeping of the boiler house; Report defects and faults to the supervisor. Remove rubbish and cut-off material from mechanical sites to dumping sites.
- ENQUIRIES** : Mr I More, Tel: (082) 803 5321
- POST 42/115** : **DRIVER: WORKSHOP REF NO: 2021/369**
- SALARY** : R124 434 per annum
CENTRE : Cape Town Regional
REQUIREMENTS : Grade 12/STD 10, Workshop Tools, Equipment & Machinery relevant driving experience. A Valid driver's license coupled with PDP. Must have knowledge in OHSACT, 85 of 1993. Must have the ability to work under pressure. Must have good communication skills and must be able to report effectively.
- DUTIES** : Transport Workshop tools, Equipment & Machinery from one Institute to the other. Transport Officials from one Institute to the other. To transport any other work related items as per instruction by the superior. Ensure compliance as per OHSAct, 85, of 1993. Assist with loading and off-loading any delivery in the section. Should be trustworthy. Adherence requirement of the job.

ENQUIRIES : Mr Porta Nova M Tel No: (021) 402 2348/ Mr Stephens M: (021) 402 2334/Mr Mudau T: (021) 402 2333

POST 42/116 : **GROUNDSMAN: FACILITIES MANAGEMENT REF NO: 2021/370 (05 POSTS)**

SALARY : R104 073 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : A Junior Certificate or Abet level 4 certificate plus appropriate experience of horticultural practices and clerical services. Good communication, leadership and organizational skills. Code eight driver's license will be an advantage.

DUTIES : The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hard surfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults and fertilizing lawns, collecting and of garden refuse on to Trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment.

ENQUIRIES : Mr HC Mambana, Tel: (012) 342 2033

POST 42/117 : **CLEANER REF NO: 2021/371 (2 POSTS)**

SALARY : R104 073 per annum
CENTRE : Polokwane Regional Office (Thohoyandou Magistrate Court)
REQUIREMENTS : ABET level 3 / or Grade 10 certificate. (A senior certificate/ Abet Level 4 will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, mopping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

ENQUIRIES : Mr M.P. Morudu, Tel: (015) 291 6386

POST 42/118 : **CLEANER REF NO: 2021/372 (4 POSTS)**

SALARY : R104 073 per annum
CENTRE : Durban Regional Office (Ekuvukeni and Other Areas)
REQUIREMENTS : A Junior Certificate, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors, court yard, parking area and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture, clean windows, doors and walls.

ENQUIRIES : Mr S Ngcobo, Tel: (031) 3147176

DEPARTMENT OF SCIENCE AND INNOVATION

The Department of Science and Innovation is an affirmative action employer, and coloured people, white women and people with disabilities are encouraged to apply for these posts.

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| <u>CLOSING DATE</u> | : | 10 December 2021 |
| <u>NOTE</u> | : | Applications must be accompanied by a completed and signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as the applicant's qualifications and identity document. Required documents need not be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Shortlisted candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, previous employment verification, verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise to test relevant technical elements of the job, the logistics for 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 Department of Public Service and Administration (DPSA) directive on the implementation of competency-based assessments and using the mandated DPSA SMS competency-assessment tools. All SMS candidates must have completed a senior management leadership programme with either the National School of Governance (NSG) or a higher education institution accredited by the NSG, and must submit proof of this with their applications. |

MANAGEMENT ECHELON

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| <u>POST 42/119</u> | : | <u>CHIEF DIRECTOR: HUMAN RESOURCES REF. NO. 2021/01</u> |
| <u>SALARY</u> | : | R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An NQF level 7 qualification in human resources, industrial psychology, business administration, public management or similar field. A postgraduate qualification will be an advantage. Minimum of five years' experience in a human resources environment at senior managerial level. Candidates must have knowledge of relevant human resources systems, processes and procedures, policies and legislative frameworks as well as the government policy environment and strategic and planning processes. The incumbent must be able to articulate ideas, work under pressure and interact diplomatically at all levels. They should possess strategic capability, leadership, programme and project management, financial management, people management and empowerment, service delivery, culture building, change management, innovation, problem solving, policy development, communication (writing, presentation and verbal), research and analysis, stakeholder management and negotiation. They should be customer and service oriented, emotionally intelligent and able to promote and demonstrate the Department's values. |
| <u>DUTIES</u> | : | Oversee effective personnel administration and the development and retention of competent human resources in the Department. Render an organisational development and performance management support service to the Department. Promote ethics management and sound labour relations and practices. Oversee the administration of special programmes (employee health and wellness, occupational health and safety and transformation and diversity). Provide strategic programme management, people management and empowerment and financial management. |
| <u>ENQUIRIES</u> | : | Mr Johan Jansen van Rensburg, Tel. 012 843 6701 |

APPLICATIONS : Applications must be emailed to cd.hr@dst.gov.za.

POST 42/120 : **CHIEF FINANCIAL OFFICER REF. NO. 2021/02**

SALARY : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 7 qualification in financial management or accounting. A postgraduate degree will be an advantage. Minimum of five years' experience in a financial management environment at senior management level. Applicants should possess good knowledge and understanding of the implementation of the Public Finance Management Act and other relevant legislation, corporate governance systems, electronic financial systems, supply chain management prescripts and procedures, strategic and finance planning processes and the government policy environment. They should possess strategic capability and leadership, skills in relationship building, computer literacy (MS Office), programme and project management, change management, people management and empowerment, service delivery and innovation, problem solving and analysis, policy development, communication (writing, presentation and verbal), analytical thinking, research management and stakeholder management. The incumbent should be able to work under pressure, independently and as part of a team. They should be customer and service oriented, emotionally intelligent, reliable and resilient, diplomatic, innovative and creative.

DUTIES : Oversee financial governance and management in the DSI and its entities. Monitor and review the departmental budget. Oversee asset management and procurement. Provide strategic leadership within the Chief Directorate. Ensure that there are financial systems and controls in place. Ensure the effective use of the Department's resources in line with the Public Finance Management Act.

ENQUIRIES : Ms Duduzile Magampa, Tel. 012 843 6704
APPLICATIONS : Applications must be emailed to cfo@dst.gov.za.

POST 42/121 : **CHIEF DIRECTOR: OVERSEAS BILATERAL COOPERATION REF. NO. 2021/03**

SALARY : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 7 qualification in international relations or science. A postgraduate degree at master's level will be an advantage. Minimum of five years' experience at senior managerial level in a science, technology and innovation (STI) policy and/or research environment or related. Knowledge and extensive understanding of national systems of innovation in South Africa and internationally, understanding of the international cooperation environment, understanding of corporate governance systems, good knowledge and understanding of policy analysis and implementation, good knowledge and understanding of the Public Finance Management Act and relevant legislation. Skills: Strategic capability and leadership, people management and empowerment, programme and project management, financial management, change management, knowledge management, service delivery and innovation, problem solving and analysis, client orientation and customer focus, communication policy development, communication (writing, presentation and verbal), computer literacy, research and analytical, managerial, negotiation, and stakeholder management.

DUTIES : Attract international funds to support the growth and development of the national system of innovation and resources. Access international knowledge, capacities and resources. Strengthen STI cooperation in Africa. Advance South Africa's foreign policy through knowledge, science and innovation diplomacy. Strategic management, including people management and empowerment, and financial management of the allocated budget.

ENQUIRIES : Ms Duduzile Magampa, Tel. 012 843 6704
APPLICATIONS : Applications must be emailed to cd.obc@dst.gov.za.

OTHER POSTS

POST 42/122 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF. NO. 2021/04**

SALARY : R744 257 per annum (all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : A NQF level 6 in human resources management and/or development, industrial psychology, public management, administration, operations management, labour relations and/or social sciences. Minimum of three years' experience in the labour relations environment. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of departmental policies and procedures. Good understanding and knowledge of labour laws, including the Labour Relations Act, the Basic Conditions of Employment Act, the Employment Equity Act, and ethics issues. Knowledge of the Public Finance Management Act and Treasury Regulations. Skills in communication (verbal and written), planning and organising, financial management, monitoring and evaluation, research and analysis, interpersonal relations, negotiation and presiding over hearings. Must be committed to service delivery and the Batho Pele principles. Must be proactive and able to take the initiative. Ability to work independently and in a team. Ability to liaise with stakeholders at different levels.

DUTIES : Manage ethics. Facilitate grievance cases, appeals and investigations. Liaise and maintain relations with internal and external stakeholders, including other government departments. Develop policy and reviews. Raise awareness and hold workshops. Provide internal controls and support.

ENQUIRIES : Ms Dolly Masuku, Tel. 012 843 6692

APPLICATIONS : Applications must be emailed to dd.er@dst.gov.za.

POST 42/123 : **DEPUTY DIRECTOR: SPECIAL PROGRAMMES REF. NO. 2021/05**

SALARY : R744 255 per annum (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A tertiary qualification (NQF level 6) in social sciences or industrial psychology. Minimum of three years' experience in health and wellness management. Knowledge of Public Service rules, regulations and prescripts, departmental human resources policies and procedures, and the Public Finance Management Act. Knowledge and understanding of employee assistance programme standards, gender issues, disability issues and the relevant policies. Knowledge of the Batho Pele principles. Knowledge of HIV and AIDS workplace programme policies, Government National Strategic Plans, Employee Health and Wellness Programme policy and Occupational Health and Safety. The candidate must have sound organising and planning skills, presentation, strategic planning and guidance skills. Good verbal and written communication. Counselling, coordination, people management and mentoring and coaching skills. Research and analytical skills, project and events management skills, marketing, negotiation and financial management skills. The incumbent should be able to work both individually and as part of a team, have good interpersonal relations, be able to work under pressure and with difficult persons, have a sense of responsibility and loyalty, be articulate, innovative and creative, and be able to maintain confidentiality.

DUTIES : Manage the employee wellness programme. Manage the health programme. Oversee and manage the Occupational Health and Safety Programme according to the DPSA Health and Wellness Policy framework. Manage the internal disability programme. Manage the internal gender programme. Create awareness of Batho Pele principles and encourage the implementation of service standards within the Department. Manage human resources and perform administration.

ENQUIRIES : Ms Dolly Masuku, Tel. 012 843 6692

APPLICATIONS : Applications must be emailed to dd.sp@dst.gov.za.

POST 42/124 : **DEPUTY DIRECTOR: ASTRONOMY MANAGEMENT AUTHORITY REF. NO. 2021/06**

SALARY : R744 255 per annum (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A tertiary qualification (NQF level 6) in science, engineering, technology or law. Minimum of three years' experience in an electronic communications or astronomy environment. Knowledge of radio frequency spectrum and ability assess and make findings on radio frequency interference intensity levels. Understanding of radio frequency propagation modelling. Knowledge of the astronomy sector and ability to process information on astronomy advantage areas. Knowledge and understanding of the telecommunication, broadcasting and astronomy policies and regulations. Knowledge and understanding of

enforcement procedures. Knowledge and understanding of dust and light pollution and how to mitigate their negative impacts. Knowledge and understanding of the implementation of stakeholder management strategies. The incumbent must have good analytical and organisational skills, good verbal and written communication skills, skills in radio frequency spectrum planning systems and in monitoring and evaluation of radio frequency interferences, excellent negotiation skills, well developed interpersonal skills, and skills in monitoring and evaluation, reviews and management of projects, problem solving and decision making, and relationship management. The incumbent must be a team player, dependable, able to pay attention to detail, and able to take the initiative.

DUTIES : Manage the declared radio and optical Astronomy Advantage Areas. Protect the declared Astronomy Advantage Areas from detrimental optical and radio interference. Manage the standards and threshold levels for authorisations and prohibitions relating to radio frequency interference management. Manage stakeholder relations.

ENQUIRIES : Ms Dolly Masuku, Tel. 012 843 6692

APPLICATIONS : Applications must be emailed to dd.ama@dst.gov.za.

POST 42/125 : **ASSISTANT DIRECTOR: SCIENCE, TECHNOLOGY AND INNOVATION INFORMATION PORTAL REF NO: 2021/07**

SALARY : R382 245 per annum

CENTRE : Pretoria

REQUIREMENTS : An NQF level 6 in information systems, computer science or data science. A certificate in MySQL or SQL, a certificate in Excel and/or a certificate in data analytics would be an advantage. Two years' experience in an information systems environment. Relevant experience in working with business intelligence software. Experience in a research and public policy analysis environment would be an advantage. Technical understanding in the areas of database design, management, maintenance and support. Proficiency in Excel, SQL and MySQL and a solid understanding of database design principles. Knowledge of data warehousing concepts and proven report and query writing ability, service-orientated architecture and large enterprise level information management technologies and standards. Good understanding of the national system of innovation. Good knowledge, understanding and use of quantitative and qualitative information in a government policy-making environment. Good knowledge and understanding of information systems methodologies and frameworks. Good knowledge of information systems industry and government business. Computer and information systems literacy. Strong verbal and written communication skills. Analytical and critical thinking skills. Ability to work independently and as part of a team. Ability to work under pressure and to prioritise and plan effectively. Incumbent must be someone who pays attention to details.

DUTIES : Facilitate the content management of the National Advisory Council on Innovation's content management system. Manage receiving, extraction, cleaning and transformation of data and information. Design, maintain and improve data tables. Stakeholder management and support.

ENQUIRIES : Ms Nontobeko Nkosi, Tel No: 012 843 6861

APPLICATIONS : Applications must be emailed to asd.stiip@dst.gov.za.

POST 42/126 : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT RE. NO: 2021/08**

SALARY : R382 245 per annum

CENTRE : Pretoria

REQUIREMENTS : An NQF level 6 qualification in events management/communication/marketing. Two years' experience in events management. Knowledge and understanding of the Government Communication Policy approved by Cabinet on 22 August 2018, the science, technology and innovation landscape in terms of marketing and branding protocols, the GCIS Government Communicators' Handbook, and government protocol practices. Knowledge and understanding of project management and events management practices, and departmental policies, functions, projects and programmes. Knowledge and understanding of the Public Finance Management Act and National Treasury regulations, and government procurement and supply chain management processes and human resources procedures. Skills: Analytical, negotiation, events, project and financial management, good customer relations. Diplomatic

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| | | communication skills, administration and computer literacy skills. The incumbent should be able to form good interpersonal relationships, and to take initiative. Must be able to work independently and in teams, and to work under pressure and in adverse environments. Must have a sense of urgency and always meet deadlines. |
| <u>DUTIES</u> | : | Events planning by liaising and interacting with internal and external stakeholders through scheduled planning meetings. Coordinate internal and external events according to the calendar of events. Ensure coordination of participation by exhibitors, identified communities and learners. Procurement and risk management. |
| <u>ENQUIRIES</u> | : | Ms Nontobeko Nkosi, Tel. 012 843 6861 |
| <u>APPLICATIONS</u> | : | Applications must be emailed to asd.em@dst.gov.za . |
| <u>POST 42/127</u> | : | <u>SENIOR LEGAL ADMINISTRATIVE OFFICER REF NO: 2021/09</u> |
| <u>SALARY</u> | : | R378 990 per annum (OSD) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An LLB and a minimum of eight years' post-qualification experience in a legal administration environment. The incumbent must have knowledge of public service law, contract law, constitutional and administrative law, legislative drafting, dispute resolution mechanisms, the South African legal system, legal compliance, intellectual property law, and litigation, and the ability to conduct legal research and dispute resolution. Skills: Contract drafting, litigation, planning and organising, leadership, service delivery, problem solving, policy development, communication (writing, presentation and verbal), computer literacy, analytical skills, negotiation, stakeholder liaison, people management and interpersonal skills. Attributes: Innovative and creative, customer and service oriented; able to work with diverse people, to work under pressure, and to work both independently and as a team player; able to deliver quality with speed, to interpret and apply the law, to be assertive, to pay attention to detail, to meet deadlines, and to organise and prioritise a variety of tasks. |
| <u>DUTIES</u> | : | Provide legal advice and opinion, conduct research on legal questions posed, advise the Department on legal options available to legal questions posed, and review departmental policies. Provide legislative support, draft and pilot Bills through the parliamentary process, including the drafting of Cabinet memoranda and the publication of Bills and draft regulations on legislation administered by the Department. Liaise with departmental stakeholders and the office of the Chief State Law Advisor. Vet and draft domestic and international contracts or agreements. Provide litigation support, peruse court documents and consult with the relevant departmental Programmes, make recommendations to the Minister on appropriate courses of action, provide instructions to the State Attorney and/or private attorneys on the matter, attend relevant consultations, arbitrations or hearings, review/provide inputs on pleadings and other court applications/processes, and provide ongoing instructions to the Department's legal representatives on the matter. Administer the legal compliance function of the Department, monitor compliance, review regulatory compliance requirements, identify legal risks and advise on possible interventions. |
| <u>ENQUIRIES</u> | : | Ms Pulane Selomo, Tel. 012 843 6645 |
| <u>APPLICATIONS</u> | : | Applications must be emailed to slao.legal@dst.gov.za . |
| <u>POST 42/128</u> | : | <u>SENIOR REGISTRY CLERK: KNOWLEDGE MANAGEMENT REF NO: 2021/10</u> |
| <u>SALARY</u> | : | R211 713 per annum |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Senior Certificate/NQF level 4. Training in records management and archiving will be an advantage. Minimum of one year's experience in records management. Knowledge of the Public Service Act. Knowledge of records management, registry procedures, and filing systems. Good knowledge and understanding of departmental policies and procedures. Critical thinking and analytical skills. Organisation and planning skills. Good interpersonal skills. Computer skills. Must be able to work under pressure and with a variety of people and teams. Capable of paying attention to detail and of taking the initiative. |
| <u>DUTIES</u> | : | Mail distribution. Courier services and newspapers administration. Allocation of file reference numbers and maintenance of files. Scanning (digitisation) of |

vital records. File administration. Venue bookings and management of the Resource Central System. Provide services for the centralisation of departmental records. Disposal of records.

ENQUIRIES
APPLICATIONS

: Mr Elvis Kgoale, Tel 012 843 6409
: Applications must be emailed to src.km@dst.gov.za.

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 10 December 2021
- NOTE** : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.
- ERRATUM:** The post of Control Scientific Technician Grade A with reference number: 031221/04 advertised in Public Service Vacancy Circular 41 dated 19 November 2021, Please take note that the correct salary level for the post is R452 895 and the applicable registration required for the post is compulsory registration with SACNASP as a Certificated Natural Scientist. The closing date has been extended to 10 December 2021.

MANAGEMENT ECHELON

- POST 42/129** : **DEPUTY DIRECTOR-GENERAL: REGULATION COMPLIANCE AND ENFORCEMENT REF NO: 101221/01**
(This is a re- advertisement, applicants who have previously applied need not to re-apply)
Branch: Regulation Compliance and Enforcement
- SALARY** : R1 521 591 per annum, (An all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria Head Office

- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and an appropriate post-graduate qualification (NQF level 8) qualification in Natural Sciences, Engineering or related field as recognised by SAQA. At least eight (8) to ten (10) years proven experience in senior management level. Knowledge and experience in Water Sector. Knowledge and experience in policy formulation, implementation and monitoring. Knowledge and experience in project and programme management. Understanding of social and economic development issues. Understanding of Water Sector legislation. Strategic capability and leadership. Financial management. Change management. Knowledge in water management and experience in a regulatory environment will be an added advantage. Service Delivery Innovation (SDI). Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Legal background and experience will be of advantage. Accountability and ethical conduct.
- DUTIES** : The protection of consumer interest in relation to water tariffs. The regulation of drinking water quality and waste water services. The assurance of compliance to water use legislation across all sectors. Ensuring compliance with regulations pertaining to scientific practices. The assurance of the supply of safe drinking water. The facilitation of compliance of waste water services to legislation. The improvement of waste water services. The enforcement of compliance with legislation and authorisation conditions by all water users. The investigation of non-compliance for possible prosecution. The provision of policies and guidelines to the water sector on appropriate legal procedures and actions. The facilitation of the initiation of the first phase of prosecution of perpetrators for non-compliance. The provision of administrative legal support to the Enforcement unit. Ensure that key deliverables as defined by the National Water and Sanitation Master Plan relating to the Branch are implemented. Develop monitoring systems and mechanisms to ensure that the key deliverables outlined in the Strategic Plan is implemented. Ensure compliance to PFMA, PSR and Departmental Prescripts. Render expert advice to the Director-General and Minister on the application of the legislative mandate and enabling regulatory frameworks. Recommend updates to legislation and prescripts and provide expert interpretation of the relevant legislation and prescripts. Provide Minister with accurate information required for parliamentary responses in accordance with prescribed timeframes.
- ENQUIRIES** : Mr. C Greve Tel No. 012 336 8402
- APPLICATIONS** : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to Recruitment.DDG@dws.gov.za For Attention: Dr. M Ramsing

OTHER POSTS

- POST 42/130** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 101221/02**
Branch: Infrastructure Management Div Mechanical Maintenance
- SALARY** : R452 895 per annum (OSD)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A National Diploma in Engineering. Six (6) years post qualification relevant technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's licence (Attach copies). Proven knowledge of mechanical maintenance inspections and relevant standards of; design, installation, refurbishment and repair. Provide and manage technical advisory services and support by applying engineering principles and techniques to address engineering challenges through research. Project Management, technical design analysis knowledge, research and development, Computer-aided engineering applications, technical report writing, problem solving and analysis, decision making, creativity, customer focus and responsiveness, communication skills, planning and organization and people management. Excellent communication skills including verbal, report writing and presentation skills. Ability to work independently as well as sound interpersonal skills and the ability to work in multi-disciplinary teams. Willingness to work above normal working hours and under pressure as well as travelling country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.
- DUTIES** : Manage technological advisory services Provide technological support to Engineers and associated professionals in the field. Ensure adherence and promotion of safety standards in line with statutory and regulatory

requirements. Solve broadly defined technological challenges through application of proven techniques and procedures; and develop, maintain and manage current technologies. Monitoring and evaluation of technological designs; evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority and identify and optimize technical solutions by applying engineering principles. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs into technological / engineering operational plan. Ensure the development, implementation and maintenance of databases and manage and supervise technological and related personnel and assets. Research and development. Continuous professional development to keep up with new technologies and procedures; research / literature studies on engineering technology to improve expertise and to liaise with relevant bodies / councils on engineering-related matters.

ENQUIRIES : Mr JH van der Walt, Tel No. 012 336-6781
APPLICATIONS : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to Recruitment@dws.gov.za For Attention: Ms L Mabile

POST 42/131 : **CONTROL SCIENTIFIC TECHNICIAN GRADE A REF NO: 210621/03**
 Branch: Provincial Coordination and International Cooperation: Northern Cape
 Sd: Proto Cma Lower Vaal

SALARY : R452 895 per annum (OSD)
CENTRE : Kimberley
REQUIREMENTS : A Diploma in Science Natural/water or related Sciences or relevant qualification. Six (6) years post qualification technical (scientific) experience. Compulsory registration with SACNASP as a certificated natural scientist. Extensive experience in the Water Management, environmental field; industries; urban development; agriculture; waste management and mining. Understanding of the Department's role and function with respect to Water Quality and Water Resource Protection. Knowledge of the National Water (Act 36 of 1998) and related policies; strategies and guidelines. Understanding of the principles of integrated Water Resource Management. Experience in minimizing impacts from industries; agriculture; urban development and mining. Innovative thinking; negotiation; Good written and verbal communication skills. Computer Literacy. A valid Driver's Licence (Attach copy).

DUTIES : Implementation and enforcement of the National Water Act (36 of 1998) and relevant policies; strategies and regulations. Responsible for integrated water resources management. Processing of water use authorization and registration applications. Compliance monitoring; reporting and enforcement. implementation of policies and procedures pertaining to water resources management. Promote water conservation and efficient water use through the authorization process. Provide specialist input on applications made in terms of environmental; mining and agricultural legislation. Assist in the establishment and /regulation of water management institutions.

ENQUIRIES : Mr GSDT Van Dyk Tel No: (053) 830 8800
APPLICATIONS : Kimberley: Please e-mail your applications quoting the reference number on the subject line to NCRrecruitment@dws.gov.za For Attention: Ms C Du Plessis

POST 42/132 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 101221/04**
 Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY : R382 245 per annum (level 9)
CENTRE : East London
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid driver's license (Attach a copy) Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act, (PFMA), Treasury Regulations and guidelines. Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of standard Chart of Accounts (SCOA), General recognized Accounting Practice (GRAP), Practical experience of Governmental financial systems, experience in SAP and PERSAL systems. Knowledge of equal

opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Management of the Entire budget process for Mzimvubu Tsitsikama Proto CMA. Compiling and capturing of trading account budget. Fund shifting of budget allocations when required. Reporting on budget expenditure as well as approval of journals. Management of reporting including accruals and commitments. Management of payroll, accounts payables, petty cash and cash management for Mzimvubu-Tsitsikamma Proto CMA. Manage the processing of staff related payments e.g. Subsistence and Travel claims, overtime and standby allowances. Perform internal financial monthly and quarterly reports. Assist with the tariff determination process in the Mzimvubu-Tsitsikamma Proto CMA. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timelines. Supervision of employees and training of subordinates. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and career development opportunities. Ensure timeously development of job description and implementation of Work plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub-Directorate, Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of Assets.

ENQUIRIES : Ms. Z Roto, Tel No: 043 701 0342
APPLICATIONS : East London: Please email your application quoting the relevant reference number on the subject line to ECRecruitment@dws.gov.za For Attention: Ms. Lt Malangabi

POST 42/133 : **SENIOR INTERNAL AUDITOR (INFORMATION TECHNOLOGY AUDITS)**
REF NO: 101221/05
 Chief Directorate: Internal Audit: Div: Application Control

SALARY : R321 543 per annum (Level 8)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma or Degree in Internal Auditing registration. Two(2) to four(4) years' experience in Internal Auditing Information systems auditing standards including the Control Objectives for Information and Related Technology (COBIT). Studying towards a relevant professional certification (CISA) or (CIA Knowledge of the following: data analysis, ACL, CAAT's, IT security, network communications and client server environment will serve as an advantage. Ability to work independently and under pressure and willingness to travel as and when required. A valid driver's license (Attach a copy). Knowledge of application and General IT control reviews (security). Ability to perform technical Information System audits. Sound knowledge of the Public Finance Management Act, Treasury Regulations and Generally Accepted Accounting Principles. Good understanding of Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing good interpersonal, written and verbal communication skills and analytical skills. Computer literacy. Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme – ability to identify and analyse risks during the execution of the audit. Problem solving skills.

DUTIES : Conduct the information technology audit plan including audit universe. Perform Audit projects including system development reviews. Change control management, contingency planning/disaster recovery reviews, operating systems reviews, applications reviews and general controls. Identifying and assessing technology and business risks, developing effective audit programs to address risks, executing appropriate test of controls, presenting result and recommendations to management developing effective audit report. Participating in special projects to improve information system controls and management information. Partnering with management to develop practical and cost-effective solutions to IT internal control issues. Serving as a

department subject matter expert on technology controls and practices and providing audit teams with appropriate inputs on related audit coverage. Establishing strong relations with technology business management to stay abreast of business issues and changes to the risk profile of the department. Staying current on changes in information technology audit, financial services, and regulatory compliance. Demonstrating a commitment to continuous improvement of IT audit process and practices. Ensuring that Audits are performed in line with the Institute of Internal Auditors (IIA) standards and COBIT methodology. Compile and submit weekly time sheets. Assist with supervising Interns. Provide secretariat services during the audits. Willing to travel.

ENQUIRIES APPLICATIONS : Mr Pieter Jordaan, Tel No. 012 336 8854
 : Pretoria (Head Office) Please email your application quoting the relevant reference number on the subject line to Recruitment@dws.gov.za For Attention: Ms. LI Mabile.

POST 42/134 : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 101221/06**
 Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 8)
 : King Williams Town
 : A National Diploma or Degree in Supply Chain Management or relevant qualification. Three (3) to (5) five years' experience in Supply Chain Management environment. A valid driver's license (attach copy). Experience and knowledge of BAS, LOGIS (attach copy) and GAAP. Knowledge of procurement administrative procedures. Knowledge of financial and SCM legislations. Knowledge of labour relations policies. Basic financial management and PFMA. Problems solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Candidates may be required to write a competency assessment test.

DUTIES : Ensure that commitment and accrual register is maintained and all payments batch information per contractor / consultant is recorded. Render acquisition and logistic support. Capture information into LOGIS and BAS system. Analyze procurement trends. Request and receive quotations. Engage suppliers regarding purchased materials and payment thereof. Develop action plan for the section issue orders issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile monthly reports. Keep filing records up to date. Verify the correctness and accuracy of work done by sub-ordinates. Ensure that goods and services are received before payment is done. Process quotations in order to make decisions on the items to be purchased. Manage human resource processes.

ENQUIRIES APPLICATIONS : Mr L Rasi, Tel No: 043 604 5487
 : King Williams Town: Please email your application quoting the relevant reference number on the subject line to ECRecruitment@dws.gov.za For Attention: Ms LT Malangabi

POST 42/135 : **ENGINEERING TECHNICIAN PRODUCTION (GRADE A – C): CIVIL MAINTENANCE REF NO: 101221/07**
 Branch: Infrastructure Development Southern Operations: Water Resources Infrastructure Operations And Maintenance

SALARY : R316 536 – R480 678 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Western Cape (Worcester)
 : A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification experience. Compulsory registration with ECSA as a Professional Engineering Technician). A valid driver's license (Attach copies). Willingness to travel extensively within the region. Proven computer literacy skills. Financial management and verbal communication skills. Must be able to work in confined spaces and high structures. Work outdoors in remote areas, under severe weather conditions. The following will be of recommendation: Experience in achieving dam safety requirements, Civil design, construction, and contract management. Compiling of civil maintenance specifications. Excellent administrative and organizational skills. Technical report writing.

DUTIES : Conduct dam safety inspections and reporting, including drawing up and implementation of Operation and Maintenance Manuals and Emergency Preparedness Plans. Assist Engineers, Technologists and associates with site and technical office activities. Responsible for civil maintenance on Government Water Schemes to ensure continued effective bulk water supply. Writing of specifications for maintenance activities and supervision of maintenance works. Manage contracts for civil works. Experience in budgeting expenditure control. Experience in people management and general administration. Manage Occupational Health and Safety in the workplace. Responsible for financial and human resource management of the civil maintenance component.

ENQUIRIES APPLICATIONS : Mr. Janse van Rensburg Tel No 082 809 2035
: Worcester: Please post your application to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer For Attention: Ms. B Gqokoma

POST 42/136 : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 101221/08**
Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 7)
: East London
: A Senior / Grade 12 Certificate (with mathematics / Mathematics Literacy). Six (6) to (10) ten years' experience in surface or groundwater technical environment in collecting and processing of water –related data. Computer Literacy. Knowledge of data administration. Knowledge of hydrological or geohydrological processes and systems. Knowledge in handling laboratory and monitoring equipment. High level knowledge in surface and groundwater data processing. Knowledge of OHS. Good communication skills. Good interpersonal relations. Good organizing skills. Technical report writing skills. Understanding of relevant software systems

DUTIES : Process, supply and disseminate water data to system. Ensure that data and field forms for surface and groundwater are received, registered and processed. Edit and process water-related data. Ensure that processed data is archived according to departmental standards. Evaluate and quality assure the water data on relevant databases. Verify the data extracted from relevant systems. Present the findings to the custodian of the data in corrections are needed or apply the necessary corrections before the data distribution. Distribute data and information. Liaise with clients when necessary. Ensure that correct data is extracted before it is disseminated. Accurate hydrological data received, registered, processed, quality assured and archived. Water –related data and information disseminated. Client satisfaction. Data supplied to all (internal and external) stakeholders. Auditing of water –related data and improve hydrological datasets. Ensure that the quality auditing processes are adequate. Adapt the quality auditing processes where necessary. Ensure that the data is electronically uploaded upon the successful application of quality auditing processes. Support technicians and Scientist in the execution of their tasks including quality control. Training of Staff. Water- related data audited and relevant data owners are informed of findings. Maintain improved data on relevant databases. Ensure the updating of water and related data on relevant databases. Ensure that recommendations from field visits are reported to supervisor. Convert binary (raw logger) data to text data in preparation for import to relevant systems. Water related data / information maintained. Provide On-job training in the field of expertise. Provide training in relevant fields of expertise. Provide inputs for the training materials in data processing. Provide assistance to guide data collectors in applying the correct data collections. Processes (fault correction) Provide monthly feedback on the training interventions and its successes of failures. Training in relevant fields of expertise provided. Inputs for the training materials in the processing provided. Data collectors assisted and guided in their data collections processes. Monthly feedback on the training interventions provided.

ENQUIRIES APPLICATIONS : Mr. JJ Botha, Tel No: 043 701 0307
: East London: Please email your application quoting the reference number on the subject line to ECRecruitment@dws.gov.za For Attention: Ms LT Malangabi

POST 42/137 : **ADMINISTRATION CLERK REF NO: 101221/09**
Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY : R176 310 per annum (Level 5)
CENTRE : East London

REQUIREMENTS : A Senior / Grade 12 certificate. One (1) to two (2) years in secretarial duties and general administration will serve as an added advantage. Knowledge of secretarial duties. Computer Literacy. Basic knowledge and insight of Human Resources prescript. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Teamwork. Basic knowledge of problem solving and analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

DUTIES : Provides a secretarial / receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls. Receive visitors on behalf the manager. Implement policies. Engage supplier regarding purchased materials. Develop action plan for the section. implemented administrative procedures for the section. Provide a clerical support service to the manager. Ensure that financial procedures are observed in the section. compile monthly reports. Present monthly reports. Do early warning systems. Liaise with the travel agencies to make travel arrangements. Checks the arrangements when travel documents are received. Arrange meetings and events for the manager and staff in the unit. Draft routine correspondence and reports. Does filing of documents for the manager and the unit where required. Provide administrative support for the component. Provide records on goods and services procured. Integrated approach on managing administrative matters in the office.

ENQUIRIES : Ms B Kama, Tel No 043 701 0376.
APPLICATIONS : East London: Please email your application quoting the relevant reference number on the subject line to ECRecruitment@dws.gov.za For Attention: Ms LT Malangabi

POST 42/138 : **ADMINISTRATION CLERK REF NO: 101221/10**
Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY : R176 310 per annum (Level 5)
CENTRE : East London

REQUIREMENTS : A Senior / Grade 12 certificate. One (1) to (2) two years' experience in general office administration and data capturing will serve as an added advantage. Computer literacy (MS Word, Excel and the aptitude to learn the use of in-house computer system). Knowledge of administration procedures. Good communication skills both (verbal and written). Ability to work under pressure.

DUTIES : General clerical support to the water regulation unit in East London. Personnel administrative clerical support to the regulation Unit. Data capturing. Capturing the enforcement action of non-complaint water users on the enforcement case management system (ECMS). Update information and draw reports of various in-house computer systems including ECMS, the national compliance Information Management System (NCIMS), the Integrated Regulatory Information System (IRIS) and the Regulatory Performance Management System (RPMS).

ENQUIRIES : Ms. Z Maqwazima, Tel No: 043 701 0200 / 043 701 0376
APPLICATIONS : East London: Please email your application quoting the relevant reference number on the subject line to ECRecruitment@dws.gov.za For Attention: Ms LT Malangabi

POST 42/139 : **ADMINISTRATION CLERK REF NO: 101221/11**
Branch: Provincial Coordination And International Cooperation: Northern Cape: Sd: Water Sector Planning And Support

SALARY : R176 310 per annum (Level 5)
CENTRE : Kimberley

REQUIREMENTS : A Senior / Grade 12 certificate. Experience in general administration matters will serve as an added advantage. Computer literacy (MS Word, MS Excel, MS Power Point, MS Outlook), with good understanding of database systems. Basic knowledge of financial management, public service and PFMA. Basic knowledge and insight of Human Resources prescripts. Knowledge of

- administrative procedures. Must work independently, be responsible, self-motivated and work under pressure. Good communication skills both (verbal and written).
- DUTIES** : Providing an effective administrative support to the directorate. Management of personnel matters. Assist with financial management and provisioning matters. Managing the correspondence register by receiving and distributing documents, Compiling and submitting claims for approval, liaise with stakeholders with regards to queries (i.e. administration and procurement) and dissemination of information. Making logistical arrangements for meetings and workshops. Taking and typing of minutes. Manage diary for the Director. Organize meetings and events for the Director and staff in the unit. Make travel arrangements and performing any other office administration related activities and manage the filing system of the Office. Log sheets verification prior to submission for approval. Responsible for records management in respect of expenditures. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts/policies and procedures applicable to the Director's work to ensure efficient and effective support to the Director.
- ENQUIRIES APPLICATIONS** : Mr. K Kgarane, Tel No: 053 830 8800
: Northern Cape (Kimberley) Please email your application quoting the relevant reference number on the subject line to NCRrecruitment@dws.gov.za For Attention: Ms. C Du Plessis
- POST 42/140** : **FINANCE CLERK PRODUCTION: REF NO: 101221/12**
Branch: Infrastructure Management Southern Operations
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 5)
: Gqeberha (Port Elizabeth)
: A Senior / Grade 12 certificate with Accounting. Computer literacy (MS Word, Excel, Outlook). Basic knowledge of Financial functions, practices as well as the ability to capture data and collate financial statistics by use of spreadsheets. Basic knowledge and insight of the Public Service Financial legislation, procedures and Treasury Regulations, PFMA, DoRA, PSA, PISR, PPPFA and Financial Manual. Knowledge of systems such as PERSAL and SAP will be an advantage. Good communication skills, problem solving and time management. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.
- DUTIES** : Responsible for compiling, checking and capturing allowances on PERSAL e.g. Subsistence and Travel claims, overtime, standby claims and payroll deduction transactions. Liaise with third party with regards to court maintenance orders to submit and implement. Distribute pay slips plus supplementary pay slips to officials and submit signed certificates to head office. Attend to payroll enquiries. Receive vendor invoices and keep accurate register. Compile and complete accurate invoice spreadsheet each month. Liaise with different sections regarding source documents. Compile documents and capture invoices to pay vendors on SAP. Ensure that creditors are paid within 30 days. Attend to vendor enquiries. Scan paid invoices onto SAP. Perform cashier duties, receiving and issuing receipts and banking of cash. Perform petty cash transactions. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance.
- ENQUIRIES APPLICATIONS** : Mr NA Khan Tel No: 041 508 9725
: WRIOM Southern Operations (Gqeberha / Port Elizabeth/) Please post your application to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer For Attention: Ms. B Gqokoma
- POST 42/141** : **REGISTRY CLERK REF NO: 101221/13**
Branch: Provincial Coordination And International Cooperation: Northern Cape: Sd: Sector Planning And Support
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 5)
: Kimberley
: A Senior / Grade 12 certificate. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working

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| | | environment. Understanding of the work in registry. Good communication skills both (verbal and written). |
| <u>DUTIES</u> | : | Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. G Gool, Tel No: 053 830 8800 |
| | : | Northern Cape (Kimberley) Please email your application quoting the relevant reference number on the subject line to NCRrecruitment@dws.gov.za For Attention: Ms. C Du Plessis |
| <u>POST 42/142</u> | : | <u>TRADESMAN AID REF NO: 101221/14</u> Branch: Provincial Coordination And International Cooperation: Northern Cape: Sd: Water Information Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R124 434 per annum (Level 3) |
| | : | Kimberley |
| | : | ABET certificate. Be able to read and write. One (1) to (2) two years' experience. A valid driver's license (Attach a copy). Computer literacy skills will be an added advantage. Basic knowledge of simple and routine tasks on fitting, plumbing, electrical, building and mechanical will be an added advantage. Ability to work in a team and independently. Person must be in good physical condition to perform manual labour and be willing to travel. Basic disciplinary knowledge in Occupational Health and Safety and Public administration. Good verbal and written communication skills. |
| <u>DUTIES</u> | : | Cleaning and ensuring that all hydrological instruments are properly packed in the workshop. Carry tools, equipment, spares and material which are required to perform duties. General maintenance of the hydrological stations. Maintenance and repair of Hydrological equipment. Assist in the testing of new instrumentation on the Tender. Assist in data collection and surveying of hydrological gauging stations. Adhere to all health and safety regulations and ensure the protective clothing is used appropriately. Safekeeping of Hydrological equipment. Provide support services to the supervisor. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr. J Kotze Tel No: 053 830 8800 |
| | : | Northern Cape (Kimberley) Please email your application quoting the relevant reference number on the subject line to NCRrecruitment@dws.gov.za For Attention: Ms C Du Plessis |
| <u>POST 42/143</u> | : | <u>DRIVER/OPERATOR REF NO: 101221/15</u> Branch: Provincial Coordination And International Cooperation: Gauteng |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R124 434 per annum (Level 3) |
| | : | Hydrometry Office (Boskop Dam) |
| | : | A Grade 10 certificate. Driver's License Code EC with valid PDP / Operator License (Attach a copy). One (1) to three (3) years' experience in driving. Experience in driving services. Knowledge in operating services. Knowledge of organizational policies, procedures, process and organizational and government structures. Basic knowledge in technical services. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Delegation authority. Knowledge of Financial management and PFMA. |
| <u>DUTIES</u> | : | Responsible for conducting quality assurance of driver/operator systems. Implement best practice of driver/operator systems. Responsible for daily roadworthy inspections. Responsible to ensure that vehicles are serviced on |

time. Analyze logistics operations. Transportation of personnel, equipment and materials. Collection of goods at suppliers and departmental stores. Maintenance of register regarding deliveries and pickups. Function in accordance with applicable legislative requirements. Routine maintenance of equipment. Routine inspection of visible defects around the exterior of the equipment and vehicles. Attend to special requests. Recording of daily trips, fuel and fluids levels. Periodic checks on vehicles maintenance standards. Ensure that the place is clean, where equipment is kept in order to avoid fire hazards. Ensure the safekeeping of equipment and vehicles. Assist with maintenance work at gauging stations. Assist with refurbishment and construction work at gauging stations. Assist the technical personnel with special tasks.

ENQUIRIES : Mr N. Adams Tel No. (018) 298 9000
APPLICATIONS : Boskop Dam: Please email your application quoting the relevant reference number on the subject line to adamsn2@dws.gov.za For Attention: Mr Naeim Adams

POST 42/144 : **DRIVER REF NO: 101221/17 SECOND DRIVER POST**
 Branch: Infrastructure Management Southern Operations

SALARY : R122 595 per annum (Level 3)
CENTRE : Mthatha Dam
REQUIREMENTS : A Grade 10 certificate. Driver's License with PDP (Attach a copy). One (1) to three (3) years' experience as a Driver/Messenger. Basic knowledge of government. Knowledge of tracing and retrieving files. Good client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.

DUTIES : Responsible for retrieving of files and deliver them to the office where they are being utilized. Retrieved file and verifies items, messages, mails, documents for correctness. Tracking, searching and placement of correspondence in files. Transporting of staff from town to Mthatha dam and back to town after work and transporting of officials attending meetings and workshops and retrieving of files to various locations. Check and record outgoing files. Place correspondence on the files. Collecting of mail. Willing to work overtime when required. Willing to undergo formal and informal training.

ENQUIRIES : Mr. Ml Boyce, Tel No: 082 809 5905
APPLICATIONS : Mthatha Dam: Please post your application to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer For Attention: Ms. B Gqokoma

POST 42/145 : **CLEANER REF NO: 101221/16**
 Branch: Provincial Coordination And International Cooperation: Northern Cape: Div: Auxiliary Services

SALARY : R104 073 per annum (Level 2)
CENTRE : Kimberley
REQUIREMENTS : ABET certificate. Experience in cleaning will serve as an added advantage. 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 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. Cleaning of microwaves. Request cleaning materials. Assist with other duties as and when required.

ENQUIRIES : Ms. N Gool Tel No: 053 830 8800
APPLICATIONS : Kimberley: Please email your application quoting the relevant reference number on the subject line to NCRecruitment@dws.gov.za For Attention: Ms C Du Plessis

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. 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 Directives will be taken into consideration. people with disabilities are encouraged to apply.

- APPLICATION** : Applicants must apply online at: www.gautengonline.gov.za/
<http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 10 December 2021
- NOTE** : Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document (only shortlisted candidates will be required to submit certified copies of qualifications). 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department will not accept emailed, posted or hand delivered applications.

OTHER POST

- POST 42/146** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT (OFFICE OF THE HOD)**
REFS/012576
Directorate: Executive Support
- SALARY** : R733 257 per annum. An all-inclusive remuneration package
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus 3 years National Diploma (NQF6) /Bachelor's Degree (NQF7) in Public Management/ Administration/ Social Sciences/ Humanities or any other relevant qualification related to the field. 5-7 years' experience of which 3 years must be at junior management level in office administration or relevant related environment. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Legal framework of Local Government, policy analysis, financial management, relevant legislation & policies, programme management, integrated approach to service delivery, knowledge of public service prescripts, understanding protocols of the clients, strategic capability and leadership, programme and project management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, communication, legal, conflict resolution and management, planning, team development, decision making, presentation, leadership, community development, networking, organising, research, computer literacy.
- DUTIES** : Provide support for promotion intergovernmental relations system based on the principle of co-operative governance in the Gauteng Province. Provide support for the functionality and implementation of IGR structures within the province. Provide effective Stakeholder Management. Provide Support and monitor the functionality of internal IGR system. Provide Executive support in relation to intergovernmental relations.
- ENQUIRIES** : Ms. Makgopa Evelyn Cell Number: 083 700 6912 (during working hours 8h00am to 16:30pm)

**GAUTENG
DEPARTMENT OF HEALTH**

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

ERRATUM: CHRIS HANI BARAGWANATH ACADEMIC HOSPITAL (CHBAH): Kindly note that the post of Deputy-director (Labour Relations) Directorate: Labour Relations (for Chris Hani Baragwanath Academic Hospital) was advertised with wrong salary package: Ref.No REFS/012540 (X1 Post) advertised in Public Service Vacancy Circular 41 dated 19 November 2021, the Salary of the post has been amended as follows: Salary: R 744 255 .00 (All- inclusive package). People who applied are encouraged to re-apply; the closing date has been extended to the 03 December 2021. **DR. GEORGE MUKHARI Academic Hospital:** Kindly note that the following post was advertised in Public Service Vacancy Circular 41 dated 19 November 2021, The Requirements have been amended as follows (02) two years' relevant experience in Information Technology on both network and server environment with Ref No: DGMAH/ NC/ L7. The closing date on the 03 December 2021 and the post that were advertised in Public Service Vacancy Circular 39 dated 05 November 2021, The Requirements have been amended as follows (1) Administrative Clerk (shift worker day and night) with Ref No: DGMAH/AC/L5; The following sentences are removed. Minimum of six (6) months experience of training on MEDICOM and relevant experience in Patient Administration will be added as an advantage. (Proof of training must be attached). (2) Property caretaker with Ref No: DGMAH/PC/L2; the following sentence was removed: Exterior Cleaning and garden experience will be an added advantage. The closing date has been extended to the 03 December 2021.and **MAMELODI REGIONAL HOSPITAL** Kindly note that the post of Clinical Manager (Medical) with Ref no: HRM/2021/59 (X1 Post) for Mamelodi Regional Hospital advertised on Public Service Vacancy no 41 dated 19 November 2021.The has been correction of salary for Clinical Manager Post, which is R1 191.510, and Enquiries is Mr. MH Hlophe, Tel No: 012 841 8329. The closing date has been extended to 10 December 2021. and the post of: Clinical Manager (Medical) with Ref no: HRM/2021/59 (X 1POST) for Mamelodi Regional Hospital advertised on Public Service Vacancy no 41 dated 19 November 2021, has been withdrawn.**PRETORIA WEST DISTRICT HOSPITAL:** Kindly note that the following post were advertised in Public Service Vacant Circular 30 dated 27 August 2021.Diagnostic Radiographer Grade 3 Ref No: PWH/DR/20/21 (X 1 Post).The post has been withdrawn. The post was closed on 10 September 2021.

OTHER POSTS

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| <u>POST 42/147</u> | : | <u>HEAD CLINICAL UNIT REF NO: SMUHCUID/04/21</u> Directorate: Integrated Clinical Dentistry |
| <u>SALARY</u> | : | R1 754 739 per annum (all inclusive) |
| <u>CENTRE</u> | : | SMU Oral Health Centre |
| <u>REQUIREMENTS</u> | : | BChD or BDS Degree plus MChD or MDent degree in any of the 6 Dental Specialties, or a relevant Master's degree in Dental e.g. MDS. Current registration with HPCSA as a Dental Specialist or Management Dentist. If you hold a Dental Specialist qualification, then you need to have a minimum of 3 years' appropriate work experience as Dental Specialist after a registration with the HPCSA. If you hold a Master's degree in a Health Sciences, then you require minimum of 6 years appropriate work experience as a Stomatologist. You need to have proven work experience in Teaching and Training of undergraduate and postgraduate (MDent and other master's students) students, particular in Integrated Training of Dental students in Clinical and Theoretical Subjects. In addition, you need to have working, experience in Integrated Curriculum Development, Curriculum Assessment Curriculum Monitoring and Evaluation. Experience in Academic, Clinical Administration and Management at Senior Managerial Level of Student and Patients. You need to have experience in Research supervision including publications of 3 articles in Peer Review DHET Accredited Journals. In addition, you need to |

have made Presentation of Papers /Abstracts at national or international Conferences.

DUTIES : Providing Management Oversight for Academic and Clinical Co-ordination, Management Monitoring & Participating of all Staff in the Department in the Teaching of Integrated Clinical Dentistry (ICD) for BDS, BOH and BDT students for all years of study. Management the ICD Department as Head of the Department within the School of Oral Health Sciences and SMU Oral Health Centre. The incumbent will be requested to provide management oversight for all patient managed by staff in ICD. The incumbent requires to provide leadership in Research in the Department.

ENQUIRIES : Prof SJH Hendricks Tel No: (012) 521 4800

APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

FOR ATTENTION : Ms Pretty Rangoato

NOTE : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

CLOSING DATE : 10 December 2021

POST 42/148 : **HEAD CLINICAL UNIT (FAMILY PHYSICIAN) GRADE 1 REFS: HOCUP/17/2021**
 Directorate: District Clinical Specialist Team
 Job Purpose to strengthen district and community level health services by means of supportive supervision and clinical governance working within a team to support primary health care services.

SALARY : R1 754 739.per annum

CENTRE : JHB Health District

REQUIREMENTS : An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in Family Medicine. A proof of current registration with HPCSA.as a family physician. A minimum of 5 years' appropriate experience as a Medical Specialist after registration with HPCSA as a Family Physician. At least one-year experience in District Health Services/ District Hospitals & project management as well as teaching and research experience which would be an advantage.

DUTIES : Represent family medicine as a member of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Support community orientated clinical services in the district by responding to family and community health needs. Primarily support clinics, community health centres and primary health care outreach teams, including engaging private sector practitioners regarding service delivery related matters. Secondarily support district hospitals with all aspects of service delivery related to family practice. Support dissemination and implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Maintain personal competency as a family physician by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of health services within the district. Facilitate and participate in the training and mentorship of health professionals and students within the health sciences. Support surveillance, health information, communication and referral systems. Support and participate in risk management activities, clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, data use and reporting. Initiate, support or participate in relevant research. Engage with local community, relevant organizations and private providers as required. Present regular reports on activities, health services and Programmes. Participate in provincial and national initiatives to save mothers, babies and children. Assist

with strategic and operational planning of services in the district. Core Management Competencies: Ability to plan and organise work to achieve objectives, apply problem solving strategies, manage own performance and development, plan service delivery to meet client expectations and communicate as a manager in the public service. Employer: Department of Health Location: Johannesburg Health District
Dr C. Mnyani Tel No: 011 694 3706

ENQUIRIES
NOTE

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: A fully completed new signed Z83 form should be accompanied by recent updated CV as well as all qualifications, ID document/ Smart ID and Driver's license copies must be double sided. All certificates attached should not be certified when applying for the post. Only shortlisted candidates will be requested to submit certified certificates. Applications should be emailed to JhbHealth.District.JobApplications@gauteng.gov.za, please ensure that the reference number is quoted correctly. Kindly use the Reference number as the subject on the email. The successful candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical screening. Incomplete applications or applications received after closing date will not be considered. People With Disabilities Are Encouraged To Ap-Ply.

CLOSING DATE

: 13 December 2021

POST 42/149

: **HEAD CLINICAL UNIT (PAEDIATRICIAN) GRADE 1 REFS: HCUP/11/2021**
Directorate: District Clinical Specialist Team

SALARY
CENTRE
REQUIREMENTS

: R1 754 739 .per annum
: JHB Health District
: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in Paediatrics. A proof of current registration with HPCSA as a medical specialist (paediatrician). A minimum of 5 years' appropriate experience as a Medical Specialist after registration with HPCSA as a Paediatrician. At least one-year experience in District Health Services/ District Hospitals & project management as well as teaching and research experience which would be an advantage. Job Purpose to strengthen paediatric and child health services at district and community levels through supportive supervision and clinical governance within a team.

DUTIES

: Represent paediatrics as a member of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Support neonatal, child and youth health delivery in the district. Primarily support district hospitals in provision of services for paediatrics and child health. Secondly support clinics and community health centres. Support dissemination and implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care in paediatrics and child health. Maintain personal competency as a paediatrician by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of paediatric services within the district. Facilitate and participate in the training and mentorship of health professionals and students within the health sciences. Support surveillance, health information, communication and referral systems. Support and participate in risk management activities, clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, data use and reporting. Initiate, support or participate in relevant research. Engage with local community, relevant organizations and private providers as required. Present regular reports on activities, health services and Programmes. Participate in provincial and national initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district. Core Management Competencies: Ability to plan and organise work to achieve objectives, apply problem solving strategies, manage own performance and development, plan service delivery to meet client expectations and communicate as a manager in the public service. Employer: Department of Health Location: Johannesburg Health District

ENQUIRIES
NOTE

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: A fully completed new signed Z83 form should be accompanied by recent updated CV as well as all qualifications, ID document/ Smart ID and Driver's license copies must be double sided. All certificates attached should not be

certified when applying for the post. Only shortlisted candidates will be requested to submit certified certificates. Applications should be emailed to JhbHealth.District.JobApplications@gauteng.gov.za, please ensure that the reference number is quoted correctly. Kindly use the Reference number as the subject on the email. The successful candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical screening. Incomplete applications or applications received after closing date will not be considered. People With Disabilities Are Encouraged To Ap-Ply.

- CLOSING DATE** : 13 December 2021
- POST 42/150** : **DENTAL SPECIALIST: REF NO: SMUDS03/2021**
Directorate Community Dentistry
- SALARY** : R1 302 855 per annum (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Community Dentistry. Registration with the HPCSA as a Dental Specialist in Community Dentistry Appropriate experience after registration with the HPCSA as a Dental Specialist in Community Dentistry. Keep/ Proven ability to conduct and supervise research activities. Adequate administration skills. Good communication as well as analytical and problem-solving skills. Appropriate experience in supervision and training at under-graduate level in Community Dentistry and/or Public Oral Health. Experience with training at postgraduate level would be an added advantage. Computer literacy Positive attitude and work ethics.
- DUTIES** : Render specialist services on the Implementation, monitoring and evaluation of academic dental services of the Oral Health Teaching platform (MOHC and Community Engagement site). Quality Assurance of clinical governance and teaching and learning in the discipline of Community Dentistry and Public Health. Participation in administration departmental duties, with regards to teaching and training of Post- and undergraduates' students, research and community engagement. Supervisory and administrative role with regards to teaching and training post and. Participate in any other activities as directed by the Head of department.
- ENQUIRIES** : Prof DP Motloba Tel No: (012) 521 5767
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204
- FOR ATTENTION** : Ms Pretty Rangoato
NOTE : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.
- CLOSING DATE** : 10 December 2021
- POST 42/151** : **CLINICAL MANAGER: MONITORING AND EVALUATION REF NO: REFS/012569 (1 POST)**
Directorate: Clinical- Management Discipline
- SALARY** : R1 191 510 per annum plus benefits
CENTRE : Helen Joseph Hospital
REQUIREMENTS : MBChB Degree or appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Active Health Professions Council of South Africa (HPCSA) registration as a Medical Practitioner. A minimum of 4 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. A post graduate qualification in business administration, healthcare management or Public Health Medicine (FCPHM).

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| <u>DUTIES</u> | : Advantageous: Leadership and management experience in hospital management and monitoring and evaluation in the public sector. : Reporting to the Chief Executive Officer, the incumbent will act as a manager of clinical departments. Provide strategic clinical care for improved patient outcomes. Participate in developing and implementing operational plans (including cost-containment strategies). Ensure the coordination of all activities necessary for quality and efficient 24 -hour patient care. Assist in clinical care audits and risk management strategies in order to improve clinical governance an outcome. Management investigation and reporting of patient safety incidents and adverse events. NTSG monitoring and reporting. Chair or be an active member of various clinical governance and management committees. To be responsible for HR, Finance and administrative matters as it relates to the clinical departments. Coaching and mentoring different levels and categories of staff. Ensure adherence to the relevant health and public legislation including Public Charter and Batho Pele principles. Ensure compliance to the Ideal Hospital Realisation and Maintenance Framework and Department of Health's Six Key Priorities. Representing the hospital as required in cluster and provincial forums. |
| <u>ENQUIRIES APPLICATIONS</u> | : Dr R. Ncha Tel: 011 489 1087 / 0306 : must be hand delivered to Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg. (There is also a designated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006; Attention: Human resource department |
| <u>NOTE</u> | : Applications must be submitted on a New Version of Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents . Applications must be submitted copies of qualifications, identify documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not to be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance with other relevant state agencies, reference check and verification of qualifications will be conducted. |
| <u>CLOSING DATE</u> | : 20 December 2021 |
| <u>POST 42/152</u> | : <u>MEDICAL SPECIALIST REFS NO: SBAH 115/2021</u> Directorate: Internal Medicine |
| <u>SALARY</u> | : Grade 1: R1 122 630 per annum plus benefits Grade 2: R1 283 592 per annum plus benefits Grade 3: R1 489 665 per annum plus benefits |
| <u>CENTRE REQUIREMENTS</u> | : Steve Biko Academic Hospital : MBChb or FCP qualification in Internal Medicine. Proof of registration as a Specialist Physician with the HPCSA. Proven ability to work with all Unit Members e.g Endocrinologist, Nephrologists, Gastroenterologist, Rheumatologist, Pulmonogist, Infectious Diseases, Specialist Physicians , Registrars , MO's , Student , Interns and fulfill the University criteria in doing clinical research. Good people skills and be able to take the lead in a team. Continuous education and evaluation in the clinical setting for General Internal Medicine. |
| <u>DUTIES</u> | : In and outpatient service delivery in General Internal Medicine: Ward rounds, out-patient clinical, consultations and call as per call roster. Implement and monitor adherence to National Core Standards (norms and standards). Reduce medical litigation by exercising good clinical ethics. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Interview, investigate, diagnose and oversee the treatment of patients. Supervising and completing of Medico-Legal documents timeously (e.g death certificates). To act as domain trainer for the Interns. Participation and attendance of Mortality and Morbidity meetings as well as Post Graduate meetings. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties for General Medicine and Medical ICU. Academic: Supervision of Registrars, MO's, Interns and Students in the clinical training, ward rounds |

- and giving small group tutorials as well as lectures. Teach, train and examine under-and post-graduate students. Evaluate and assess rotating Registrars, Interns and students. Act as guardian for assigned Registrar. Research: Active participation in research and publishing of articles.
- ENQUIRIES** : Ms L Mguni Tel No: 012 354 1211/2112
- APPLICATIONS** : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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** : 10 December 2021
- POST 42/153** : **MEDICAL SPECIALIST REFS: REFS/012572**
Directorate: Cardiothoracic Surgery Department
- SALARY** : Grade I: R1 122 630.per annum (All-inclusive package)
Grade II: R1 283 592.per annum (All-inclusive package)
Grade III: R1 489 665.per annum (All-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : **Grade I** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Cardiothoracic Surgery. Registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery. No experience required after registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery. **Grade II** appropriate qualification that allows for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 5 years' appropriate experience after registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery. **Grade III** appropriate qualification that allows for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 10 years' experience after registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery.
- DUTIES** : Clinical: OPD, Theatre: Thoracic Surgery, acquired cardiac, Congenital cardiac, ICU care, doing calls and be on duty, M&M participation. Academic: Teaching both undergraduates and postgraduate students, Surgical skills transfer to the registrars, Multidisciplinary team involvement for case selection and teaching, Teaching: Teaching allied professionals e.g., Perfusionist, Nurse, Physicians, O.T and Dieticians. Research: Be involved in research, Supervise MMeds thesis research, deliver personal research, Dual appointment with the University and provide research support.
- ENQUIRIES** : Dr. SM Mogaladi Tel 011 717 2536
- APPLICATIONS** : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/> and
- NOTE** : It should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted). Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 10 December 2021

POST 42/154 : **DEPUTY DIRECTOR: MEDICAL PHYSICS REF NO: 012581**
 Directorate: Clinical Support

SALARY : R1 040 697 – R1 172 328 per annum
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : BSc Honours in Medical Physics or equivalent. Master's degree in Medical Physics and research publications will be an added advantage. Registration with HPCSA as a Medical Physicist in the category Independent Practice. A Minimum of nine (9) years' experience after registration with the HPCSA as a Medical Physics of which three (3) years must be appropriate managerial position .The three 3 years may include managerial duties performed, if the position was not available at the institution. Quality Assurance experience in Radiology and Nuclear Medicine. Experience in teaching, training, research, planning and implementation of academic programmes. Competencies/Skills: Knowledge of general management and administrative skills, including budgeting, good planning, organisational and presentation skills. Experience in radiation medicine equipment management processes; including needs assessments, procurement processes, specifications, installation and maintenance. Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical and report writing skills and computer skills.

DUTIES : Quality Assurance Programme and Management of ionising and non-ionising radiation equipment at both Dr George Mukhari Academic Hospital and Dental Hospital. Participate in the teaching, training and research programs within Dr George Mukhari Academic Hospital and Sefako Makgatho Health Sciences University. Oversee the development and implementation of policies, protocols and Standard Operating Procedures. Oversee compliance of equipment contracts, service level agreements and terms of references with vendors. Participate in the Radiation protection programme and training at Dr George Mukhari Academic Hospital. Work closely with Medical Physicists, Radiologists, Nuclear Medicine Physicians and Radiographers. Provide support in all aspects of safe and effective radiology and nuclear medicine clinical procedures, with the consideration of ethical aspects. Responsible for QA including dosimetry in radiology and nuclear medicine. Ensure all radiation protection requirements are met and good practices are followed. Maintain own Continuing Professional Development (CPD) in accordance with professional standards.

ENQUIRIES : Ms S Robberts: Tel No 0762275094
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at www.gautengonline.gov.za

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered .ID copy and a CV must be attached. Only Shortlisted Candidates Will Be Requested To Submit Certified Documents The specific reference must be quoted.It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 10 December 2021 closing time 12H00

POST 42/155 : **ASSISTANT MANAGER: MEDICAL PHYSICS REF NO: 012579**
 Directorate: Clinical Support

SALARY : R937 704 –R1 072 149.per annum
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Senior certificate / Grade 12.Appropriate BSc Honours Degree in Medical Physics, or equivalent. Registration certificate with the HPCSA as a Medical Physicist (Ionising Radiation). A minimum of 6 year's appropriate experience

after registration as a Medical Physicist. Current annual registration with Health Professions Council of South Africa as a Medical Physicist (Ionising Radiation) (2021/2022). Physical ability to handle quality assurance equipment. Knowledge, Skills. Training and Competency required excellent management, administration, communication and interpersonal skills. Sound knowledge of Radiology and Radiotherapy dosimetry equipment, treatment planning and planning principles. Knowledge of radiotherapy treatment and diagnostic equipment. Competencies/Skills operation, monitoring of maintenance, record keeping, and care of all equipment and accessories. Knowledge of Radiation Control and Safety Regulation. Knowledge of departmental protocols, design and implementation of new protocols. Teaching and training skills. Ability to plan and organise the limited resources. Ability to solve Radiotherapy and Radiology physics problems. Competency in performance of quality control procedures in Radiotherapy and Radiology.

DUTIES : Provide Medical Physics support for Radiation Oncology and Radiology treatment units including, acceptance testing, commissioning, calibration, and quality assurance. Participating in the implementation of new treatment techniques. Provide Radiation Protection Services and ensure regulatory compliance for the institution. Conducting research and development work in new technologies and techniques. Liaise with Health Technology Services (HTS) and vendor's technicians regarding equipment maintenances. Participate in the departmental/ interdepartmental committees, e.g. QAC, planning meetings and Hospital's Radiation Health and safety committee. Undertake leadership and administrative duties related to the management of the division. Perform Employee Performance Management Development Assessments for junior medical physicist.

ENQUIRIES APPLICATIONS : Ms. S Robberts: Tel No 0762275094
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered., ID copy , CV, copies of qualifications and drivers licence(where appropriate) must be attached. Only Shortlisted Candidates Will Be Requested To Submit Certified Documents). The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Note: Shortlisted candidates will be subjected to a Microsoft office skills assessment. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful.

CLOSING DATE : 10 December 2021 Time Will Be 12h00

POST 42/156 : **ASSISTANT DIRECTOR – PHARMACEUTICAL SERVICES REF. 19/2021 (1 POST)**
 Directorate: Pharmacy

SALARY CENTRE REQUIREMENTS : R911 406 per annum (all-inclusive package)
 : Kopanong Hospital
 : Basic qualification (B Pharm) accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Candidate must have a minimum of 3 years' appropriate experience after registration as a Pharmacist with SAPC. Must be able to lead and manage Pharmaceutical Services to ensure a cost effective and efficient service. Candidate must have knowledge of Standard Treatment Guidelines and Essential Medicine List. Skills and competencies: Leadership, HR, conflict management, financial management, monitoring and evaluation, good interpersonal relations, communication networking and information management, problem solving and

- decision making, presentation and training skills, computer literacy and a driver's license.
- DUTIES** : Lead and manage Pharmaceutical Services in the institution ensuring a cost effective and efficient pharmaceutical service. Provide budget and expenditure management. Financial management and its reports e.g. ABC analysis, budget commitment and disposal register. To facilitate the rationale, use of medicines and conduct relevant medicine use evaluations in the institution. Oversee stock take and expired stock monitoring for the hospital. Provide expert advice and communicate to management on matters relating to procurement, logistic and the use of medicine. Be an active member of budget, PTC, Quality assurance and Infection control meetings. Update the formulary and distribution thereof in the institution. Ensure provision of HR, labour Relations, training and development of staff and performance management. Ensure quality Pharmaceutical Services in line with the National Core Standards and six Quality Ministerial Priorities.
- ENQUIRIES** : DR Mabena P Tel: (016) 428 7160
- APPLICATIONS** : Fully completed new Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
- NOTE** : Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates.
- CLOSING DATE** : 10 December 2021
- POST 42/157** : **MEDICAL REGISTRAR REFS NO: SBAH 116/2021**
Directorate: Internal Medicine
- SALARY** : R833 523 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBChB/ MBBCh. Registration as a Medical Practitioner with the HPCSA. Must have completed community service. Short courses e.g ACLS, ATLS and Life support strongly recommended. Must have Primaries FCP Part I. After hour duties is a necessity.
- DUTIES** : Render clinical services and show academic progression and complete research dissertation within four year contract. Service delivery: Patient care of all in-and-outpatient in the department as per rotation. Consultations from and to all departments of SBAH on Registrar level. Supervision of all rotating pre-graduate students, Interns and junior colleagues in clinical practice. Rotation to sub-specialties and facilities accredited by the University of Pretoria.
- ENQUIRIES** : Ms L Mnguni Tel No: 012 354 1211/2112
- APPLICATIONS** : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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** : 10 December 2021
- POST 42/158** : **MEDICAL OFFICER REFS NO: SBAH 117/2021**
Directorate: Cardiology
- SALARY** : R833 523 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Under graduate with MBChb degree and completed a community service. Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner and proof of registration. Ability to lead standardization of care inspirational to the health care team. Ability to lead a team of health care professionals with integrity and respect. Commitment to organizational value`s and vision. Dedication to patient safety and quality of health care. Track record of fostering team work and collaboration among physicians. Excellent interpersonal skills.
- DUTIES** : Render a full spectrum of Cardiology inpatient services. Provide clinical guidance to designated clinic staff. Perform department administrative duties.

Teach pre and post graduate students. Initiate and participate in clinical research. Render after-hours clinical services.

ENQUIRIES : Prof A Sarkin Tel No: 012 354 2277

APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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 : 10 December 2021

POST 42/159 : **REGISTRAR REF NO: SMUREG03/2021**
Directorate: Maxillo Facial and Oral Surgery

SALARY : R833 523 per annum (all inclusive)

CENTRE : SMU Oral Health Centre

REQUIREMENTS : Degree in Dentistry (BDS/BChD). Registration with the HPCSA as a Dentist with at least two years' experience as a dentist. Post graduate courses in Anatomy, Physiology, Pathology and a valid ATLS certificate are a requirement. Experience in working in rural institutions e.g., Clinics, Community Health Centres or District hospitals and fulfilment of community service obligations is a requirement.

DUTIES : The Registrar will pursue a course of study over five years and if successful in meeting the requirements, will be awarded a qualification which will entitle the holder to register with HPCSA as a specialist Maxillofacial and Oral Surgeon. Through the course of the study, the registrar will deliver services by undertaking treatment of patients at SMU (Medunsa) Oral Health Centre and Dr George Mukhari Academic Hospital of the Gauteng Department of Health. The registrar will also be required to execute a research project as well as be involved in the clinical training of undergraduate students.

ENQUIRIES : Prof Munzhelele Tel No: (012) 521 4858/9

APPLICATIONS : Quoting the relevant number. Direct applications must be delivered to Ms PR Rangoato, Human Resource Department, Room S521 Level 5 Medunsa Oral Health Centre, P.O Box 848, Medunsa, 0204

FOR ATTENTION : Ms Pretty Rangoato

NOTE : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration, current proof of annual renewal of registration with the HPCSA and a properly filled new Z83 form. 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 : 10 December 2021

POST 42/160 : **REGISTRAR REF NO: SMUREG02/2021 (X2 POST)**
Directorate: Prosthodontics

SALARY : R833 523 per annum (all inclusive)

CENTRE : SMU Oral Health Centre

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a dentist in the category Independent Practice. Minimum 2 years' experience and having completed Community Service. Keen/proven interest in Prosthodontics. A minimum undergraduate final mark in Prosthodontics of not less than 65% in the final year of study. Qualifications which are, or are the equivalent of, the Primary courses of Master's degrees of a South African University or of the Colleges of Medicine of South Africa or any postgraduate qualifications relevant to Prosthodontics will be an advantage.

DUTIES : Register for a four (4) year MDent degree in Prosthodontics with the Sefako Makgatho Health Sciences University. Be employed by the Gauteng Department of Health. Be expected to perform clinical training at the MOHC and any other sites accredited by the SOHS. Be responsible for undertaking undergraduate teaching, service delivery and own research as part of the PG Program. Engage in commuted overtime duties as directed by the SOHS. Participate in any other activities as directed by the Head of Department.

ENQUIRIES FOR ATTENTION NOTE : Prof Moipolai Tel No: (012) 521 4817
: Ms Pretty Rangoato
: Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

CLOSING DATE : 10 December 2021

POST 42/161 : **DENTIST GRADE 1 (DEVELOPMENTAL)**
Directorate: Maxillo Facial Oral Surgery (MFOS)

SALARY CENTRE REQUIREMENTS : R809 067 per annum
: SMU Oral Health Centre
: Current Registration with the HPCSA as a Dentist. At least 2 years in Working in Dentistry (Private or Public). Experience in working in Rural Health institutions e.g, Clinics, Community Health Centres or District Hospitals. Interest in becoming a Registrar in MFOS. This is Full time Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in MFOS clinical settings which will reflect an interest in MFOS domain. No transfer to other Dental Schools in SA during the 2-year contract period allowed.

DUTIES : During the contract period, the incumbent will be expected to work side by side with Registrars at MFOS, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also Register for Primary subjects i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar's post. The primary subjects may also be acquired through CMSA. If primaries not completed in 2 years, then have to vacate the post.

ENQUIRIES APPLICATIONS : PROF Munzhelele (MFOS) Tel No: (012) 521 4858
: Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

FOR ATTENTION NOTE : Ms Pretty Rangoato
: Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic.

CLOSING DATE : 10 December 2021

POST 42/162 : **DENTIST GRADE1/ 2/3 SMUD03/2021 (X 2 POSTS)**
Directorate: Operative Dentistry

SALARY CENTRE : R809 067 per annum (all inclusive)
: SMU Oral Health Centre

- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7/12 years' appropriate experience as a Dentist after registration with the HPCSA, with a proven track record and interest in Endodontics, Paedodontics, Restorative Dentistry and Dental Materials. Experience in academia, Teaching/training of undergraduate students (Dentists, Dental Therapists and Oral Hygienists) in Direct Restorative Dentistry. Evidence of working & interest in Endodontics and Paedodontics, chairside teaching & Supervision of dental students as well as experience in Applied Dental Research. Administration and Management of Teaching & Learning programmes.
- DUTIES** : Provide oral health service at SMU Oral Health Centre, Teaching/training of undergraduate student (Dentists, Dental Therapists and Oral Hygienists) in the Department of Operative Dentistry. Administration and Management of Teaching and Learning participate in Departmental initiatives, supervision of undergraduate and postgraduate students. Conduct and deliver on research publications and outputs. Serve and participate in GDoH and SMU's committees as required.
- ENQUIRIES** : Dr Gwengu (Operative Dentistry) Tel no: (012) 521 4827
- APPLICATIONS** : Direct applications must be delivered to SMU OHC Human Resource Department, (Att: Ms Pretty Rangoato), Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0204. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
- NOTE** : Kindly attach/include copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and new Z83 form. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encourage to apply.
- CLOSING DATE** : 10 December 2021
- POST 42/163** : **DEPUTY DIRECTOR: ADMINISTRATION AND SUPPORT REF NO: REF/012570 (1 POST)**
Directorate: Administration and Support Management
- SALARY** : R744 255. per annum plus benefits
- CENTRE** : Helen Joseph Hospital
- REQUIREMENTS** : A National Diploma or Degree in Public Administration/Public Management/Business Administration (NQF 6 or 7) (360 Credits). At least 5 to 10-years' experience in Administration and Support services, with 3 years at the Assistant Director level. A valid driver's licence. Communication skills; Management skills; People skills; Conflict resolution skills; Reporting skills; Negotiation skills; Planning and organising skills; Project management skills; Presentation and facilitation skills; Problem solving skills; Operational planning; ability to work under pressure and being self-motivated; Ability to work in a diverse team; Ability to adapt to change; Ability to liaise with business partners; and Ability to perform multiple tasks and work overtime where necessary. Computer skills (MS Word and MS Excel). Hospital management skills and experience would be an added advantage. Knowledge of the Public Finance and Management Act, Public Service Act, Public Service Regulations, PAIA, PAJA, OHS Act, POPI Act, Disaster Management Act, Foodstuff Cosmetics and Disinfectants Act, Labour Relations Act, Treasury Regulations, Records Management Act, RICA Act, Mortuary guidelines, Linen Management Act, Loss and Risk Management. Knowledge of the public service systems and procedures and other relevant legislations. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate and

- coordinate workshops and meetings. Ability to interact at strategic level and implement turnaround strategies. Be service delivery orientated.
- DUTIES** : Manage and supervise hospital administration and support services division. Manage Administration, Food Service Management, Record Management, Facility Management, Security Management, Linen Management, Cleaning Department and Information Technology. Implement benchmarking to ensure improved outputs. Implement, Manage and monitor compliance with Service Level Agreements. Manage the budget and supervise human resource and ensure compliance with relevant prescripts and mandates of the department. Develop and implement skills development and training for staff in the division. Liaise with internal clients and external stakeholders. Management of personnel performance contracting and performance management reviews. Develop and implement guidelines and Standard Operating Procedures (SOP) in the division. Compilation and monitoring of Operational Plan, Risk register, Audit Action for management reporting and analysis. Management of infrastructure. Management and food services units. Ensure compliance with Ideal Hospital Framework. Represent the division in the hospital management meetings. Ensure implementation of Batho Pele principles in the division. Perform other related duties as delegated by the CEO.
- ENQUIRIES** : Dr R. Ncha Tel: 011 489 1087 / 0306
- APPLICATIONS** : must be hand delivered to Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg. (There is also a designated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006; Attention: Human resource department
- NOTE** : Applications must be submitted on a New Version of Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. Applications must be submitted copies of qualifications, identify documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not to be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance with other relevant state agencies, reference check and verification of qualifications will be conducted.
- CLOSING DATE** : 20 December 2021
- POST 428/164** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SDHS2021/11/02 (X1 POST)**
 Directorate: Human Resource Management
 This is a re-advertisement. People who applied previously are encouraged to reapply.
- SALARY** : R744 255. per annum (all- inclusive remuneration package)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS:** : Tertiary qualification with ten (10) years or more relevant experience in Human Resource Management sphere 3 years must be at Assistant Director level preferably in the public health sector. Ability to provide a leadership on HR Practices and administration. Ability to develop, Monitor and evaluate skills development legislation, HR Policies, and procedures. Ability to interpret and analyse HR data. Knowledge of developing, analysing, interpreting, reports and presenting them to management. Demonstrate knowledge of managing PERSAL system and interpreting reports. Ability to manage staff, work independently, adhere to strict deadlines. Knowledge of the Public Service ACT, the Public Finance Management ACT, Treasury Regulations. PSCBC Resolutions, Public Service Regulations, Labour Relations ACT, Employment Equity ACT, and other HR legislations and prescripts. Report writing skills, Computer literacy. Presentation skills. Must have a valid drivers' license.
- DUTIES** : Responsible for the implementation of HR policies, plans and strategy. Develop internal controls and Standard Operating Procedures and strategies and ensure alignment of the organizational structure to the strategic plan of the Department. Manage Human Resource information and knowledge. Monitor and evaluate the implementation of Human Resource strategies. Render efficient human resource administration services. Manage appointments,

transfers, and termination on PERSAL. Manage the compensation and conditions of services of staff members. Manage human resource personnel records. Manage salary administration and remuneration. Monitor and evaluate the quality on information captured on PERSAL and other HRM database. Authorize transactions and verify source documents. Maintenance of post establishment on HRM database. Manage HR Labour relations matters. Attend to Audit queries, HR risk management and compile reports for implementations of the recommendations thereof. Continually improve service delivery and measure performance. Develop and pursue a systematic approach to employee development based upon an Institutional skills gap analysis and PMDS system findings. Devise appropriate monitoring mechanisms to ensure that all resources deployed yields the desired result with regards to HRD and planning activities. Attend to National Regulated Standards and monitor and report on proper implementation of the National Regulated Standard requirements related to Human Resources. Ensure compliance and maintenance of quality standards required by the institution. Advise District management of HR practise, procedures, guidelines, and policies etc. Be part of the Executive management and participate in the development of strategic and operation plans for the District. Prepare reports for Provincial Office and represent the District in the different forums. Manage and coordinate Human Resource Development Programme. Manage Training and Development budget and Departmental Skills Development Committee. Manage, monitoring and coordinate the workplace Skills Plan and Reports. Manage the Performance Management and Development system and Employee Wellness functions. Implement the Employment Equity in the department.

**ENQUIRIES
APPLICATIONS**

: Mr. M.T. Magoro Tel No: (016) 950 6100 / 082 716 3588
 : Applications must apply online on the Gauteng Department of Health portal:
www.professionaljobcentre.gov.za.

NOTE

: A mandatory pre-entry certificate obtained by registering on the link:
<https://www.thesg.gov.za/training-courses/sms-pre-entry-programme/> is
 mandatory when applying for SMS positions. 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 South
 African Qualification Authority SAQA. Applicants who do not comply with the
 above-mentioned requirements as well as application received late, will not be
 considered. Correspondence will only be limited to shortlisted candidates only.
 If you have not been contacted within eight (8) weeks after closing date of the
 advertisement, please accept that your application was unsuccessful. Suitable
 candidate will be subjected to a personnel suitability check (criminal record,
 citizenship, credit record checks, qualification verification and employment
 verification). Where applicable, candidate will be subjected to a
 skills/knowledge test. All shortlisted candidates for SMS post will be subjected
 to a technical competency exercise that intends to test relevant technical
 element of the job, the logistics of which will be communicated by the
 Department. Following the interview and technical exercise, the selection panel
 will recommend candidate to attend generic managerial competencies using
 the mandated DPSSA SMS competencies assessment tools. Successful
 candidates will be appointed on a probations 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
 the recommended candidate maybe subjected to Medical Surveillance as
 required by the Occupational Health and Safety Act, Act 5/1993. It is the
 Department's intentions to promote Equity (race, gender and disability) through
 the filling of this post with a candidate who's transfer/promotion/appointment
 will promote representativity in line with numeric targets as contained in our
 Employment Equity Plan. People With Disability Are Encouraged To Apply.
 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. Due to a
 large number of applications, we envisage receiving, applications will not be
 acknowledged if you do not receive any response within 3 months please that
 your application was not successful.

CLOSING DATE

: 10 December 2021

POST 42/165 : **ASSISTANT MANAGER – GENERAL (NIGHT DUTY) REF: NURSING 16/2021 (1 POST)**
Directorate: Nursing

SALARY : R571 242 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 plus a basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Proof of current registration with SANC as a Professional Nurse and Midwife must be attached. Candidate must have a minimum of eight year's appropriate experience as a nurse after registration with SANC and three years of the experience must be on management level in a public / private hospital environment. Knowledge and competencies: Supervisory, problem solving, conflict resolution and interpersonal skills. Good leadership and communication skills. Knowledge of nursing legislation, related legal and ethical nursing practices and framework, Labour Relation and relevant public sector policies. Ability to plan, organize, lead and coordinate quality health services in the department. Demonstrate basic understanding of Human Resources, Disciplinary Procedure, as well as Financial Management Policies, Guidelines and Practices.

DUTIES : Sustain effective management of quality nursing service. Co-ordinate optimal, holistic general and specialized nursing care provided within the set standards and professional / legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth / ethical standards, self-development and mentoring of Operational Managers. Maintain and manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the department and have the ability to deal with conflict. Knowledge of DOH policies, develop SOP's and protocol for the department, ensure that the Regulated Norms and Standards are maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively. Coordination of effective training and research. Maintain accuracy and integrity in collation and consolidation of Midnight statistics. Support the Department of Health Strategic Objectives of quality patient care at night. Compile evidence based reports for continuity of patient care for morning reports and handing over. Implement disciplinary and corrective measures to staff working night duty care. Implement SOP's for the nursing and Hospital and maintain evidence based practice. Patient complaints management and resolution of complaints for efficient patient care. Do random patient care satisfaction surveys at night? Random nursing records audit to improve rendering of safe and evidence based quality nursing care. Implement hospital contingency plans per given incident and reports. Coordinate and monitor the operations of non-clinical systems that have direct impact to patient care at night. Monitor the flow of patients from Emergency units and provide informed directives for continuity of care without delays. Immediate resolution of patients and public complaints and keep records of all detailed complaints and interventions. Implement complaints and safety incidents guidelines at night.

ENQUIRIES : MS M.E. Polo, Tel: (016) 428 7130
APPLICATIONS : Fully completed new Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. The appointed employee will be subjected to Personnel Suitability Check (PSC), and Medical surveillance as required in the HBA, at no cost. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE : 10 December 2021

POST 42/166 : **OPERATIONAL MANAGER - SPECIALTY (MATERNITY) 1 POST REF. NO: 17/2021**
Directorate: Nursing

SALARY : R571 242.per annum (plus benefits)
CENTRE : Kopanong Hospital

- REQUIREMENTS** : Basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Nine or more years' appropriate experience as a nurse after registration with SANC. Five years of the period referred above must be appropriate / recognizable experience in maternity after obtaining the one year post basic qualification. The candidate must also have a post basic diploma in Advanced Midwifery Nursing Science that is registered with SANC.
- DUTIES** : Execute duties and functions of with proficiency within prescripts and legislation. Provision of quality patient care through setting of standards, policies and procedures. To provide the nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Render ante natal care, intrapartum care, post-natal care and neonatal care. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programme, EMTCT, MBFI, and ESMOE. Manage all the resources within the unit cost effectively and ensure optimum service delivery. Conduct audits and improvement programme. Demonstrate an understanding of nursing legislation and related legal and ethical practices. Work as part of the multidisciplinary team to ensure quality. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS), develop and implement staff training plan. Attend to grievances of staff and administer discipline, ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. Manage and implement.
- ENQUIRIES** : MS ME Polo, Tel: (016) 428 7130
- APPLICATIONS** : Fully completed new Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate.
- CLOSING DATE** : 10 December 2021
- POST 42/167** : **ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY REFS NO: SBAH 118/2021**
Directorate: Neurophysiology
- SALARY** : R525 087 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : A BTech degree in Clinical Technology in Neurophysiology. A Masters or Doctorate in Clinical Technology in Neurophysiology will be added advantage. Registration with the HPCSA for Clinical Technology- Neurophysiology. A minimum of 8 years relevant experience required after registration with the HPCSA
- DUTIES** : Perform and analyse neonatal, paediatric and adult EEGs, evoked potentials, polysomnograms and nerve conduction studies at a tertiary hospital level. Train Registrars and Clinical Technologists in Clinical Neurophysiology. Keep an academic program running. Demonstrate research experience and help students with their research projects. Knowledge of or interest in intra operative monitoring procedures. Must be able to work as part of a team supervise/interact with staff members and the public. Improve and update protocols according to international standards. Assist with administrative public duties.
- ENQUIRIES** : Prof M Kakaza Tel No: 012 354 1082
- APPLICATIONS** : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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** : 10 December 2021
- POST 42/168** : **MIDDLE MANAGER: SUPPLY CHAIN REF NO: CHBAH 522 (X 1 POST)**
Directorate: Asset Management

- SALARY** : R382 245. per annum (Level 9) (Plus Benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : An appropriate bachelor's Degree/National Diploma in Supply Chain Management/Logistic Management, Public Management, Supply Chain Management, Financial Management, Cost and Management Accounting and Business Management with at least five (5) years relevant experience in Supply Chain Management of which two (3) years must be at a supervisory level. Knowledge of government Supply Chain Management Policies and Procedures related to Assets Management. Knowledge of the PFMA and National Treasury Regulations and other SCM prescripts. Experience in Assets and disposal Management is an advantage. Working experience in Public Sector procurement processes, rules and regulations i.e. PFMA, PPPFA, BBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts. Computer competency in MS Office package (MS Word, Ms Excel and MS PowerPoint). Good Communication Skills and Interpersonal Relation. Health (hospital) environment background will be an added advantage. A valid driver's license. The applicant must have a good communication (both verbal and written) skills and strong interpersonal relations. Ability to interact with various stakeholders both internal (end-users) and external stakeholders. Ability to act with tact and discretion. Must have the ability to work under pressure and be a creative thinker. Knowledge and Understand of Marketing, Economics and Financial Management.
- DUTIES** : Monitor and review the capturing of all physical (moveable) assets in the physical asset management registers. Receipt of all moveable assets, and perform quantity and quality control. Allocation of inventory and bar code of assets. Ensure that capturing of asset information in the relevant registers is done timeously. Monitor and review the allocation of assets to asset holders. Determination of the asset allocation according to Assets management policy and procedures of the department. Ensure Assets verification is conducted on annual basis and issuing of the inventory list (room list) to the End-users. Management of the delivery of assets to the End-users. Monitoring assets for physical condition, utilisation functionality and financial performance. Compile weekly, monthly, quarterly and annual reports on the state of assets. Promote correct implementation of sound asset management practices by informing guiding and advising departmental employees on asset management matters and contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Assist in investigations of lost assets. Ensure that verification of monthly assets reconciliations is done and resolve discrepancies. Assist the department with Auditing of Assets by Auditor General (AG). Ensure that execution of assets disposal activities is done. Supervise employees to ensure sound physical asset management. Ensure that all supervisors are trained and developed to be able to deliver work of the required standard efficiently and effectively. Conflict management skills. Management of staff including performance Management Development Systems (PMDS).
- ENQUIRIES** : Mr E Ngcobo Tel. No: (011) 933 0499
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please

accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 10 December 2021

POST 42/169

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SDHS2021/11/03 (X2 POSTS)**

Directorate: Human Resource Management

This is a re-advertisement. People who applied previously are encouraged to reapply.

SALARY CENTRE

: R382 245 per annum (plus benefits)
 : Sedibeng District Health Services
 : District Office (X1 Post)
 : Emfuleni Hr Sub-District (X1 Post)

REQUIREMENTS

: Tertiary qualification (with working experience between 5 and 10 years) as an HR Generalist (3 years of the above work experience should be as an HR Supervisor). Extensive knowledge of Persal and Public Service Act, Public Finance Management Act and other legislative prescripts that govern Human Resource Management. Good understanding of PSCBC resolutions. Skills: Leadership Planning, organizing skills, Problem solving, Presentation and Communication skills (verbal and written) and financial management skills. Knowledge and understanding of Human Resource Delegation. Adhere to timelines on projects and Good interpersonal relations. Leadership and basic financial management skills. Knowledge of Staff Performance Management System. Ability to work independently. Ability to deal with conflict. Computer skills literacy (MS Word, MS Excel and MS PowerPoint). Ability to work under pressure. Must have a valid driver's license.

DUTIES

: Lead, Plan, Organize and Control HR resources and activities in the District/Sub-District. Manage HR budget. Implement and interpret policies /directives and guidelines. Implement and maintain sound quality management system, including applicable legislations, policies, good practice and standard. Manage Recruitment & Selection processes and report accordingly. Provide training, guidance and support to HR staff, line managers and staff. Approve and quality assure all mandates and transactions related to OSD and non-appointments, Transfers, Terminations, Salary administration and Management of conditions of service etc. Manage Grading of all staff that is (OSD and non-OSD). Advice managers on HR delegations. Ensure that Persal related transactions and mandate are forwarded timeously to Gauteng Department of Finance (GDF) and verification is done for all submitted mandates. Manage District/Sub-District staff Establishment, post filling. Draw up a Post filling plan and liaise with Management. Manage District/Sub-District payroll. Manage Policy and Procedure on Incapacity leave and Ill Health (PILIR). Provide operational support to all staff and line managers. Manage the Performance Management and Development system (PMDS) of all staff in the sub-district and staff under supervision. Manage and support the sub-district. Lead and Manage audit wear PPE/uniform always. Monitoring Team Performance and Development of staff. Attend to Quality Management issues of the department. Identify and Solve Problems affecting Service delivery. Compiling leave plan, record keeping, and update leave register. Hold meetings with staff, liaise with internal and external stakeholders. Enforce disciplinary code and procedure, Management of leave, Ensure Implementation of PMDS for staff. Effective Communication and writing of Reports.

ENQUIRIES

: Ms. D. C. Ndhleleni Tel no: (016) 950 6212

- APPLIATIONS** : Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor Frikkie Meyer & Pasteur Blvd, at designate recruitment boxes.
- NOTE** : The appointment employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV; highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be verified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications 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 appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any District 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. 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** : 10 December 2021
- POST 42/170** : **SPEECH THERAPIST PRODUCTION LEVEL (GRADE 1 -3) REFS NO: SBAH 119/2021**
Directorate: Speech Therapy
- SALARY** : Grade 1: R322 746 per annum plus benefits
Grade 2: R384 752 per annum plus benefits
Grade 3: R445 752 per annum plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
A degree in Speech Therapy (ST), or Speech Therapist and Audiologist (STA) from a recognized University. Registration certificate as an independent practitioner with HPCSA. Current annual registration with HPCSA. Good verbal and written communication skills, ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Experience in the following tertiary level Speech Therapy services will be added advantage: VFS/MBS, Alternative Augmentative Communication (Low and High Tech), Laryngectomy patients, Neurological disorders and TBI, Head and neck cancers, Tracheostomies and Voice disorders.
- DUTIES** : To provide effective speech, language and dysphagia therapy to in and patients. The caseload will consist of both pediatric and adult patients in adherence with scope of practice. This includes (but is not exclusive to) assessing, diagnosing and managing patients within a multi-disciplinary team setting. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting, issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Liasing and referring appropriately. Contributing to service development by monitoring, evaluating and co-ordinating existing and new services. Identifying departmental needs, managing waiting lists, participating in implementing new services and developing management protocols for improved patient care. Providing public education regarding feeding and communication difficulties. Assist with management of human (including students), finance and physical resources. Adherence to legislation, regulations, ethical standards, policies, guidelines and protocols at national, provincial and institution and departmental level.
- ENQUIRIES** : Ms BE Baloyi Tel No: 012 354 2714

APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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 : 10 December 2021

POST 42/171 : **CLINICAL TECHNOLOGIST GRADE 1-3 REFS NO: SBAH 120/2021**
Directorate: Critical Care

SALARY : Grade 1: R322 746 per annum plus benefits
Grade 2: R384 752 per annum plus benefits
Grade 3: R445 752 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : National Diploma or BTech in Clinical Technologist –Specialized Category Critical Care. Registration with HPCSA as a Clinical Technologist – Specialized Category Critical Care.

DUTIES : Provision of specialized Critical Care diagnostic and investigative services within the Critical Care Unit and according to Steve Biko Academic Hospital's i.e MACHENICAL Ventilation, ROTEM, Cellsaving, Administration of Nitric Oxide ect. Willing to learn and perform new procedures. Teach and perform practical assessments with students. Monitor and maintain equipment. Maintain good infection control. Order stock and manage. Engage in continuous Professional Development.

ENQUIRIES : Mr AM Khomo Tel No: 012 354 4151

APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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 : 10 December 2021

POST 42/172 : **ENGINEERING TECHNICIAN GRADE A REFS: REFS/012573**
(Re-advertisement)
Directorate: Medical Workshop

SALARY : Grade A: R316 536. per annum

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : National Diploma in Electrical Engineering (Light current) or Clinical engineering Three years post qualification technical light current (Engineering)/clinical engineering experience. Valid driver's license. Compulsory registration with ECSA as an Engineering Technician.

DUTIES : Repairs and maintain all medical equipment, keep electronic records of repairs. Condemning of medical equipment, training of clinical engineering students and training of end user.

ENQUIRIES : Mr. L Van Rensburg Tel: (011) 488 3127

APPLICATIONS : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/> and it should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. People who applied are encouraged to re-apply. Coloured Males

and females, Indian Males and Females and White Males and females are encouraged to apply
10 December 2021

CLOSING DATE

POST 42/173

PROFESSIONAL NURSE HAST PROGRAMME GRADE 1 REF NO: (X1 POST)

SALARY

CENTRE

REQUIREMENTS

R260 760 – R302 292 per annum plus benefits
Tshwane District Hospital
Grade 12. Basic qualification as a professional nurse according to R425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Demonstrate an understanding of nursing legislation and related legal ethical nursing practice. In depth knowledge of National HAST policies and experience in management of HIV/AIDS, STI&TB and M.C.C.

DUTIES

Provision of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization of resources. Support integrated HAST programmes. Compile monthly and quarterly statistics and progress reports. Attend meetings and workshops. Ensure and communicate HAST guidelines in the department. Demonstrate effective communication with patients, supervisors, other health care professionals and junior colleagues, including report writing when required. Work as part of multi-disciplinary team at unit level. Work efficiently and amicably with, out-patients with persons of diverse intellectual, racial, or religious differences. Able to plan and organize own work and that of support personnel to ensure proper care.

ENQUIRIES

APPLICATIONS

Mr. M.F Budzwa Tel: 012 354 7600
Applications should be addressed to HR: Recruitment and Selection Office, Tshwane District Hospital, Private Bag X 179, Pretoria 0001 between 8:00am – 15:00pm or hand delivered at Corner DR Savage and Steve Biko Road, Capital Park, 0001 at the security gate before 12:00pm on the closing date. No faxed or emailed application will be considered.

NOTE

Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks – Provide at least 3 of which one must be an immediate supervisor). Employment Equity profile will be taken into consideration.

CLOSING DATE

10 December 2021

POST 42/174

CLINICAL ASSOCIATE (1 POST)

Directorate: Medical

SALARY

CENTRE

REQUIREMENTS

R261 372 per annum (plus benefits)
Kopanong Hospital
Grade 12 plus a three-year university degree in Bachelor of Clinical Medical Practice. Candidate must be registered with the HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team. Profile: Experience working in a District Health Care services. Experience in general medical practice., PHC, HAST and use current clinical protocols and guidelines in patient management. Clinical skills in patient centered consultation, history taking, examination, investigation and ensuring continuity of patient care.

DUTIES

Perform patient-centered consultations across all ages in a district Hospital. Apply clinical reasoning in the assessment and management of patients. Be able to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for a district Hospital. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counseling. Integrate understanding of family, community and health system in practice

ENQUIRIES

APPLICATIONS

DR KB Sayi Tel: (016) 428 7160
Fully completed new Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE

Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With

Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates.

- CLOSING DATE** : 10 December 2021
- POST 42/175** : **ADMIN OFFICER REF NO: CHBAH 523 (X1 POST)**
Directorate: Supply Chain Acquisition
- SALARY** : R261 372.per annum (Level 7) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Standard 10 (Grade 12) certificate. 3 - 5 years' experience in Acquisition, Demand Management and Warehouse administration. Computer competency skills (MS Word, MS Excel, MS PowerPoint and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Experience and qualifications in Supply Chain Management will be an added advantage. Comply with the rotation roster.
- DUTIES** : Monitoring and supervision of Acquisition/Accounting Management team. Compiling of Demand and Procurement plans on annual basis. Conduct Market analysis. Conduct product specification analysis. Attend to end users' queries. Participate in stocktaking. Filing and record keeping of all documents for audit purpose. Be analytic and innovative in executing tasks as allocated. Compile weekly, monthly, and quarterly reports and reports to the Manager. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Provide supervision and sign up performance management and development system with junior colleagues at your section. Sign a performance contract on annual basis. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attending meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Doing the performance evaluation of the sub ordinates. Monitoring of stock levels, reordering levels and maintaining minimum and maximum stock levels.
- ENQUIRIES** : Mr Thabo Mgoqi TEL NO: (011) 933 0534
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and

Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 10 December 2021
- POST 42/176** : **STATE ACCOUNTANT REF NO: KOP 20/2021 (1 POST)**
This is a re-advertisement. All candidates must re-apply.
Directorate: Finance Department
- SALARY** : R261 372 per annum
CENTRE : Kopanong Hospital
REQUIREMENTS : Diploma or Degree in Finance with three years' relevant experience / Grade 12 with five years' relevant experience. Know the financial and accounting processes. Be able to understand, interpret and correctly apply financial policies and prescripts. The candidate must be computer literate and have sound knowledge of the PFMA and Treasury Regulations. Know PAAB system, SAP and E-Receipts. Be able to liaise effectively with clients and communicate with all stakeholders. Be orientated towards teamwork, receptive to work related issues and be able to work under pressure.
- DUTIES** : Oversee expenditure and revenue unit. Compile financial statements monthly. Clear the suspense Accounts. Compile BAS/Persal, BAS/Medsas, BAS/SAP and parking and accommodation reconciliations. Ensure timely payments of suppliers and that revenue targets are achieved. Improve debt recovery system. Ensure that debts are written off. Compile journals and do corrections and comply with the set Deadlines.
- ENQUIRIES** : MS S. Mokoena Tel: (016) 428 7113
APPLICATIONS : Fully completed new Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
- NOTE** : Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People with disabilities are encouraged to apply. Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three months please consider your application unsuccessful.
- CLOSING DATE** : 10 December 2021
- POST 42/177** : **PHARMACY ASSISTANT POST BASIC GRADE 1 REF. 18/2021 (1 POST)**
This is a re-advertisement. All candidates must re-apply.
Directorate: Pharmacy
- SALARY** : R211 509 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 plus a qualification that allows registration with SAPC as a Post Basic Pharmacy Assistant with proof of payment of annual fees. Candidate must have basic communication skills both verbal and written. Good interpersonal relation skills, good calculation and computer skills. Excellent team work skills, time management, problem solving, decision making, teambuilding and people skills. Be highly motivated and enthusiastic to contribute to pharmacy services. Be able to work under pressure.
- DUTIES** : Assist the Pharmacy team in running of the department including one clinic on the premises. Assist with the control of stock both in ordering, receiving and distribution of finished product of schedule 1 to 5 in accordance with the standard operating procedure and legislation. To assist with the compounding, manipulation or preparation of non-sterile medicine or schedule substances according to a formulae and standard treatment guidelines approved by the responsible Pharmacist. Record all transactions in accordance to the standard operating procedures. Good pharmacy practice as published in the rules of the council must be adhered to all times. Implement the standard operating procedure, good pharmacy practice, norms and standards. Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties

of the pharmacy. Perform duties assigned by supervisors. Maintain quality standards and other departmental policies

ENQUIRIES : MR Nhlapho L Tel: (016) 428 7075

APPLICATIONS : Fully completed Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates.

CLOSING DATE : 10 December 2021

POST 42/178 : **HUMAN RESOURCE CLERK REFS: REFS/012563**
Directorate: Human Resource Management

SALARY : R176 310.per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge: of a limited range of work procedures and elementary clerical duties such as, HR matters, Recruitment and Selection, PILIR, Leave, Training, Data capturing, Administration procedures relating to HR working environment including norms and standards. Planning and organising reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. knowledge of statistics. Computer. Skills: Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft package). Basic interpersonal relationship. Problem solving Maintaining discipline. Formulation and editing. The following will be an added advantage: Grade 10 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years' experience, Computer Literacy, Introduction to Persal certificate, Knowledge of Performance Management Development System, Determination on Leave of absence, Special/ Sabbatical Leave, Public Service Act, Public Service Regulations and relevant prescripts, Skills Development Act, Basic Condition of Employment Acts, Policies and procedures, Public Finance Management Act (PFMA), Employment Equity Act, Batho Pele Principles, Constitution of South Africa, Communication, Problem solving, Presentation, People Management and Records Management Skills).

DUTIES : Implementation of Human Resource practices i.e., Condition of Service (Leave, Housing, Medical Aid, Injury on duty, Long Service recognition, relocations, Overtime, Pension Pay- out and other allowances, Recruitment and Selection (Advertisement, Appointments, Transfers, Verification of Qualification, Reference checks, Absorptions, Probationary Periods). Serve as a secretary durin9 interviews. Administration of PMDS processes e.g., capturing of PMDS on PERSAL, conducting PMDS audit payments. Assist with Coordination of Trainings and processing of Special leave. Assist with PILIR processes. Records management. Implementation of ESS programs. Assessment and management of ESS system pertaining to assignment of staff, termination of assignments, capturing of leave on the backend (SAP), online payroll certification administration and all other aspects pertaining ESS an SAP system administration. Personnel file management and administration to scanning of documents, indexing of scanned documents, quality checking of scanned documents and box filing of documents.

ENQUIRIES : Mr. AK Malanga Tel No: 011 488 3721

APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D, Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a

medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

- CLOSING DATE** : 10 December 2021
- POST 42/179** : **SECRETARY REFS: REFS/012564**
Directorate: Cardiothoracic
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Secretarial, Typing. Secretarial procedures relating to specific working environment including norms and standards. Skills: Planning and or organising. Reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts. Ability to operate computer (Microsoft Package) and typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: Grade 12 with extensive experience as a secretary, Secretarial Diploma or equivalent qualification with one year experience, Knowledge of Patient's Rights, PFMA and Batho Pele Principles, Telephone etiquette, Be able to work independently and as part of a team, Ability to function under pressure, Be assertive and presentable.
- DUTIES** : Responsible for overall administration of the manager's office. Daily management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination and preparation for meetings, workshops and typing documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception for visitors to the manager's office. Making travel and accommodation arrangement as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging / serving refreshments.
- ENQUIRIES APPLICATIONS** : Ms. JA Mvelase Tel No 011 488 3437
: Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D, Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 10 December 2021
- POST 42/180** : **SUPERVISOR CLEANING REF NO: SMUSC03/2021**
Directorate: Support Service
- SALARY** : R176 310 per annum (all inclusive)

CENTRE REQUIREMENTS : SMU Oral Health Centre
 : Grade 12 or equivalent qualification. A minimum of five (5) years' experience as a cleaner in Public Service or Private hospital environment. Computer Literacy, Experience and knowledge to operate Cleaning equipment's, machinery and chemicals used. Good Interpersonal and communication skills Ability to work under pressure. Six (6) months acting experience will be an added advantage

DUTIES : Supervise cleaners. Monitor and evaluate the work performance of the cleaners. Ensure adequate supply of all cleaning materials and cleaning equipment (machines). Complete ordering request forms on time to avoid running out of stock. Manage risk in terms of assets and inventory control for cleaning section. Allocate personnel accordingly and monitor their attendance, good conduct and maintain Discipline. Apply necessary disciplinary measures in the event of wrongdoing. Ensure that all areas are cleaned at all Times. Provide guidance, assistance and training to cleaners. Conduct employee's performance evaluations (PMDS). Solve problems and manage departmental conflicts. Perform all administrative related functions.

ENQUIRIES APPLICATIONS : Mr HH Hadebe Tel No: (012) 521 4913
 : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

FOR ATTENTION NOTE : Ms Pretty Rangoato
 : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply

CLOSING DATE : 10 December 2021

POST 42/181 : **ADMINISTRATION CLERK REF NO: SDHS2021/11/04 (X1 POST)**
 Directorate: Primary Health Care Unit

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 5) (plus benefits)
 : Sedibeng District Health Services
 : Grade 10 (with working experience between 5 to 10 years). Grade 12 (with working experience between 2 to 5 years). Computer literacy with knowledge of the Microsoft Office applications. Willingness to rotate between PHC Unit, Programs and Chief Director's Office. Knowledge and understanding of the legislative framework governing the Public Services (BCEA, PSA, PSR, PFMA). Ability to capture data and collecting of statistics. Sound verbal and written communication skills, customer relations skills and problem-solving skills. Be able to work under pressure, team player and ability to work independently. Good interpersonal relations skills. Ability to handle confidentiality information. Ability to act with tact and discretion. Records Management knowledge. Ability to cope with a high workload. Good telephone etiquette. Knowledge and application of the Batho Pele Principle.

DUTIES : Key result areas/outputs: Setting up appointments, scheduling meetings, distributing reports and managing correspondence between PHC Unit, other departments and external bodies. Manage office inventory and records of the office. Organize, process and store office files and information. Onboard and support the sub-district and PHC clinic's administrative clerks. Support the sub-districts and PHC clinic managers. Manage PHC Unit diary and appointments. Respond to calls of the PHC Unit, sub-districts and other supporting department and report appropriately. Operate office equipment including printers and copies. Sign annual performance management agreement. Perform other duties delegated senior managers.

ENQUIRIES APPLICATIONS : Ms. D. Ramoloi Tel No: (016) 950 6002
 : Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor Frikkie Meyer & Pasteur Blvd, at designate recruitment boxes.

NOTE : The appointment employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV; highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be verified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications 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 appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any District 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. 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 : 10 December 2021

POST 42/182 : **ADMINISTRATION CLERK REF NO: SMUPA/02/21**
Directorate: Patient Administration

SALARY : R176 310 (plus benefits)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 and National Diploma in Public Management, General Management, Public Administration, Office Administration or Business Administration with 0 - 2 years appropriate experience in Patient Administration especially in outpatient department. Can work under pressure. Knowledge of Batho-Pele Principles, Patient's Rights and Responsibilities. Computer skills, good communication skills (verbal and written), interpersonal relation skills, good telephone etiquette and customer care. Knowledge and experience of PAAB or Medico serve as a recommendation. Comply with relevant prescripts and regulations. Ability to work independently and in a team

DUTIES : Patient Registration, billing and classification. Filing and retrieval of patient's records, and other documents related to patient files in all areas. Rotate to other sections of Patient Administration when requested. Daily recording of patient's statistics. Safekeeping and disposal of files and documents in terms of the National Archives Act. Storage and retrieval of documents and files. Daily booking of patients and tracing of missing files. Correct capturing and implementation of downtime register and tool. Tracking and checking movement history of patient on the system and register book. Perform all other duties of patient administration as delegated by the supervisor. Participation in the Performance Management Development System (PMDS)

ENQUIRIES : Ms Tshepiso Appolus Tel 012 521 5787
APPLICATIONS : Quote the relevant post number, Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria ,0204

FOR ATTENTION : Ms Pretty Rangoato
NOTE : Kindly attach/include c copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 10 December 2021

GAUTENG DEPARTMENT OF SOCIAL DEVELOPMENT

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

NOTE : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Applicants must submit copies of qualification, identity documents and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. 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. 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 (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

OTHER POSTS

POST 42/183 : **SOCIAL WORK MANAGER: INTAKE FIELD AND FOSTER CARE GRADE 1**

SALARY CENTRE : R806 811 – R1116831 per annum (within OSD framework)
: JHB Region SD/2021/11/60 (1 Post)
: Sedibeng Region SD/2021/11/61 (1 Post)
: West Rand Region SD/2021/11/62 (1 Post)
: Ekurhuleni Region SD/2021/11/63 (1 Post)
: Tshwane Region SD/2021/11/64 (1 Post)

REQUIREMENT : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A valid driver's license. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience at Intake and Foster Care (Statutory Service) as a supervisor. Knowledge and understanding of Social dynamics, human behaviour and social systems. Knowledge of Social legislation, policies and ethical practices governing field and intake programmes. Knowledge of Social Work empowerment interventions. Skills and Competencies: Communication, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work for junior staff, Non-judgmental, Understanding, Assertive and Caring.

- DUTIES** : Provision of guidance of Social Work legislation. Management of Social Work interventions. Social empowerment of individuals, families, groups and communities. Conducting Social Work research programmes. Stakeholder support. Reporting on Social Work programmes. Management of Sub-Directorate: Manage of staff training & development, manage sub-directorate budget, manage projects allocated to the sub-directorate, manage staff performance and manage sub-directorate leave plan. Attend to staff grievances and disciplinary matters.
- ENQUIRIES** : Ms C Dukwana Tel: (011) 355 9502- JHB Metro Region
Ms B Nkeane Tel: (016) 930 2096 – Sedibeng Region
Ms. C. Jansen van Vuuren Tel: (011) 950 7712 -West Rand Region
Ms. ZO Noncolela Tel: (011) 820 0429 - Ekurhuleni Region
Mr V Dhladhla Tel: (012) 359 3312 -Tshwane Region.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development Johannesburg Metro Region for attention Ms CS Dukwana Tel: (011) 355 9502, 41 Fox Street, Private Bag X1, Johannesburg, 2000.
Region for attention Ms Bridgette Nkeane Tel: (016) 930 2096, 3 Moshoeshoe Street, Sebokeng, or Private bag x 209, Vanderbijlpark, 1911
West Rand Region for attention Ms. C. Jansen van Vuuren Tel: (011) 950 7712, SA Dutch Building, 16 Human Street, Krugersdorp, 1739.
Ekurhuleni Region for attention Ms. ZO Noncolela, 40 Catlin Street Germiston 1401. Tshwane Region for attention Mr V Dhladhla Tel:(012) 359 3312, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- CLOSING DATE** : 10 December 2021
- POST 42/184** : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION: REF NO: SD/2021/11/65**
- SALARY** : R744 255 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
: A three-year tertiary qualification (NQF Level 6/7) in Human Resource Management with 3-5 years' experience in middle management environment. A valid driver's license. Knowledge and understanding of legislative framework governing Recruitment practices, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of Recruitment systems, procedures and processes applicable in the Department. Skills and Competencies: Communication, management, negotiation, conflict resolution, planning, organizing, leadership, problem solving, people management and empowerment skills.
- DUTIES** : Management of recruitment and selection functions including to manage and oversee the Departmental post filling plan. Align the post filling plan to budget and annual performance plan. Management of SLA with service providers, confirmation probationary periods, processing of transfers. Develop and manage the implementation recruitment and retention strategy. Monitor the process of payment of normal grade and accelerated grade progression. Management of the Departmental recruitment strategy including reviewing the recruitment strategy. Manage and coordinate financial disclosures for remunerative work. Overall Management of the Sub-Directorate including management of operational plan of the unit, manage performance and development of staff, absenteeism and conduct of staff. Provide units quarterly reports.
- ENQUIRIES APPLICATIONS** : Mr O Mkhabela Tel: (011) 355 7937
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr O Mkhabela, Tel- (011) 355 7937 or posted to- Private Bag X35, Johannesburg, 2000.
- NOTE** : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- CLOSING DATE** : 10 December 2021

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

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

OTHER POSTS

| | | |
|----------------------------|---|---|
| <u>POST 42/185</u> | : | <u>DIRECTOR: PHC SYSTEM DEVELOPMENT: REFNO.G161/2021</u> |
| <u>SALARY</u> | : | R1 057 326 per annum (An all-inclusive salary package) |
| <u>CENTRE</u> | : | Health Service Development: Head Office: Pietermaritzburg |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF Level 7) in Nursing, Medicine (MBChB) or other health related profession; Plus Approved appropriate statutory council registration; Plus A minimum of 5 years appropriate experience at Middle Managerial level/ Technical Advisor in a Primary Health Care setting or District Health Services; Plus A Pre-Entry Certificate for SMS as endorsed by the National School of Government (NSG), (This is a Public service specific training programme which will be applicable for appointment at SMS level). Plus Training programmes undertaken and successfully completed in Project Management, Policy Development and Community Health/ Public Health will be an added advantage. Plus A valid code 08 driver's license. Knowledge, Skills, Training And Competence Required:-_The incumbent of this post will report to the Chief Director: District Health Service and will be responsible to develop the Primary Health Care Systems and Policies for the Department defining implementation protocols, norms, standards and monitoring arrangements in order to enable the Primary Health Care Institutions to function optimally inclusive of development of community support systems and mechanisms for the delivery of basic Primary Health Care Services, and as such the ideal candidate must:- Competencies: Knowledge: Possess extensive knowledge of the key issues affecting the ability of Health Institutions to effectively provide PHC services. Possess knowledge and experience regarding the management of diseases within the health services context. Possess extensive knowledge and skills regarding integrated policy development in the PHC environment. Possess extensive knowledge of quality and accreditation arrangements. Possess extensive knowledge of best practices and the ability to customize such practices to suit local needs. Computer literacy. |
| <u>DUTIES</u> | : | Key Performance Areas: -Develop policy frameworks and systems enabling the establishment and maintenance of an effective and efficient Primary Health Care System in the Province. Develop policy frameworks and systems enabling the establishment and maintenance of an effective and efficient community and household level. Develop policy frameworks and systems to promote community participation in the delivery of PHC services and governance oversight. Provide technical advice to the Member of the Executive Council, the Accounting Officer, EXCO and Institutions to continuously improve the impact made by the PHC System on health service delivery in the province. Provide support to School Health and Health Promotion program. Monitor, evaluate and report on the performance and service delivery of the Community Health Centres, Clinics, Mobiles and all outreach teams including the establishment of early warning detection. Ensure the effective, efficient and economical management and utilization of resources allocated to the component. Facilitate the implementation of Ideal Clinic Realisation and maintenance framework. Ensure coordination of Deputy Manager Nursing and DCST PHC at district level. Facilitate the implementation of HPRS, SyNCH, etc. Coordinate training and development of Primary Health Care in the Province. Coordinate clinical governance and other governance structures like clinic committees and CHC boards. Interact with different stakeholders including other departments within the province and nationally on the matters related to primary health care services. Represent the Department in different forums on matters related to primary health care. |
| <u>ENQUIRIES</u> | : | MR J Mndebele Tel No: (033) 395 3274/3019 |
| <u>APPLICATIONS</u> | : | Note: E-Mail and Faxed Applications Will Not Be Accepted All Applications Should Be Forwarded To: The Head of Department: KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand Delivered to: 330 |

NOTE

Langalibalele Street, Natalia Building, Registry, Minus 1: North Tower (Attention: Mr. A Memela)

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. **NB:** For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. **NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

CLOSING DATE

: 10 December 2021

POST 42/186

: **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: PHARM/MANAGER/2021**

Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS

: R1 042 092. per annum (All-inclusive remuneration package)

: Addington Hospital: Kwazulu Natal

: Minimum Experience: Degree in Pharmacy. Grade 12 certificate, Registration with the South African Pharmacy Council (SAPC) as a Pharmacist, Proof of current registration with SAPC as a Pharmacist (2021), Minimum of 3 years' experience after registration with SAPC as a Pharmacist, Certified copies of certificates/letters of service stating relevant recognisable working experience as a Pharmacist plus verification of qualifications by SAQA from current Employer if applicable, Valid unendorsed driver's license. Recommendations: Minimum of 3 years managerial experience in pharmaceutical environment (i.e. must have been at least Assistant Manager: Pharmaceutical Services, Pharmaceutical Policy Specialist, Pharmacy Supervisor or equivalent positions). Experience of working at a large multidisciplinary facility will be an added advantage. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of relevant Legislation, Acts, Regulations and Policies. Extensive experience in the management of pharmacy including human resource, financial and risk management .Good communication, motivation, coaching, team building, decision making, interpersonal and problem solving skills. Ability to work under pressure and coordinate productivity. Sound knowledge of the District Health System and setting. Effective planning, organizational and managerial skills. Knowledge of the principles, functions and operations of medicine and therapeutic committee. Sound knowledge on the implementation of effective performance management system and capacity building for succession planning. Sound knowledge and implementation of effective monitoring and evaluation system Knowledge of Batho Pele principles Computer Literacy.

DUTIES

: Key Performance Areas: Manage the Pharmaceutical Services at Addington Hospital and associated Clinics (i.e. the entire catchment area that Addington

Hospital is responsible for) in line with the National, Provincial and District strategies and priorities. Assume position of being the responsible pharmacist for Addington Hospital Pharmacy. Formulate and implement Standard Operating Procedures for Pharmaceutical Services and ensure that they are in line with current statutory regulations and policy guidelines. Provide leadership, management and support to all Clinical Heads, Clinical Managers, Allied health professionals and all staff under his/her supervision. Ensure rational use of resources (human, financial (asset and inventory) and physical). Provide and supervise training programmes (Pharmacist Interns and Pharmacy Support Personnel). Coordinate activities of Essential Medicines Programme including Pharmacy and Therapeutics Committee. Conduct service assessment and implement quality improvement programmes. Liaise with other stakeholders within and outside the department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues. Ensure continuous monitoring of morbidity and mortality through clinical audits. Translate and operationalize current national, provincial and district strategic plans. Ensure that cost-effective pharmaceutical service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relation issues in terms of the laid down procedures and policies. Provide pharmaceutical advice to patients and professional colleagues. Compile monthly financial and other reports as required by the Chief Executive Officer or his/her delegate.

ENQUIRIES : Dr A Aron Tel No: 031 327 2000
APPLICATIONS : All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) from any Public Service: Department which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. All required documents attached need not be certified when applying for post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT Be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE : 10 December 2021

POST 42/187 : **CHIEF EXECUTIVE OFFICER: REF NO: G134/2021**
Cluster: Hospital Management Services

SALARY : R882 042. per annum (Level 12) (An all Inclusive MMS Salary Package)
CENTRE : Catherine Booth Hospital
REQUIREMENTS : A degree/advanced diploma in a health related field, Registration with relevant professional council. A degree/diploma in health management or a degree/advanced in a management field. At least 5 (five) years' management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). **NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Recommendations: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress

DUTIES

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

**ENQUIRIES
APPLICATIONS**

MR J Mndebele Tel No: 033 395 3274
All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langaibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower

**FOR ATTENTION
NOTE**

Miss Ns Buthelezi Tel No: 033 395 2896
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE

10 December 2021

POST 42/188

CHIEF EXECUTIVE OFFICER: LEVEL 12: GJ CROOKES HOSPITAL: REF NO. G135/2021
Cluster: District Health Services

**SALARY
CENTRE**

R869 007. per annum (Level 12) (An all Inclusive MMS Salary Package)
GJ Crookes Hospital

- REQUIREMENT** : A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management or a degree/advanced diploma in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
- DUTIES** : Key Performance Areas: - Job Purpose To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.
- ENQUIRIES** : MR J Mndebele Tel No: (033) 395 3274/3019
- APPLICATIONS** : All Applications Should Be Forwarded To: The Head of Department: KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1: North Tower (Attention: Mr. A Memela) Note: E-Mail And Faxed Applications Will Not Be Accepted
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

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

- CLOSING DATE** : 10 December 2021
- POST 42/189** : **DEPUTY NURSING MANAGER: REF NO. EPH 04/2021 (1 POST)**
- REQUIREMENTS CENTRE REQUIREMENTS** : R853 272 – R963 723, per annum
: Ekuhlengeni Psychiatric Hospital
: Senior Certificate (grade 12) , appropriate Degree OR Diploma in General Nursing and Psychiatric Nursing plus current registration with the SANC, Minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 Five years of the period referred to above must be appropriate and / recognizable experience Management level. Proof of previous experience and current employment experience (Certificate of Service) endorsed and stamped by Human Resource Office. Valid driver's license EB (code 08) and computer certificate. Recommendation Degree/Diploma in Management Knowledge, Skill, Training & Competencies Required In depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulations Health Act, Health Act and Code of Ethics Knowledge and understanding of Professional practice of the South African Nursing Council, Nursing standards of practice, Scope of Practice, Occupational Health and Safety Act and Mental Act. Knowledge and understanding of Legislative framework governing the Public services including: Skills Development Act, Public Service Regulations, Labour Relations Act, Grievance procedures and disciplinary procedures .Good communication, report writing, facilitation, co-ordination, decision-making, leadership, negotiation, networking and interpersonal skills. Strategic planning, responsiveness, pro-activeness, professionalism, Accuracy and flexibility to work under pressure.
- DUTIES** : Key Performance Areas: Provide guidance and towards the realization of the strategic goals and objectives of the division Nursing Component by establishing the strategic direction of the component to ensure the alignment with its business plans and participating in the development of the hospital Strategic plan, Provide professional, technical and management support for the provision of quality patient care through proper management of Nursing care programs Advocate and ensure promotion of nursing ethos and professionalism Develop and monitor of policies, programmes, regulation, practices, procedures and standards pertaining to Nursing care Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi- disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources i.e. human Financial, physical and material in accordance with relevant directives and legislation. Establish, Supervise and maintain coordinated functioning of the Nursing service to ensure acceptable standard of patient care Analyze staffing needs and develop a plan to meet the needs and continuously review, explore and utilization opportunities for professional development to enhance professional Knowledge Formulate and manage the component's budget against its strategic objective and ensure proper utilization thereof Initiate and identify ways of containing health care costs without compromising standards Facilitate formulation, reviewing policies, procedures and implementation thereof Ensure functioning quality improvement programmes in each component / department Monitor expenditure by putting into place relevant mechanisms to ensure appropriate and economical use of resources.
Ms. N.S. Padayachee Tel No: 031 – 9054 777/6/5
- ENQUIRIES APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. BOX 3, UMBOGINTWINI, 4125 OR Hand delivered to: Off Old South Coast Road, UMBOGINTWINI.
- FOR ATTENTION NOTE** : Ms. GP. Cele
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously

certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. First Preference Will Be Given African Female

- CLOSING DATE** : 17 December 2021
- POST 42/190** : **MEDICAL OFFICER (SURGERY - TRAUMA) GRADE1- 3 REF NO: MO/SUG-TRA 01/2021 (POSTS X 3)**
- SALARY** : Grade 1: R833 523 - R897 939 per annum (all-inclusive package)
Grade 2: R953 049 - R1 042 092 per annum (all-inclusive package)
Grade 3: R1 106 037 - R1 382 802 per annum (all-inclusive package All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – Surgery - Trauma
: MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice Medical Practitioner). Proof of current registration as a Medical Practitioner with HPCSA (2021 / 2022). Copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the certified copies of their certificates and qualifications. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: Medical Officer **Grade 1**: No experience required The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training And Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department.

- DUTIES** : Key Performance Areas; To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained. Encouraged to apply for the post.
- ENQUIRIES** : DR JJ Pansegrouw Tel No: Tel: 031 907 8303
- APPLICATIONS** : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
- FOR ATTENTION** : MRS TZ Makanya
- NOTE** : Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male / Female, Coloured Male and White Male / Female are
- CLOSING DATE** : 10 December 2021
- POST 42/191** : **MEDICAL OFFICER REF NO: MOONCOLOGY/1/2021 (1 POST)**
Department: Oncology
- SALARY** : Grade 1: R833 523 per annum (All Inclusive Salary Package) excluding Commuted Overtime.
Grade 2: R953 049 per annum (All-inclusive Salary Package) excluding Commuted overtime.
Grade 3: R1 106 037 per annum (All-inclusive Salary Package) excluding commuted Overtime
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Certified copy of MBCHB. Certified copy of Registration Certificate with the HPCSA as a Medical Practitioner. Certified copy of current renewal registration with HPCSA. Experience. **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Recommendation: At least 6 months experience in Radiotherapy & Oncology would be advantageous. Knowledge Skills And Experience_Required: Basic understanding of treatment principles and options in oncology. Good interpersonal skills. Ability to diagnose and manage common medical problems including oncological emergencies. Sound moral values based on integrity, trust and judgment. Sound communication skills. Prior experience in oncology is advantageous.
- DUTIES** : Work within a multidisciplinary framework in the management of oncology patients. Adhere to departmental treatment guidelines and policies. Undertake ongoing care of individual patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. Maintain medical records, including morbidity and mortality statistics. Attend and participate in departmental academic meetings and outreach services. Rotate through other hospitals in the DFR area. The successful applicant will be required to perform after hours duties
- ENQUIRIES** : Dr Shona Bhadree Tel No: 031 240 1920
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational

qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

CLOSING DATE : 10 December 2021

POST 42/192 : **MEDICAL OFFICER (GRADE 1-3) REF NO: MAN06/2021 (2 POSTS)**

SALARY : Grade 1: R833 523 - R897 939 per annum
Grade 2: R953 049 - R1 042 092 per annum
Grade 3: R1 106 037 – R1 382 802 per annum (all-inclusive packages)

CENTRE : Manguzi Hospital

REQUIREMENTS : An MBChB degree or equivalent qualification, Plus Registration with Health Professionals Council as a Medical Practitioner, Plus Current registration with HPCSA as a Medical Practitioner post-Community service, or Foreign Workforce Management Programme (FWMP) approval from NDOH to register with HPCSA.CSMO who will complete their Community Service by end of December 2021 may apply Certificate of Service (Proof of Work Experience) from previous and current employer endorsed and stamped by HR must be attached. Experience Medical Officer **Grade 1** Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional Council, of whom it is not required to perform Community Service Medical Officer **Grade 2** Minimum of 5 years' experience after registration with the HPCSA as a Medical Practitioner post-Community Service. Foreign candidates require 6 years relevant Experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service Medical Officer **Grade 3** Minimum of 10 years 'experience after registration with HPCSA as a Medical Practitioner post-community service. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service Experience in surgery/orthopedics and/or obstetrics and anaesthetics will be a recommendation. Knowledge, Skills, Training, And Competencies Required Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics & gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Ability to perform Cesarean sections Laparotomy for ectopic pregnancy Ability to perform general anesthesia for above will be an advantage Documented proof of the above should be attached Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics & gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Ability to perform Cesarean sections Laparotomy for ectopic pregnancy Ability to perform general anesthesia for above will be an advantage Documented proof of the above should be attached Good communication and interpersonal skills. Willingness to teach and supervise junior doctors and students Recommendation Driver's license Knowledge, Skills And Competencies Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics & gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Ability to perform: Cesarean sections Laparotomy

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|-----------------------------------|---|--|
| <u>DUTIES</u> | : | for ectopic pregnancy Ability to perform general anesthesia for above will be an advantage Documented proof of the above should be attached |
| | : | Key Performance Areas (KRAs) Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and attached clinics. Implementation of required standards of care, including treatment protocols and guidelines Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties Facilitation of staff training and on-going medical education Collaboration with medical practitioners and other health care workers in neighbouring health institutions to promote an effective district health service |
| <u>ENQUIRIES</u> | : | Tel No: Dr M.Blalock Medical manager Manguzimedman@kznhealth.gov.za markblalock@gmail.com Tel No: 035 5920150 |
| <u>APPLICATIONS</u> | : | should be forwarded to Assistant Director: HRM Manguzi District Hospital Private Bag x 301 KwaNgwanase 3973 |
| <u>NOTE</u> | : | To: All Heads Of All Institutions Vacancies In The Department Of Health: Manguzi District Hospital Circular Minute No. 06/2021 The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work. Directions To Candidates:- The following documents must be submitted:-Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za recent updated Comprehensive Curriculum Vitae (previous experience must be comprehensively detailed i.e. positions held and dates), as well as copies of all qualifications and identity document (these copies need not be certified) only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative 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 above instructions will results to your application being disqualified. Due to financial constraints S&T Claims will not be considered. |
| <u>CLOSING DATE</u> | : | 22 December 2021 |
| <u>POST 42/193</u> | : | <u>DEPUTY DIRECTOR: FINANCE REF NO: PMMH/FM/01/2021</u> |
| <u>SALARY</u> | : | R744 255 - R876 705. per annum (all-inclusive package) All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules |
| <u>CENTRE REQUIREMENTS</u> | : | Prince Mshiyeni Memorial Hospital Qualification: Degree/ National Diploma in Finance/ or Financial Management/ or Financial Accounting/ or Management majoring in Financial Management. Minimum Experience: 3 -5 years managerial experience in a financial field. Other Inherent Requirements For The Job:-Valid Driver's License- code B (Code 08). Computer literacy certificate- skills in Microsoft Office package (Excel/ PowerPoint/ Word/ Outlook).Knowledge, Skills, Training and Competencies Excellent knowledge, understanding and implementation of methods, practices, policies, regulations and acts that govern financial management in the public sector. Advanced computer literacy in Microsoft Office package (Word/ Advance Excel/PowerPoint/ Outlook). Good written and verbal communication skills. Financial report writing and presentation skills, Leadership, planning, organizing and problem solving skills. The ability to manage and lead a team. The ability to multitask, prioritise and work with high |

volumes in a high pressure environment. Work in an integrated multi-disciplined team. Knowledge of transversal systems – PERSAL, BAS, VULINDLELA, LOGIS and other.

- DUTIES** : Key Performance Areas: Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital and Clinics business plans, monitor and interpret cash flows and report on financial projections to Hospital Management and other relevant Management officials within the Department. Responsible for effective and efficient Management of Voucher Control processes. Ensure proper responsibility for the management, safeguarding and maintenance of assets and liabilities of the Hospital and Clinics. Take effective and appropriate steps to ensure maximum collection of revenue due to Hospital and Clinics. Implement and manage efficient, cost effective and integrated Supply Chain Management throughout the Hospital and Clinics. Monitor and manage the use of budget allocated to the Hospitals and Clinics. Ensure reconciliations of transversal systems. Management of audit findings and ensure improvement of audit outcomes. Effective management of risk. Co-ordinate and execute policy strategy. Manage employee work performance in terms of the employee performance management development system (EPMDS). Ensure proper financial control and compliance with the financial management delegation of authority. Ensure appropriate management and utilization of resources allocated to the component. Provide strategic support to the Chief Executive Officer in terms of overall financial management and governance of the hospital. Improve suppliers' payment and reconciliation of accounts.
- ENQUIRIES** : MR GBCTE Khawula Tel No: 031 907 8506
- APPLICATIONS** : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
- FOR ATTENTION** : MRS TZ Makanya
- NOTE** : Please note that due to financial constraints, there will be no payment of S&T Claims. Copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the certified copies of their certificates and qualifications. NB: Persons with disabilities, the African Male, Coloured Male and White Male / Female are encouraged to apply for the post.
- CLOSING DATE** : 10 December 2021
- POST 42/194** : **CLINICAL PSYCHOLOGIST (GRADE 1-3) REF NO: MAN05/2021 (1 POST)**
- SALARY** : Grade 1: R724 062 – R796 041 per annum
Grade 2: R844 884 – R937 704 per annum
Grade 3: R980 529 – R1 155 006 per annum (all-inclusive packages)
- CENTRE** : Manguzi Hospital
- REQUIREMENTS** : Master's Degree in Clinical Psychology Plus Registration certificate with Health Professional Council of South Africa (HPCSA) as Independent Psychologist Proof of current registration in 2021 Certificate of Service (Proof of Work Experience) from previous and current employer endorsed and stamped by HR must be attached. Experience Psychologist **Grade 1**: None after registration with the Health Professional of South Africa (HPCSA) in respect of RSA qualified employees who performed community service as required in South Africa. Psychologist **Grade 2**: Minimum of eight (8) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of nine (9) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Services as required in South Africa. Psychologist **Grade 3**: Minimum of sixteen (16) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of RSA qualified employees who performed Community Services as required in South Africa. Minimum of seventeen (17) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Recommendation Fluency in Isizulu Driver's license Knowledge, Skills and Competencies Sound Clinical Knowledge regarding Clinical Psychology diagnostic assessment and therapeutic procedures and manuals. Knowledge

and the ability to administer and interpret psychometric tests. Ability to function in a multi-disciplinary team. Excellent communication and interpersonal relationship skills. Quality Assurance and improvement. Knowledge of relevant legislation. Problem solving skills planning and organizing Psych-legal assessment

DUTIES : Key Performance Areas (Kras): Development and implementation of clinical psychological services within the Hospital and PHC Provision of effective psycho-diagnostic and psycho-therapeutic services to in- and outpatients. Facilitate and co-ordinate quality improvement initiatives (Clinical Audits, ongoing medical education etc.) Ensure maintenance of comprehensive medical records and reports. Assistance to Medical and Nursing staff with management of mental health patients Perform medico-legal duties Administer and interpret Psychological tests Ensure compliance with policies and procedures. Outreach services to PHC clinics Assist mental health team to promote mental health in the community. Liaise with other stakeholders e.g. other government departments and NGO's. Supervise junior clinical psychologist and mental health team. In conjunction with the multidisciplinary team manage mental health patients holistically. Render monthly and quarterly statistical returns and reports. Ensure discipline is maintained in the department. Do EPMDS on junior staff. Compile annual work plan and quarterly reviews. Attend meetings and workshops representing the department. Do in-service training to nursing, medical and allied health staff on mental health issues. Ensure legal requirements with regards to the MHCA are met. The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

ENQUIRIES APPLICATIONS : Mr. N.T Ngubane Contact No. 035 5920150 Ext No. 1008
: should be forwarded to Assistant Director: HRM Manguzi District Hospital Private Bag x 301 KwaNgwanase 3973

NOTE : Directions To Candidates:-The following documents must be submitted:- Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za) A recent updated Comprehensive Curriculum Vitae (previous experience must be comprehensively detailed i.e. positions held and dates), as well as copies of all qualifications and identity document (these copies need not be certified) only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative 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 above instructions will result in your application being disqualified. NB. This is a Re-Advertisement Post. Those who applied previously are also encouraged to re-apply. Due to financial constraints S&T Claims will not be considered.

CLOSING DATE : 22 December 2021

POST 42/195 : **ASSISTANT MANAGER NURSING (SPECIALITY-OPERATING THEATRES & CSSD) DIRECTORATE: THEATRES & CSSD**

SALARY CENTRE REQUIREMENTS : Grade 1: R624 216 – R702 549. per.annum. (All inclusive salary package)
: King Edward VIII Hospital (KEH)
: Matric or senior certificate/equivalent qualification, MBCHB degree or equivalent qualification Plus Registration certificate with the HPCSA as an Independent Medical Practitioner Plus, Current registration with the HPCSA

(2021/2022) Compulsory Overtime: Commuted overtime is compulsory
 Knowledge, Skills, Training And Competencies Required: Knowledge and insight into nursing processes and procedures Knowledge and insight into nursing statutes and other relevant public service acts .Decision and problem solving skills. Interpersonal skills and conflict management skills .Knowledge and implementation of Batho Pele principles Good communication skills. Supervisory and analytical thinking skills Ability to implement National core standards. Basic understanding of HR and financial policies and practices
 Recommendations: Computer Literacy Computer Literacy Diploma/degree in Nursing Management will be an added advantage Performance Areas: Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in the Theatre and CSSD component, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Theatre & CSSD services. Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner Ensure effective utilization of all infection control and prevention practices by all staff including support service and cleaning staff Supervise implementation of health care delivery policies, procedures, clinical guidelines, and protocols, operational and strategic plans aimed at improving service delivery Execute disciplinary code and grievance procedure up to a certain level then refer to the Deputy Nursing Manager Facilitate and ensure implementation of Department priorities and National core standards Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patient's records Demonstrate a concern for patients, promoting and advocating proper treatment and care Monitor and evaluate staff performance Ensure effective data management Ensure ethics and professionalism is maintained Demonstrate effective communication with staff, patients and multidisciplinary team Exercise control over discipline grievance on all labor related issues Develop/establish and maintain constructive working relationship with nursing and other stakeholders

ENQUIRIES
APPLICATIONS

: Mrs NP Ngcobo Tel No: 031 360 3031
 : All applications must be addressed to the Deputy Director: HR, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

CLOSING DATE

: 10 December 2021

POST 42/196

: **CLINICAL PROGRAMME COORDINATOR (HIV / AIDS) REF NO: ETH 16/2021 (1 POST)**

SALARY

: Grade 1: R450 939.per annum to plus 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional (Employee must meet prescribed conditions)

CENTRE
REQUIREMENTS

: EThekwini District Office.
 : Grade 12 (senior certificate) Standard 10 or (Vocational National Certificate). Degree / Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable

nursing experience as a General Nurse. Valid Driver's License (code EB). Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Supervision experience in a HAST unit. NIMART Training and Computer literacy with a proficiency in MS Office Software applications. Knowledge, Skills, Training and Competence required: Report writing abilities. Financial management skills. Knowledge of District health system. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. Ability to work under pressure and meet tight deadlines. Understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.

DUTIES : Ensure that clinical audits are conducted at a Sub-District level. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure Programme integration into Sukuma Sakhe Objectives. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers; Ensure HAST programmes implementation (ART/ CCMT/ HTS and HIV integration in the district. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor resources allocated for ART/CCMT/ HTS. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and hold district HAST quarterly meetings. Support facility and sub- district HAST meetings. Facilitate and conduct regular meetings with NGOs supporting the programme. Coordinating trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations. Work in close collaboration with other stakeholders to implement the HAST programme. Ensure implementation and monitoring of integrated TB and HIV information systems in the district. Support implementation of COVID 19 activities.

ENQUIRIES : Ms ES Mbambo Deputy Director Clinical & Programmes Tel No: 031 240 5313
APPLICATIONS : Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54318, Durban, 4000.

CLOSING DATE : 17 December 2021

POST 42/197 : **OPERATIONAL MANAGER NURSING: GENERAL OUTPATIENT SERVICES (X2 POSTS)**

SALARY : Grade 1: R450 939 per annum plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Optional.

CENTRE : Inkosi Albert Luthuli Central Hospital
 Ref No: OPMAN (Gen Nurs) Cardiothoracic/ENT/Uro /1/2021 (1 Post)
 Ref No: OPMAN (Gen Nurs)GI/Resp/Renal/1/2021 (2Posts)

REQUIREMENTS : Degree/Diploma in General Nursing (R425 qualification or equivalent) .Current registration with SANC as General Nurse and Midwife. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing is required. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patients' needs, requirements and expectations. . Demonstrate ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient in outpatient services. .Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager’s office as required .Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees.
- ENQUIRIES** : Miss NO Mkhize Tel No: 031-241063
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za.Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. It is the applicant’s responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
- CLOSING DATE** : 10 December 2021
- POST 42/198** : **CLINICAL PROGRAMME CO-ORDINATOR REF NO: UGU 04/2021**
Component: ISHP, Oral Health and Health Promotion
- SALARY** : R450, 939. per annum
- CENTRE** : Ugu Health District Office
- REQUIREMENTS** : Diploma / Degree in General Nursing and Midwifery. Current registration with the SANC as a Professional Nurse and Midwifery. SANC Receipt for 2021. Minimum of 7 years appropriate or recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing and Midwifery. Valid code B driving licence. Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) must be attached. Knowledge: Presentation Skills. Report writing abilities. Financial management skill. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other related matters and to comply with time frames. Computer literacy with a proficiency in MS Office Software applications
- DUTIES** : Co-ordinate the implementation of the WBPHCOTs and the Integrated School Health Programme policy (ISHP) in line with the PHC re -engineering framework and the National Health Insurance (NHI). Co-ordinate the implementation of Health Promotion Programmes in schools, Primary health

care facilities and at community level (e.g. Health promoting clinic, Health promoting school and Early Child development centres). Co-ordinate the Oral Health Programme in the District. Co-ordinate the Adolescent Youth Health Programme in the District. Co-ordinate the vaccination programme (HPV, Td and Deworming) in schools and ECDs. Collaborate with stakeholders on the attainment of targeted district health outcomes. Oversee the implementation of youth zones in all the facilities within Ugu district. Ensuring the implementation of the priority programme project to attain positive health outcomes. Participate in the ideal clinic and ideal hospital realisation and maintenance project in the district by monitoring adolescent and youth involvement and empowerment. Collaborate with other stakeholders to implement health promotion plans in the district. Facilitate implementation of Health Promotion Programmes at community level. Plan, organize and conduct community awareness and events to convey health messages and practices which support healthy lifestyle programme strategies. Ensure implementation of educational drives, campaigns and advocacy initiatives to effectively and efficiently communicate the need to change unhealthy lifestyle/maintain healthy lifestyle to the community and target groups. Monitor and evaluate implementation of the Outreach Programmes, School Health and Healthy Lifestyle in the district.

**ENQUIRIES
APPLICATIONS**

: Mr. B.I. Khowane Tel No: 039 – 688 3000
 : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

**FOR ATTENTION
NOTE**

: Mr. J.L. Majola
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. Certified copies of certificates will only be requested from shortlisted candidates prior the interviews. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: UGU 04/2021. Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE

: 17 December 2021

POST 42/199

: **ULTRASOUND RADIOGRAPHER REF NO: UMP 11/2021**

SALARY

: Grade 1: R401 640 – R459 231 per annum
 Grade 2: R473 112 – R540 954 per annum
 Grade 3: R557 301 – R600 384 per annum

**CENTRE
REQUIREMENTS**

: Umphumulo Hospital
 : Diploma / Degree in in Ultrasound. Registration with the Health Professionals Council as an Ultrasound Radiographer. Current registration (2021). Proof of current and previous work experience endorsed and stamped by Human Resources **Grade 1:** Experience – Nil for South African Ultrasound Radiographer that have completed community service. One (1) year relevant experience, after registration as an Ultrasound Radiographer with a recognized Health Professional Council in respect of foreign qualified Ultrasound Radiographer **Grade 2:** Experience – 10 years appropriate experience after registration with HPCSA as an Ultrasound Radiographer. Eleven (11) years relevant experience, after registration as a Ultrasound Radiographer with a recognized Health Professional Council in respect of foreign qualified Ultrasound Radiographer. **Grade 3:** Experience – 20 years appropriate experience after registration with HPCSA as an Ultrasound Radiographer. Twenty one (21) years relevant experience, after registration as an Ultrasound Radiographer with a recognized Health Professional Council in respect of foreign qualified Ultrasound Radiographer. Sound knowledge of diagnostic

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| | | sonography practice and ethos. Knowledge of relevant Health and Safety Acts. Planning and organization skills. Good communication and Interpersonal skills. Ability to perform quality assurance tests |
| <u>DUTIES</u> | : | Provide patient services consistent with the Scope of Practice and Clinical Standards for the Diagnostic Sonographer. Prepare exam room and ultrasound equipment to conduct sonography examinations in accordance with infectious disease, sterilization, and patient safety protocols, policies, and procedures. Ensure that the sonography examination request form is complete, contains relevant information, and meets the standard of "medical necessity." Evaluate if patient preparation is adequate before examination. Evaluate patient's inability or unwillingness to tolerate the examination and associated procedures. Apply independent, professional, ethical judgment, and critical thinking to safely perform diagnostic sonography procedures. Review patient medical history and supporting clinical information. Identify and document any limitations to the sonography examination. Promote good health practices and ensure optimal care of patients. Educate patients on their conditions whilst ensuring that patient's rights are upheld. Perform quality control procedures to ensure that the ultrasound equipment operates at optimal levels. Exercise responsibility to ensure that the ultrasound equipment is functioning accurately. Assist in developing and updating all written policies and procedures in line with applicable legislation. Promote Batho Pele principles in the execution of duties for effective service delivery. Contribute to the overall work process in the component. Participate in quality assurance and quality improvement projects. Participate in the implementation of the National Core Standards. |
| <u>ENQUIRIES</u> | : | T. Zintonga Tel No: 032 4814195 |
| <u>APPLICATIONS</u> | : | Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department, Mr S. M. Naidoo |
| <u>FOR ATTENTION</u> | : | |
| <u>NOTE</u> | : | Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, copies of identity document, educational qualifications and professional registration certificates – NB. Documents need not be certified when applying for the post. Only shortlisted candidates will be requested to submit certified documents on or before the date of interview. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. |
| <u>CLOSING DATE</u> | : | 31 December 2021 |
| <u>POST 42/200</u> | : | <u>PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/PAEDIATRICS) REF NO: PN/PAEDS 02/2021 (X 2 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R388 974 – R450 939.per annum Grade 2: R478 404 – R588 390.per annum Other Benefits: Home Owner Allowance (conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary) |
| <u>CENTRE</u> | : | Prince Mshiyeni Memorial Hospital |
| <u>REQUIREMENTS</u> | : | Grade.1: Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Neonatal Nursing Science or Advanced Midwifery and Child Nursing |

Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2021) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Minimum Appointment And Experience Requirements: Professional Nurse **Grade.2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Neonatal Nursing Science or Advanced Midwifery and Child Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2021) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Nursery) after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES

: Key Performance Areas: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB – Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. Further management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component .Due to financial constraints, no subsistence & transport will be paid to candidates when attending the interviews.

**ENQUIRIES
APPLICATIONS**

: MS NP Ngalek Tel No: 031 907 8133 / 8138
: should be posted to The Human Resource Department, PrinceMshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

**FOR ATTENTION
NOTE**

: MRS TZ Makanya
: Please note that due to financial constraints, there will be no payment of S&T Claims. Copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the certified copies of their certificates and qualifications. NB: Persons with disabilities, the African Male, Coloured Male / Female, Indian Male and White Male / Female are encouraged to apply for the post. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service.

CLOSING DATE

: 10 December 2021

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| <u>POST 42/201</u> | : | <u>PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY / ORTHOPAEDICS)</u> <u>REF NO: PN/ORTHO 02/2021 (1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R388 974 – R450 939.per annum Grade 2: R478 404 – R588 390.per annum Other Benefits: Home Owner Allowance (conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary) |
| <u>CENTRE REQUIREMENTS</u> | : | Prince Mshiyeni Memorial Hospital Minimum Appointment And Experience Requirements: Professional Nurse Grade.1 Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse.A post basic qualification in either 'Orthopaedic Nursing Science', with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2021) Recently certified copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s, and evaluation of foreign qualifications with South African Qualification Authority (SAQA) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Minimum Appointment And Experience Requirements: Professional Nurse Grade.2 Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Orthopaedic Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2021) Recently certified copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s, and evaluation of foreign qualifications with South African Qualification Authority (SAQA)Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery.At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Nursery) after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit. |
| <u>DUTIES</u> | : | Key Performance Areas: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient.NB – Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. |
| <u>ENQUIRIES APPLICATIONS</u> | : | MRS IF Mpanza Tel No: 031 907 8248 Should be posted to The Human Resource Department, PrinceMshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060 |
| <u>FOR ATTENTION</u> | : | MRS TZ Makanya |

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| <u>NOTE</u> | : | NB: Please note that due to financial constraints, there will be no payment of S&T Claims. NB: For experience above the experience set for appointment-one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. NB: Persons with disabilities, the African male, Coloured male / female, Indian male and White male / female should feel free to apply for the post. |
| <u>CLOSING DATE</u> | : | 10 December 2021 |
| <u>POST 42/202</u> | : | <u>CLINICAL NURSE PRACTITIONER GR 1/GR 2 REF NO: CATO 03/2021 (3 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R388 974.per annum Grade 2: R478 404.plus 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional (Employee must meet prescribed conditions) |
| <u>CENTRE REQUIREMENTS</u> | : | Ethekwini District - Cato Manor CHC Grade 1. Senior Certificate/ Matric. Degree/Diploma in General Nursing and Midwifery. 1 year post basic qualification in Primary Health Care. Registration with the SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2 Senior Certificate/ Matric. Degree/Diploma in Nursing and Midwifery. 1 year post basic qualification in Primary Health Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Primary Health Care. Recommendations: NIMART Training and Computer literacy with a proficiency in MS Office Software applications. Knowledge, Skills, Training and Competence required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordinating and planning skills. Team building and supervisory skill. Ability to formulate patient care related policies. Report writing abilities. Financial management skills. Knowledge of District health system. Ability to make independent decisions. Ability to work under pressure and meet tight deadlines. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. |
| <u>DUTIES</u> | : | Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with the overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated record of resources in the clinic. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe, and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the public. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical surgical pharmaceutical and stock Participate in the implementation of priority programmes to reduce morbidity and mortality rates, communicable and non-communicable diseases. Manage complications during pregnancy and puerperium. Initiate and lead obstetrics programmes such as PPP, PMTCT, CARMA, MBFI, ESMOE etc. Utilize information / statistics and legislations towards improving service delivery; effectively communicate with patients, supervisors and other clinicians. |

- ENQUIRIES** : Ms CN Ndzeke Acting Deputy Manger Nursing Cato Manor CHC Tel No: 031 261 1581
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54318, Durban, 4000.
- CLOSING DATE** : 17 December 2021
- POST 42/203** : **CLINICAL NURSE PRACTITIONER (PHC) GRADE 1&2 REF NIO: ISIG 03/2021 & EZAK 02/2021 (2 POSTS)**
- SALARY** Grade 1: R388 974. per annum
Grade 2: R478 404. per annum Other Benefits 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid(optional) and 8% Rural Allowance
- CENTRE** : Isigweje Clinic (1Post)
Ezakheni No2 Clinic (1 Post)
- REQUIREMENTS** : Senior certificate or Grade 12.Degree/Diploma in General Nursing and Midwifery. Basic R425 qualification (diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwifery. At least one (1) year Post-Basic qualification in Clinical Nursing Science, Health Assessment, Diagnosis, Treatment and Care (PHC) accredited with SANC. Proof of current registration with SANC (2021).Certificate of Service Endorsed by Human Resource Department.
Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care
Experience: **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/ recognisable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care.
Recommendation: Unendorsed Driver's License (Code C1) Knowledge, Skills, Training and Competencies Required: Knowledge of SANC rules and regulations. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Knowledge of legislative framework and departmental prescript, Ability to formulate patients care related policies, Knowledge of sound provincial acts and national acts policies, Knowledge of sound nursing care delivery approaches, Basic financial management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills.
- DUITES** : Key Performance Areas: Provision of nursing comprehensive of service according to PHC CORE packages, provision of holistic health care approach (preventative, promotive, curative and rehabilitative)services, provision of administration services, involvement with community stakeholder meetings and various committees, provision of staff development through EPMDS management, clinical teaching, trainings, workshops and continuous evaluation of employees, sit in different meetings, Responsible for screening, diagnosing and treatment care of patients at Primary Health Care level, Initiate community projects, involvement in Operational Sukuma Sakhe projects, Ensure safe and clean environment according to IPC standars, Utilize human and other resources efficiently in a cost effective maner, Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met, Be involved in clinical audits, Ensure Data management, Advocate for nursing ethics and professionalism, Conduct health awareness/ campaigns and ensure priority programmes indicators are achieved.
- ENQUIRIES** : Mrs BA Mbatha , Tel No: 036 6379600
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
- FOR ATTENTION** : Mr S.D.Mdletshe

- NOTE** : Applications must be submitted on the prescribed Amended Z83, Application for Employment Form effective 01/01/2021 which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form(Z83) must be accompanied by a detailed Curriculum Vitae, applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for the documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Copies of Registration with relevant council must be attached. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply .Please note that no S&T will be considered for payment to candidates that are invited for interview.
- CLOSING DATE** : 14 December 2021
- POST 42/204** : **PROFESSIONAL NURSE-SPECIALITY (ADM): GRADE 1 & 2 REF NO: EZAK 03/2021 (1POST)**
- SALARY** : Grade 1: R388 974.per annum
Grade 2: R478 404 per annum Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance
- CENTRE REQUIREMENTS** : Ezakheni No2 Clinic
: Senior certificate or Grade 12.Degree/Diploma in General Nursing and Midwifery. One (1) year Post basic qualification in Advanced Midwifery and Neonatal Nursing Science .Registration with SANC as the General Nurse Certificate of service endorsed by Human Resource Department. Experience: **Grade1:** A minimum of 4 years appropriate/recognisable experience in nursing after Registration as a Professional Nurse. At least one year Post Basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2021.Experience: **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2021 Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, and other legal framework Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.
- DUTIES** : Key Performance Areas: Execute duties and functions with proficiency within prescripts and applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patients' Rights. Render antenatal, labour and postnatal care. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programme. EMTCT, CARMMA, MBFI, ESMOE, BANC Provide and manage

all resources within the unit, cost effectively and ensure optimum service delivery. Conduct audit and implement quality improvement programme. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvements programmes. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Control and Prevention and control standards, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information and implement PPP programme. Assist in the implementation of National Core Standards and Ideal Clinic Realization. Provide adequate health education, awareness and be involved in campaigns. Promote women's and child health. Advocate for the Nursing Profession by promoting Nursing ethics and professionalism. Ensure improvement of MCHW Indicators to reach targets. Hours Of Duty: 40 hours per week. Shift work (day and night duty). Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

: Mr S.D.Mdletshe
 : Applications must be submitted on the prescribed Amended Z83, Application for Employment Form effective 01/01/2021 which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form(Z83) must be accompanied by a detailed Curriculum Vitae, applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for the documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Copies of Registration with relevant council must be attached. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T will be considered for payment to candidates that are invited for interview.

CLOSING DATE

: 14 December 2021

POST 42/205

: **PROFESSIONAL NURSE SPECIALTY (OCCUPATIONAL HEALTH) GR 1, 2
REF NO: GAM CHC 18/2021**

SALARY

: Grade I: R388 974 per annum
 Grade II: R478 404.per annum Other Benefits 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance

CENTRE

: Gamalakhe CHC

- REQUIREMENTS** : STD 10 Certificate Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in occupational health. Current Registration with SANC (2021 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience:-**Grade 1** A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. **Grade 2** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in occupational health. Knowledge, Skills and Competencies Sound knowledge of Occupational Health & Safety Act no. 85/1993, Compensation for Occupational Injuries & Diseases Act no. 130/1993 and other public service regulations. Clinical and administrative knowledge in the field of occupational health nursing Strong interpersonal, communication, and presentation skills. Ability to make independent decisions and adhere to timeframes. Knowledge of infection prevention & control policies and risk management. Ability to uphold high level of confidentiality. Computer skills in basic programs.
- DUTIES** : Key Responsibilities: Render an optimal, holistic, specialized nursing care to employees. Advocate for proper healthcare treatment and willingness to respond to employee needs, requirements and expectations. Ensure the unit complies with infection prevention & control as well as occupational health and safety policies. Maintain accreditation standards by ensuring compliance with national norms and standards. Develop quality improvement plans, strategic plans, policies and procedures for the unit. Ensure that baseline medical surveillance, periodical and exit medical examinations are offered to all eligible employees. Orientate, train and develop staff on occupational health matters within the sub-district. Maintain accurate staff records and submit reports to relevant stakeholders.
- ENQUIRIES** : MS. Z.A. Mthembu Tel No: 039-318 1113
- APPLICATIONS** : All Applications Should Be Forwarded To: The HR Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe 4249
- FOR ATTENTION** : Human Resource Department
- CLOSING DATE** : 10 December 2021
- POST 42/206** : **CLINICAL NURSE PRACTITIONER (DUKUZA CLINIC) REF NO: EMS/32/2021**
Re-Advertised
- SALARY** : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 – R 588 390 per annum, Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2021.**Grade1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as General Nurse **Grade 2:**a minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills Sound Knowledge of all legislation and regulation applicable to the health services and nursing status, Sound knowledge of disciplinary processes and grievance procedure ,leadership, organizational, decision making, counseling and conflict management skills, Human Resource and financial management skills, Report writing and financial management skills, Knowledge of nursing care processes and procedures
- DUTIES** : Implementation of programmers to ensure proper nursing care, Demonstrate effective communication with patients, supervisors and other clinician including report writing monthly and statistics as required, Able to plan and organize own work and that of support personnel to ensure nursing care, Diagnose, treat and dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmers, Display concern for

patients ,promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement expectations, motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care, To ensure that Batho Pele principle are Implemented, Ensure increased accessibility of health service to all community members including staff.

ENQUIRES APPLICATIONS : Ms D.Z Hlongwane Tel: 036 488 1570 EXT: 8312

FOR ATTENTION NOTE : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry Emmaus Hospital.
: Human Resource Manager
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance.
: 10 December 2021

CLOSING DATE :

POST 42/207 **ARTISAN FOREMEN (GRADE A) REF NO: MCP/SYS 04/2021 (1 POST)**

SALARY R308 826 per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Malaria Control and Prevention (Jozini)
: Senior certificate, Standard 10 (Grade 12); Plus Appropriate Trade test Certificate in terms of section 13 (2) (h) of the Manpower Act 1981 as amended, A minimum of 5 years' post-qualification experience as Artisan, Unendorsed valid driver's license code B/ C1, Proof of previous and current work experience endorsed and stamped by HR Manager/Delegated Person Knowledge, Skills, Training And Competencies Required: The incumbent of this post will be responsible to ensure that all plumbing, electrical and carpentry, works, including basic furniture repairs, All new installations done by contractors and all air-conditioning maintenance done for Malaria Control and Prevention Services are carried out effectively and efficiency and in accordance with approved standards and regulations, The ideal candidate must: Have technical analysis knowledge inclusive of analytical and supervisory skills.

DUTIES : Key Performance Areas: Ensure all electrical, plumbing and carpentry maintenance work for all Malaria Control and Prevention Services Buildings is done according to SABS and safety standards to ensure a safe work environment for all staff, Control and order stock for all maintenance work that needs to be undertaken, Keep accurate records of work records and materials for auditing purposes, Front line supervision of all workshop staff i.e. Artisans, Handymen and Tradesman Aids while developing and improving skills of these staff, Manage technical services and support in conjunction with Technicians / Artisans and associates in field, workshop, and technical office activities; ensure the promotion of safety in line with statutory and regulatory requirements, Develop and provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and ensure quality assurance in line with specification and perform administrative and related functions, Provide inputs into the budgeting process; Compile and submit reports as required; provide and consolidate inputs to the technical operational plan; update databases; and supervise tradesmen Aid/ Artisans/ Handyman and related personnel and assets, Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management; and manage the commercial value add of the discipline-related, activities and services and People management through implementation of EPMDS, Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements, Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives, Maintain and advance expertise: Continuous

individual development to keep up with new technologies and procedures; Research/literature studies on technical/engineering technology to improve expertise; Liaise with relevant bodies/councils on technical/engineering-related matters and be able to perform standby duties.

ENQUIRIES : to be directed to: Mr. M.C. Zondi (035) 572 1021, Senior System management Officer

APPLICATIONS : Targeted Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender. Direction to Candidates: Please forward applications quoting reference number to: Human Resource Management, Malaria Control Programme, Private Bag X 002, JOZINI, 3969 Or hand delivered to 304 Nsinde Road, Jozini 3969

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply, please note that due to large no of application envisage to be received, applicants will not be acknowledge, however, successful applicants will be advices of the outcome

CLOSING DATE : 10 December 2021

POST 42/208 : **ADMINISTRATIVE CLERK (SUPERVISOR) – TRANSPORT REF NO: MCP/SYS 06/2021 (1 POST)**

SALARY : R261 372.per annum (Level 7) Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Malaria Control Programme Centre
REQUIREMENTS : Senior certificate, Standard 10 (Grade 12); Plus A minimum of 3-5 years' Fleet/Transport Management services experience required, Proof of current and previous work experience endorsed/stamped by HR Manager/Delegated Person Knowlwdge, Skills, Training And Competencies Required: Transport Management, Driving skills; Good verbal and written communication skills, Good decision-making skills with ability to work under-pressure, Planning and Organisational ability.

DUTIES : Key Performance Areas:To provide day-to-day management of vehicles in terms of usage and maintenance, To ensure that vehicles log sheets are controlled and completed for all official trips, Monitor / Analyze Expenditure trends and report to Cash Flow Committee, Keep vehicles maintenance schedules and co-ordinate maintenance requirement with the District Office/ KZN DOH Transport Services and Fleet Management, Ensure accident reports are completed accordingly, and make follow-ups on progress, To form and chair Transport Committee meetings, To provide efficient and economically management of transport services to the Malaria Control and Prevention Services; to supervise and manage Transport Management Services personnel, Coordinating transport and ensuring that it is always used in the

best and most cost effective manner, Ensuring that vehicles are used optimally and vehicles that are not utilized are returned immediately for redistribution, Ensuring that all records in connection with the fleet are properly completed, checked regularly, monitored and submitted in accordance with instruction, All instructions in connection with the use, operation and maintenance of vehicles are complied with, as prescribed in this Policy and that all other prescripts are distributed within their department, Analyzing reports on (at least) a monthly basis in order to identify confirm and report any cases of possible fraud and misuse, Serving as a link between the officials from the department and service providers in accordance with the RT46 contract, Ensure the effective utilization of resources and the development of subordinate staff, Participate in institutional Fleet/Transport and other committees and supervise staff under Fleet/ Transport section.

- ENQUIRIES** : to be directed to: Mr. M.C. Zondi Tel No: (035) 572 1021, Senior System Management Officer
- APPLICATIONS** : Direction to Candidates: Please forward applications quoting reference number to: Human Resource Management, Malaria Control Programme, Private Bag X 002, JOZINI, 3969 Or hand delivered to 304 Nsinde Road, Jozini 3969
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply, please note that due to large no of application envisage to be received, applicants will not be acknowledge, however, successful applicants will be advices of the outcome Targeted Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender.
- CLOSING DATE** : 10 December 2021
- POST 42/209** : **FINANCE CLERK (SUPERVISOR) REF NO: MCP/FCS 04/2021**
- SALARY** : R261 372. per annum (Level 7) Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Malaria Control Programme
- REQUIREMENTS** : Senior certificate, Standard 10 (Grade 12) plus 3-5 years' Finance relevant experience required, Proof of previous and current work experience endorsed and stamped by HR Manager/Delegated Person Recommendation: Valid Driver's license, Bas Knowledge Knowlwdge, Skills, Training And Competencies Required: Knowledge of the Public Financial Management Act, Treasury Regulations and Practice Notes including SCM Policies, Computer Literacy: with MS Office Software Applications/ Packages Departmental and Transversal systems (e.g. BAS, PERSAL), Numeracy and Accuracy, Planning and Organisational ability

- DUTIES** : Key Performance Areas: Assist in preparation of financial reports and practice in relevant committees, Authorise BAS transactions inclusive of maintenance of debts/ suspense accounts, Draw & Analyse BAS / Persal reports to undertake reconciliations and/or clear incorrect expenditure both for Equitable Share & Conditional Grant, Monitor expenditure and report thereon to the Malaria Programme Cash Flow Committee, Conduct inspections, identify high-risk areas, deviations and report thereon; and facilitate corrective action with a view to mitigate financial risks, Prepare journals for processing on BAS for approval by your Supervisor and control all face value books used by the Malaria Programme, Ensure the effective utilization of resources and the development of subordinate staff, Participate in institutional finance and other committees, Supervise and manage staff under finance section, Monitor / Analyse Expenditure trends and report to Cash Flow Committee.
- ENQUIRIES** : to be directed to: Ms. JN Gumede (035) 572102, ASD: Finance
- APPLICATIONS** : Direction to Candidates: Please forward applications quoting reference number to: Human Resource Management, Malaria Control Programme, Private Bag X 002, JOZINI, 3969 Or hand delivered to 304 Nsinde Road, Jozini 3969
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Applicants must submit copies of qualifications, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply, please note that due to large no of application envisage to be received, applicants will not be acknowledge, however, successful applicants will be advices of the outcome Targeted Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender.
- CLOSING DATE** : 10 December 2021
- POST 42/210** : **HUMAN RESOURCE PRACTITIONER REF NO: MCP/HRP 01/11/2021**
- SALARY** : R261 372 per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Malaria Control Programme (Jozini Centre)
- REQUIREMENTS** : Senior Certificate / Standard / Grade 10 Plus An appropriate Degree/Diploma in Human Science/Human Resource Management/ Public Management, 1-2 years' experience in Staff/ Labour Relations Component, Proof of current and previous work experience endorsed/stamped by HR Manager/Delegated Person Recommendation: Valid Driver's license (Code B or above), Persal Certificate Knowledge, Skills, Training And Competencies Required: Broad knowledge and understanding of Human Resource Management legislations i.e. Labour Relations Act, Basic Condition of Employment Act, Grievance and Disciplinary Procedure ETC, Problem Solving Skill, Decision Making, Human Relations and Communication Skills, Investigation and Presiding Skills, Broad Knowledge of Persal System

- DUTIES** : Key Performance Areas: Manage the functioning of staff Relations Section in order to ensure the provision of high quality service, Promote and maintain sound staff relations within the Institution and ensure adherence to Labour Relations Act, Basic Condition of Employment Act and other related legislative prescript, Attend to all Grievance, Disciplinary and misconduct cases in terms of laid down policies and procedures, Prepare reports for Staff Relations issues, Promote orderly collective bargaining within the Institution, Investigate and preside when need arises, Collect and analyze statistic in respect of Labour Related matters, Provide efficient conflict management resolution, Approval of transaction on Persal, Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements, Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives, Maintain and advance expertise: Continuous individual development to keep up with new policies, SOP and procedures
- ENQUIRIES** : to be directed to: Mrs. M.F. Dladla: (035) 572 1021, ASD: Human Resource Management Services
- APPLICATIONS** : Direction to Candidates: Please forward applications quoting reference number to: Human Resource Management, Malaria Control Programme, Private Bag X 002, JOZINI, 3969 Or hand delivered to 304 Nsinde Road, Jozini 3969
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply, please note that due to large no of application envisage to be received, applicants will not be acknowledge, however, successful applicants will be advices of the outcome Targeted Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender.
- CLOSING DATE** : 10 December 2021
- POST 42/211** : **PROFESSIONAL NURSE (GENERAL OLIVIESHOEK CLINIC) (EMS/31/2021)**
- SALARY** : **Grade 1:** R260 760 – R302 292 per annum, Salary, Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
Grade 2: R320 703 –R368 307 per annum, Salary, Plus 13th Cheque, Plus rural allowance (8%). Plus Medical Aid (Optional).
Grade 3: R388 974 –R 492 756 per annum salary Plus 13th cheque Plus Rural allowance 8% medical aid (optional) employee must meet prescribed requirements

CENTRE REQUIREMENTS : Emmaus Hospital
 : Grade 12 (standard 10).Degree/Diploma in General nursing and midwifery. Current registration with South African Nursing Council (SANC) as a professional Nurse .2021 SANC Receipt. Degree /Diploma in General nursing and Midwifery, Grade 12 (Standard 10) Certificate, Current registration with South African Nursing Council (SANC) as Professional Nurse.10 Years appropriate /recognizable experience post registration as a Professional Nurse. Certificate of service of previous and current experience endorsed by Human Resource. Knowledge & Skills_Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health and Procedures in the Public service Regulation, Labour Relation Act, Disciplinary Code and Procedures etc. Good Communication & Report writing skills. Computer Literacy and ability to function as part of the team. Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Cooperation, Supportive & Assertiveness.

DUTIES : Implement a comprehensive nursing care/program for the promotion of health, self-care, treatment and rehabilitation of patients. Administer treatment plan pf common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Report and communicate on the continuity of care to the caregivers and members of the health team. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical record by analyzing date. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Implement quality improvement plan, Nursing Act and regulation, Code of Ethics and Professional practice of the South African Nursing Council. Participate in the auditing of quality of nursing and health care. Develop and document interventions and progress of patients to facilitate continuity of care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Apply the principle of nursing care in service rendering for the maintenance of professional excellence. Implement nursing interventions to achieve expected outcomes. Participate in health promotion and illness prevention initiatives. Implement procedures that maintain effective infection control and occupation and safety measures in accordance with Occupational Health & Safety legislation. Maintain the duty roster, leave schedules and attendance registers. Participate in outreach campaigns. Keep accurate record.

ENQUIRES APPLICATIONS : MS Hlongwane D.Z Tel: 036 488 1570 EXT: 8312
 : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry Emmaus Hospital.

FOR ATTENTION NOTE : Human Resource Manager
 : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and, service certificate including ID and No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance Will Be Paid for Interview Attendance .Original signed by CEO

CLOSING DATE : 10 December 2021

POST 42/212 : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF: UGU 08/2021 (X 2 POSTS)**
 Component: Harding MLM

SALARY CENTRE REQUIREMENTS : R170 955 per annum
 : UGU Health District Office
 : Grade 12, A code 08 valid driver's license. Knowledge: Knowledge of Mortuary administrative processes and policies, Knowledge of Medico-legal protocols and prescripts, Knowledge of criminal justice system, Knowledge of waste management policy, Knowledge of infection control protocols and OHS, Knowledge of cleaning materials and use of cleaning equipment

DUTIES

: To provide an efficient and effective administrative autopsy service - Preparation of relevant documentation required during autopsy process, Identification of body to doctor, Taking of verbatim notes as dictated by the doctor, Fingerprinting of deceased for identification of deceased, Photographing (including downloading of images into relevant database) for identification and record keeping, Collection of exhibits and samples/specimens under direct supervision of medical practitioner, Documentation and appropriate safe keeping and handover to SAPS of all exhibits and specimens to maintain chain of evidence, Maintain chain of evidence register, Assist families with identification process. To provide an effective transportation service in the collection and off-loading of bodies from crime scene to the mortuary; Collection and transportation of corpse between death scene and medico legal mortuary including loading and off-loading of corpse, Ensure completion of all relevant documentation necessary in the collection and transportation process, Admission of bodies into medico legal mortuary in accordance with prescripts. To maintain a technical autopsy service; Perform reconstruction of a corpse under direction/instruction/supervision of the Medical Officer in charge of the case/s, Movement and weighing of corpse, Ensure washing, shrouding and labeling of bodies post examination and ensuring area of work is maintained in a clean and hygienic condition, Handle and safe guard property of deceased and disposal of property to next-of-kin in the prescribed manner. To perform all administrative duties including registry, fleet, assets and stock control activities; Typing of all post mortem reports and any other subsequent documentation generated as a result of the post mortem examination, Communication and making necessary arrangements with relevant role players in preparation of post mortem examination as per medical officer's instructions, Maintain an effective and efficient filing system for all post mortem related documentation and to ensure safe custody thereof, Develop and maintain a database of all information pertaining to the autopsy service and the timely provision of monthly summary statistics to relevant stakeholders, Stock control including early warning arrangements, Reception and switchboard duties, Liaison with next-of-kin, undertakers, municipalities, hospitals and SAPS to arrange burials, cremations and pauper burials of unclaimed bodies, Liaison with court, negotiate court attendance by medical officers and other medico mortuary staff Ms. N.J. Mbadamana Tel No: 039 – 433 2459

**ENQUIRIES
APPLICATIONS**

: Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

**FOR ATTENTION
NOTE**

: Mr. J.L. Majola
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. Certified copies of certificates will only be requested from shortlisted candidates prior the interviews. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: UGU 04/2021. Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE

: 10 December 2021

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

- CLOSING DATE** : 10 December 2021 At 00h00 (Midnight). NB. Applicants are advised to apply as early as possible to avoid disappointments.
- NOTE** : Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the Correct references when applying and where possible the station/centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

- POST 42/213** : **CLINICAL MANAGER GRADE 1 (REPLACEMENT) REF. NO: MPDOH/NOV/21/25**
- SALARY** : R1 191 510 - R1 1 322 391 per annum (Depending of years of experience in terms of (OSD).
- CENTRE** : Mmamethlake Hospital, Nkangala District.
- REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2021). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.
- DUTIES** : Responsible for the leadership and management of the delivery of clinical services to patients referred to Witbank Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital

Executive and General Management with the day-to-day running of the department. Assist the EXCO in the discharge of any responsibilities, which have been delegated. Participate in the management of activities of Witbank Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people. NB: Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

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

POST 42/214 : **DIRECTOR: HOSPITAL SERVICES REF NO: MPDOH/NOV/21/26**

SALARY CENTRE REQUIREMENTS : R1 057 326 per.annum. (All-inclusive remuneration package).
: Gert Sibande District Office, Ermelo.
: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Health Sciences. At least five (5) years' experience at a middle / senior managerial level in the public health service. A Master's Degree in Public Health and a postgraduate Management qualification will be an added advantage. Valid driver's licence. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery at hospital level within the District Health System in line with relevant legislation and policies. Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision-making, inter-personal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A proactive thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Possession of a valid Code B driver's licence. Manage and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organisation and Community Health Services. Coordinate and facilitate the intra and inter district referral system.

DUTIES : Manage and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organisation and Community Health Services. Coordinate and facilitate the intra and inter district referral system.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

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

POST 42/215 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/NOV/21/27**
(Re-Advertisement)

SALARY CENTRE REQUIREMENTS : R882 042 per annum (All-inclusive remuneration package).
: Themba Hospital, Ehlanzeni District.
: An undergraduate relevant qualification (NQF Level 7) in Administration or Public Management as recognized by SAQA in Administration or Public Management with at least five (5) years' relevant experience of which 3 years must be at supervisory level (ASD) in management. Knowledge of support services with reference to people management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA/Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure

with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

DUTIES : Effectively and efficiently run the Corporate Services within the District / hospital and give full support to other services and programmes in the district. Efficient and effective strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support to Medical Manager and management team. Ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the district / hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of the facilities in the district / hospital.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

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

POST 42/216 : **ASSISTANT MANAGER NURSING (PN-B4): MATERNITY (REPLACEMENT) REF NO: MPDOH/NOV/21/28**

SALARY : R624 216 - R702 549 per annum (Depending of years of experience in terms of (OSD).

CENTRE : Rob Ferreira Hospital, Ehlanzeni District.

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice R425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse and midwife plus a post basic nursing qualification, with duration of at least one (1) year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery and Neonatal Nursing Science. Minimum of 10 years' appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate recognizable experience in the specialty after obtaining the one year post basic qualification in Advanced Midwifery & Neonatal Nursing. At least three (3) years of the period referred to above must be appropriate recognizable experience at a management level. Proof of current registration with SANC (2021/2022). Diploma / Degree in Nursing Management. Proof of current and previous work experience endorsed and stamped by Human Resources Management (must be attached). Computer Literacy, Knowledge and insight into nursing processes and procedures. Knowledge and insight into nursing statutes and other relevant public service acts. Decision and problem-solving skills. Interpersonal and conflict management skills. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills. Basic understanding of human resources and financial management policies and practices.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in the Maternity Component, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Obstetrics & Gynaecology services. Ensure

adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner. Ensure effective utilization of all infection control and prevention practices by all staff including support services and cleaning staff. Supervise implementation of health care delivery policies, procedures, clinical guidelines, and protocols, operational and strategic plans aimed at improving service delivery. Facilitate and ensure implementation of Department priorities including National Norms and Standards. Monitor and evaluate the care and management of all patients and ensure keeping of accurate and complete patients records. Demonstrate a concern for patients, promoting and advocating proper treatment and care. Monitor and evaluate staff performance through implementation of PMDS. Coordinate clinical governance meetings relevant to the sub-component. Ability to present PIPP AND CHIPP programme. Monitor and evaluate maternity and perinatal statistics. Oversee all aspects related to mother and child (Malnutrition, FP, BFHI, and CARMMA). Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff, patients and multidisciplinary team. Exercise control over discipline grievance on all labour related issues. Develop/ establish and maintain constructive working relationship with nursing and other stakeholder. Maintain professional growth and development of self and subordinates. Maintain client satisfaction through monitoring and setting of service standards. Exercise control of discipline, grievance and labour related issues in terms of laid down procedures. Improve Quality Care through reduction of Public complaints and waiting times. **NB:** Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

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

POST 42/217 : **OPERATIONAL MANAGER (PN-B3): ICU (REPLACEMENT) REF NO: MPDOH/NOV/21/29**

SALARY : R571 242 - R662 223 per annum (Depending of years of experience in terms of (OSD).

CENTRE : Rob Ferreira Hospital, Ehlanzeni District.

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least one (1) year, accredited with the SANC in terms of Government Notice No R212 in Critical Care Nursing. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognizable experience in ICU after obtaining the one (1) year post basic Critical Care Nursing qualification. Proof of current registration with SANC (2021/2022). A Diploma /Degree in Nursing administration and Management is an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in ICU. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal

Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. **NB:** Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

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

POST 42/218 : **OPERATIONAL MANAGER (PN-B3): LABOUR WARD (REPLACEMENT)**
REF NO: MPDOH/NOV/21/30

SALARY : R571 242 - R662 223 per annum (Depending of years of experience in terms of (OSD).

CENTRE : Rob Ferreira Hospital, Ehlanzeni District.

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least one (1) year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery and Neonatal Care. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognizable experience in Labour ward after obtaining the one (1) year post basic Advanced Midwifery and Neonatal Care qualification. Proof of current registration with SANC (2021/2022). A Diploma / Degree in Nursing administration and Management is an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Labour ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. **NB:** Any previous experience must be covered by the attachment of certificate of services.

- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 42/219** : **OPERATIONAL MANAGER (PN-B3): MENTAL HEALTH (REPLACEMENT) REF NO: MPDOH/NOV/21/31**
- SALARY** : R571 242 - R662 223 per annum (Depending of years of experience in terms of (OSD)).
- CENTRE** : Rob Ferreira Hospital, Ehlanzeni District.
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Advanced Psychiatric Nursing. A minimum of 09 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 05 years of the period referred to above must be appropriate / recognizable experience in Psychiatric Nursing after obtaining the 1 year post basic Advanced Psychiatric Nursing qualification. Proof of current registration with SANC (2021/2022). A Diploma /Degree in Nursing administration and Management is an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Mental Health Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. **NB**: Any previous experience must be covered by the attachment of certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 42/220** : **OPERATIONAL MANAGER (PN-A5): GENERAL MALE SURGICAL (REPLACEMENT) REF NO: MPDOH/NOV/21/32**
- SALARY** : R450 939 - R507 531 per annum (Depending of years of experience in terms of (OSD)).
- CENTRE** : Rob Ferreira Hospital, Ehlanzeni District.

- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2021/2022). A Diploma / Degree in Nursing administration and Management is an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Male Surgical ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. **NB:** Any previous experience must be covered by the attachment of certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 42/221** : **OPERATIONAL MANAGER (PN-A5): GENERAL FEMALE SURGICAL (REPLACEMENT) REF NO: MPDOH/NOV/21/33**
- SALARY** : R450 939 - R507 531 per annum (Depending of years of experience in terms of (OSD)).
- CENTRE** : Rob Ferreira Hospital, Ehlanzeni District.
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2021/2022). A Diploma/Degree in Nursing administration and Management is an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an

Operational Manager in Female Medical ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. **NB:** Any previous experience must be covered by the attachment of certificate of services.

- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 42/222** : **OPERATIONAL MANAGER (PN-A5): GENERAL MALE MEDICAL (REPLACEMENT) REF NO: MPDOH/NOV/21/34**
- SALARY** : R450 939 - R507 531 per annum (Depending of years of experience in terms of (OSD).
- CENTRE REQUIREMENTS** : Rob Ferreira Hospital, Ehlanzeni District.
 : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2021/2022). A Diploma/Degree in Nursing administration and Management is an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Male Medical ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection

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| | | Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. <u>NB:</u> Any previous experience must be covered by the attachment of certificate of services. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 42/223</u> | : | <u>OPERATIONAL MANAGER (PN-A5): GENERAL FEMALE SURGICAL (REPLACEMENT) REF NO: MPDOH/NOV/21/35</u> |
| <u>SALARY</u> | : | R450 939 - R507 531 per annum (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Rob Ferreira Hospital, Ehlanzeni District. |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2021/2022). A Diploma/Degree in Nursing administration and Management is an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. |
| <u>DUTIES</u> | : | The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Female Surgical ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. <u>NB:</u> Any previous experience must be covered by the attachment of certificate of services. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 42/224</u> | : | <u>OPERATIONAL MANAGER (PN-A5): SURGICAL REF NO: MPDOH/NOV/21/36</u> (Re-Advertisement) |
| <u>SALARY</u> | : | R450 939 - R507 531 per annum (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Matikwana Hospital, Ehlanzeni District. |

- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2021/2022). A Diploma/Degree in Nursing administration and Management is an added advantage. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook).
- DUTIES** : Supervise and ensure the provision of an effective and effective patient care through adequate nursing care. Co-ordinate and monitor the implementation of Nursing care plan and evaluation thereof. Provide the relevant health information to the health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain work relationship with nursing and other stakeholders. Participate in the analysis, formulation and implementation guidelines, practices standard and procedures. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Manage staff performance, training and skills development. Collect provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu NkosiTel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.

**PROVINCIAL ADMINISTRATION: NORTH WEST
PROVINCIAL TREASURY**

The North West Provincial Treasury 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. Women, People with Disabilities and Youth are encouraged to apply. The Employment Equity Plan of the Department will be considered when filling vacant positions.

- APPLICATIONS** : Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building. You can also email your application to ptvacancies@nwpg.gov.za. The maximum limit is 35MB for applications to transmit successfully, otherwise you will have to send more than one email. Applications should be submitted on time. Applications received after the closing date will not be accepted.
- CLOSING DATE** : 10 December 2021 16h00
- NOTE** : Applications must be submitted on the new 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 copies of educational certificates and Identity Document. Driver's License must be submitted for posts where it is required. Both sides must be copied and be clearly visible. 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 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. Technical And Competency Assessment For SMS Posts All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (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 competency assessment tools. Sms Pre-Entry Certificate It is compulsory for applicants of SMS posts to complete the pre-entry course for SMS and submit the Certificate for entry into the SMS with the application. To access the SMS Pre-entry Certificate course and for further details, please go to the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

MANAGEMENT ECHELON

- POST 42/225** : **DIRECTOR: FINANCIAL SYSTEMS REF NO: NWFIN/2021/25**
Programme: Financial Governance
Sub Programme: Accounting Services
Directorate: Financial Systems
- SALARY** : R1,057,326 – R1,245,495 per annum (Level 13) (all-inclusive salary package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a B Degree or Advanced Diploma in Financial Management/ Accounting/ Information Systems/ Commerce, or equivalent NQF 7 qualification. A minimum of 10 (ten) years practical experience in the support and/or development of financial management systems. A minimum of 5 (five) years should be middle management/senior management experience. Pre-entry Certificate for SMS is compulsory. Must have a valid driver's license. Skills/ Competencies: Understand the relationship between Business and System strategies and ensure alignment. Understanding of Application

Frameworks and its strategic importance. Knowledge of role of Incident and Problem management in the support of Systems. Knowledge of ICT operations, systems development life cycle and ICT Governance. Knowledge of current ICT modernisation trends. ICT Risk, Security and Service Continuity Management. Strategic capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial and Change Management. Knowledge Management and Service Delivery Innovation (SDI) and Communication. Problem-solving and Analysis, Client Orientation and Customer focus. Ability to work successfully under pressure and to partner with a dynamic leadership team. Knowledge of the PFMA and legislative frameworks.

DUTIES : Ensure continuous business process improvements in the Financial Management Information Systems environment. Evaluate new systems proposals and provide recommendations. Manage the implementation of Financial Systems in departments. Ensure user support and Data Management. Provide cross-organizational support. Develop and implement systems policies and procedures. Ensure effective and efficient systems support and user capacity building. Evaluate information systems infrastructure and recommend updates. Management of the system computer mainframe and support contractors. Manage the development, testing and implementation of new systems by National and Provincial Governments. Participate in forums created by National Treasury and Province for the roll-out of new systems. Manage the relationship between the department and stakeholders.

ENQUIRIES : Mr. G Paul Tel No: (018) 388 3039

OTHER POSTS

POST 42/226 : **DEPUTY DIRECTOR: DATA MANAGEMENT REF NO: NWFIN/2021/29**
 Programme: Sustainable Resource Management
 Sub Programme: Budget and Public Finance
 Directorate: Data Management and Public Finance
 Sub-Directorate: Data Management

SALARY CENTRE REQUIREMENTS : R744,255 – R876,705 per annum (Level 11) (all-inclusive salary package)
 : Mmabatho

: As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification. A minimum of six (6) years relevant experience in Budgeting, Financial Management and Reporting, Financial and Non-financial statistics performance monitoring and reporting of which three (3) years must be on a junior management level. Valid Code 08 drivers' license is a necessity. Skills/Competencies: Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act, Procurement Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela Reporting Analysis and BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. Advanced Data and Financial Modelling. Proficient understanding of Databases and Data Analysis procedures. Familiarity on tools and techniques related to analysis, data collection management, and reporting.

DUTIES : Provide and develop tools/models for monitoring budget allocations, measuring post-budget effectiveness and efficiency of resource expenditure performance. Improve the design of analytical instruments to analyse and assess the qualitative impact of service delivery on the applicable socio-economic variables in relation to budget, revenue and expenditure trends, strategies and service delivery indicators. Ensure and report on improved in-year expenditure data management practices, analysis, and improvement of inter-governmental financial management systems. Map linkages between the provincial and departmental MTEF Databases, EPRE & AEPRE Tables, IYM and IRM Databases, Revenue, Expenditure and Vulindlela reports and Basic Accounting System (BAS). Consolidate and compile the efficient and accurate financial and non-financial reporting models on provincial departments and public entities performance statistics to National Treasury, Provincial Legislature, and all relevant stakeholders. Conduct needs assessments, designs, and creates databases and participate in the testing and implementation of new applications and/or enhancements and modifications to the existing databases and reporting models. Compile, develop and maintain financial and non-financial databases with accurate statistics and liaise with National, Provincial Departments and Public Entities on the required data.

Formulating management techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data. Attend and participate actively in various national/ departmental/ provincial/ sectoral meetings pertaining to financial, non-financial, performance and statistical data. Draft operational plans for section and manage performance of subordinates. Perform generic management and administrative functions.

ENQUIRIES : Mr. M.S. Bogosi/ Mr. E.F. Abrahams Tel: (018) 388 4342 / 388 3709

POST 42/227 : **DEPUTY DIRECTOR: PUBLIC FINANCE MANAGEMENT REF NO: NWFIN/2021/30 (2 POSTS)**

Programme: Sustainable Resource Management
Sub Programme: Budget and Public Finance
Directorate: Data Management and Public Finance
Sub-Directorate: Public Finance

SALARY : R744,255 – R876,705 per annum (all-inclusive salary package)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification. A minimum of six (6) years relevant experience in Budgeting, Financial Management and Reporting, Financial and Non-financial statistics performance monitoring and reporting of which three (3) years must be on a junior management level. Valid Code 08 drivers' license is a necessity. Skills/ Competencies: Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act, Procurement Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela Reporting Analysis and BAS Financial Systems. Computer literacy in Microsoft Word, Excel, and PowerPoint. Advanced Financial Modelling. Competency in evaluating written reports. Report writing skills.

DUTIES : Analysis and monitoring of the provincial departmental and public entities budgets and expenditures; advising the Senior Manager accordingly in view of ensuring firm linkages between budgeting, planning, expenditures, and service delivery. Draw monthly budget and expenditure reports from the Financial System (BAS) and compile monthly and quarterly In-Year Monitoring reports on budgets and expenditure of Provincial Departments and Public Entities. Ensure improved in-year budget and expenditure management and reporting practices, analysis, and improvement of inter-governmental financial management systems. Provide tools/models for monitoring provincial and departmental budgets by assessing proposed allocations with desired outcomes, measuring post-budget allocation effectiveness and efficiency of resource expenditure performance of provincial departments, in terms of infrastructure, conditional grants, compensation of employees, capital and current expenditure, thereby appraising "Value for Money". Monitor efficient and accurate financial and non-financial data of provincial departments and public entities and report the performance statistics to National Treasury, Provincial Legislature, and all relevant stakeholders. Monitoring and reporting on all National Conditional Grants received and its corresponding expenditures. Develop and maintain financial and non-financial databases with accurate statistics and liaise with National, Provincial Departments and Public Entities on required data. Assist the manager with expenditure analysis on the propriety of budget allocations to departments and public entities. Attend and participate actively in various national/ departmental/ provincial/ sectoral meetings pertaining to financial, performance and statistical data. Draft operational plans for section and manage performance of subordinates. Perform generic management and administrative functions.

ENQUIRIES : Mr. M.S. Bogosi / Mr. E.F. Abrahams Tel: (018) 388 4342 / 388 3709

POST 42/228 : **ASSISTANT DIRECTOR: PROVINCIAL RISK MANAGEMENT REF NO: NWFIN/2021/27 (SL9)**

Programme: Financial Governance
Sub Programme: Provincial Risk Management
Directorate: Provincial Risk Management

SALARY : R382,245 – R450,255 per annum (Level 9)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Accounting/ Internal Audit/ Risk Management or equivalent NQF 6 qualifications. A

minimum of four (4) years relevant experience in Public Sector Risk Management or Internal Audit. A valid Code 08 driver/s license. Skills/ Competencies: Knowledge and application of the Public Sector Risk Management Framework. Good understanding and knowledge of Public Sector Risk Management Framework, PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication, interpersonal and analytical skills. Knowledge and understanding of risk management practices, development of guidelines and standards at different management levels. Advanced computer literacy with a working knowledge of computer spreadsheets (Microsoft Excel), word processors and presentations. The ability to facilitate workshops, provide training, and present and produce written policies. The ability to work under pressure, conduct financial analysis, and prepare reports and proposals.

DUTIES : Review the risk management literatures/documents and provide inputs for improvements. Co-ordinate the following within the Provincial Departments, Provincial Legislature and Public Entities: Development of risk management and fraud prevention policies and strategies, Establishment and maintenance of Risk Management Committees, Maintenance of information sharing and peer to peer learning platforms, Facilitation of risk assessments and development of risk registers Provision of risk management training. Development of quarterly risk management progress reports.

ENQUIRIES : Mr. K.L. Mahila Tel: (018) 388 3091/3425

POST 42/229 : **ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: NWFIN/2021/28 (2 POSTS)**
 Programme: Sustainable Resource Management
 Sub Programme: Budget and Public Finance
 Directorate: Infrastructure Management
 Sub-Directorate: Municipal Infrastructure Performance

SALARY CENTRE REQUIREMENTS : R382,245 – R450,255per annum (Level 9)
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in a Built Environment (Quantity Surveying / Civil Engineering / Architecture / Project Management / Finance) or equivalent NQF 6 qualifications. A minimum of four (4) years relevant experience in the monitoring of infrastructure projects and programmes. Knowledge and application of the Public Sector Risk Management Framework. A valid Code 08 driver/s license. Skills/ Competencies: Ability to travel extensively and working extended hours. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Intergovernmental Relations Act (IGR) and Treasury Regulations, Computer Literate. Good Interpersonal, organizing, planning and analytical skills Sound and in-depth Knowledge of relevant prescripts. Ability to interpret and apply policies. Analytical and innovative thinking. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Public Service.

DUTIES : Assist with the monitoring of Municipal and Provincial Infrastructure Performance Management. Assist with the monitoring and oversight of the infrastructure financial management. Assist with the monitoring and support of the infrastructure planning portfolio Management. Assist with the monitoring of the infrastructure Programme and Project review Management. Support Infrastructure Capacity building initiatives.

ENQUIRIES : Mr. M Daantjie Tel: (018) 388 3500

POST 42/230 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: NWFIN/2021/31**
 Programme: Sustainable Resource Management
 Sub Programme: Budget and Public Finance
 Directorate: Budget Management

SALARY CENTRE REQUIREMENTS : R382,245 – R450,255 per annum (Level 9)
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualifications. A minimum of four (4) years relevant experience in budgeting, financial management and reporting of which two (2) years must be at

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| | | supervisor level. Valid driver's licence. Skills/ Competencies: Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela/ Basic Accounting Systems; Computer Literacy in Microsoft Word, Excel, and PowerPoint. Competency in evaluating written reports. |
| <u>DUTIES</u> | : | Co-ordinate and evaluate the MTEF budgets submissions from provincial Departments and Public Entities during the planning phase and final stages of the MTEF budgets. Analyze departmental and public entities budgets and advise the Manager accordingly in view of ensuring firm linkages between budgeting, planning and service delivery. Assist the manager with analysis and advising on the propriety of budget allocations to departments and public entities over the MTEF and on Mid-year budget adjustments and attend to budgetary queries raised. Compile a budget and expenditure performance reports of provincial departments and public entities. Contribute to National and Provincial Treasury information for publication: by verifying numbers in the Estimates of Provincial Revenue Expenditure and other provincial treasury's publications, assist with formatting documents (tables), presentations including charts for analysis. Engage with Departments and Public Entities on the budget and expenditure deviations versus performance and service delivery targets. Evaluate and investigate expenditure trends on monthly basis and engage departments in bilateral on such expenditure reports. Monitor and assess that the budgets captured on the financial systems reconciles with the approved Estimates and/or Adjustments Estimates of Provincial Revenue and Expenditure. Monitor, evaluate and report on budget virements and budget shifts based on departmental submissions and advise accordingly. Attend and participate actively in various national/ departmental/ provincial/ sectoral meetings pertaining to budget and expenditure performance data. Perform generic management and administrative functions. |
| <u>ENQUIRIES</u> | : | Ms. B. Moalosi Tel: (018) 388 3999 |
| <u>POST 42/231</u> | : | <u>ASSISTANT DIRECTOR: MUNICIPAL ASSETS & LIABILITY MANAGEMENT REF NO: NWFIN/2021/33</u> Programme: Sustainable Resource Management Sub Programme: Municipal Finance Directorate: Ngaka Modiri Molema District Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R382,245 – R450,255 per annum (Level 9) |
| | : | Mmabatho |
| | : | As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting/Budget or equivalent NQF 6 qualifications. A Bachelor's Degree in Finance/ Economics/ Accounting will be an added advantage. A minimum of four (4) years relevant experience in Municipal Assets and liability / budget of which two (2) years must be at supervisor level. Valid driver's licence. Skills/ Competencies: Appropriate knowledge and experience in financial management in Local Government Sector, Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Intergovernmental Relations Act (IGR), Municipal Budget Reporting Regulations (MBRR and Treasury Regulations. Advanced Excel and PowerPoint presentation skills. Provision of credible research, analytical skills, problem solving skills and report writing. Good communication and Interpersonal skills. Ability to work independently and in a team. Ability to work under pressure. Sound and in-depth Knowledge of relevant prescripts. Ability to interpret and apply policies. Analytical and innovative thinking. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Local government. |
| <u>DUTIES</u> | : | Review, monitor and evaluation of municipal asset management policies and procedures. Reporting on compliance with relevant legislation, asset management guidelines, framework, and accounting standards. Analyse and report on the appropriateness and effectiveness of the asset management registers and systems. Review of the asset register prior to submission for audit to ensure compliance with legislation and accounting standards. Monitor the preparation of the Asset section of the audit working paper file. Promote, Review and Report on the effective utilisation of relevant asset management assessment tools (e.g., Financial Management Capability Maturity Model and Financial Indicators and Norms) to improve associated controls and assist in the development of remedial action plans. Promote and review the alignment of the budget to the municipal and provincial strategies. Review and Report on |

the progress of expenditure (capital and maintenance) against budget. Provide support and guidance on the overall process of developing, implementing, and coordinating of the asset management activities in line with the strategy/framework, guidelines, and initiatives of municipalities. Assess and identify asset management capacity gaps and support associated training/development initiatives. Analyse and review audit reports and management letters to identify asset management support strategies and assist in the development and implementation of audit action plans to resolve asset management findings. Plan and support the Provincial & National initiatives on Asset Management. Provide inputs into and advice on other reports related to asset management. Facilitate and participate in internal and external stakeholders' meetings regarding asset management matters. Assess and monitor the implementation of revenue enhancement strategies at municipalities. Provide support to municipalities on interpretation of revenue related budget reforms and ensure that municipalities realistically budget for all revenue sources accordingly. Monitor the preparation and review of revenue reports by municipalities. Monitor the municipality's assessment of the indigent management processes in line with adopted municipal policies.

ENQUIRIES

: Ms. M Ledingoane Tel: (018) 388 4442

POST 42/232

: **ASSISTANT DIRECTOR: MUNICIPAL BUDGET MANAGEMENT REF NO: NWFIN/2021/34 (2 POSTS)**

Programme: Sustainable Resource Management

Sub Programme: Municipal Finance

Directorate: Ngaka Modiri Molema District Management

SALARY CENTRE REQUIREMENTS

: R382,245 – R450,255 per annum (Level 9)

: Mmabatho

: As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting / Budget or equivalent NQF 6 qualifications. A Bachelor's Degree in Finance/ Economics/ Accounting will be an added advantage. A minimum of four (4) years relevant experience in the municipal budget environment of which two (2) years must be at supervisor level. Valid driver's licence. Skills/ Competencies Ability to travel and working extended hours. Appropriate knowledge and experience in financial management in local Government Sector, Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Intergovernmental Relations Act (IGR), Municipal Budget Reporting Regulations (MBRR and Treasury Regulations. Advanced Excel and PowerPoint presentation skills. Provision of credible research. Analytical skills, problem solving skills and report writing. Good communication and Interpersonal skills. Ability to work independently and in a team. Ability to work under pressure. Sound and in-depth Knowledge of relevant prescripts. Ability to interpret and apply policies. Analytical and innovative thinking. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Local Government

DUTIES

: Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process). Coordinate the Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Provide assistance in the budget verification process to validate budgets on the NT database. Provide assistance in monitor the submission and publication (municipal website) of municipalities' budget and other relevant documents. Provide assistance to monitor and ensure the submission MFMA returns to National Treasury (report from NT confirming the receipt of all returns). Provide assistance in the analysis of the monthly outcome of municipalities 'budgets and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Provide assistance in the analysis the quarterly outcome of municipalities' budgets and

financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Assistance in the monitoring of grants spending of designated municipalities and submit report to the relevant supervisor. Provide assistance in the preparation of ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. Coordinate reports on non-compliance with relevant legislations, regulations, and other initiatives by designated municipalities to the relevant supervisor. Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/report to the relevant supervisor on steps taken by the municipality to address non-compliance.

ENQUIRIES

: Ms. M Ledingoane Tel No: (018) 388 4442

POST 42/233

: **ASSISTANT DIRECTOR: MUNICIPAL SCM REF NO: NWFIN/2021/35**

Programme: Sustainable Resource Management

Sub Programme: Municipal Finance

Directorate: Ngaka Modiri Molema District Management

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 – R450 255per annum (Level 09)

: Mmabatho

: As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting / Budget or equivalent NQF 6 qualifications. A Bachelor's Degree in Finance/ Economics/ Accounting will be an added advantage. A minimum of four (4) years relevant experience in the municipal supply chain/ budget environment of which two (2) years must be at supervisor level. Valid driver's licence. Skills/ Competencies: Ability to travel and working extended hours. Appropriate knowledge and experience in financial management in local Government Sector, Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Intergovernmental Relations Act (IGR), Municipal Budget Reporting Regulations (MBRR and Treasury Regulations. Advanced Excel and PowerPoint presentation skills. Provision of credible research. Analytical skills, problem solving skills and report writing. Good communication and Interpersonal skills. Ability to work independently and in a team. Ability to work under pressure. Sound and in-depth Knowledge of relevant prescripts. Ability to interpret and apply policies. Analytical and innovative thinking. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Local government.

DUTIES

: Provide support on the review Municipal Supply Chain Management policies & report on compliance to regulations. Assist to ensure compliance with the, MFMA and all related SCM frameworks by municipalities. Provide support the monitoring and evaluation of supply management processes and report on compliance with the supply chain management guidelines, framework, and accounting standards. Provide support and advice on supply chain management processes, policies, and compliance to regulations. Evaluate, assess, review & Report on Contract Management; Long & Short-Term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Provide support, review, assess and Monitor SCM Procurement plans. Monitor; assess and Report on functionality and quality SCM systems and Processes. Review, assess and provide advice and guidance on the Structuring and functionality of SCM committees. Provide support the implement Supply chain management reforms in all the delegated municipalities and assist to play an oversight role in local government. Set complimentary standards within the parameters as set by National/ Provincial Treasury and the relevant SCM frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance, and support training initiatives with regard to SCM in all delegated municipalities. Provide advice on improving the supply chain management function within municipalities. Monitor & report on recommendations & remedial actions to improve supply chain management. Provide inputs and advice into other reports related to supply chain management. Support the implementation and maintenance of all transversal SCM policies and procedure manuals in all Municipalities. Participate in the development of all transversal SCM policies, procedure manuals and guideline. Provide advice and guidance on the Structuring and functionality of SCM committees. Provide advice on improving

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| | | the supply chain management function within municipalities. Provide inputs and advice into other reports related to supply chain management. |
| <u>ENQUIRIES</u> | : | Ms. M Ledingoane Tel No: (018) 388 4442 |
| <u>POST 42/234</u> | : | <u>ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: NWFIN/2021/41</u> |
| | | Programme: Administration |
| | | Sub Programme: Financial Management Services |
| | | Directorate: Supply Chain Management |
| | | Sub-Directorate: Logistics Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R382 245 – R450 255 per annum (Level 09) |
| | : | Mmabatho |
| | : | As a minimum a National Diploma or Advance Certificate in Financial Management/Logistic Management/ SCM or equivalent NQF 6 qualifications. A minimum of four (4) years relevant experience in the supply chain management environment of which two (2) years must be at supervisor level. Valid driver's licence. Skills/ Competencies: Knowledge of government procurement systems, Public Finance Management Act (PFMA), Treasury Regulations, Central Supplier Data base, Public Service Regulations. Leadership Skills. Interpersonal skills. Problem solving and report writing skills. Ability to interpret and apply policies. Analytical and innovative thinking. Computer literacy (Ms Word Excel and PowerPoint). Adaptability during changes to meet the goals. Planning and time management. Ability to work under pressure. Ability to work independently and within a team. Leadership and conflict management skills. |
| <u>DUTIES</u> | : | Facilitate the process of requisitions by developing procedure manual for processing the requisition. Monitor the processing of requisitions. Ensure safe keeping of payment requisitions files. Coordinate creditors Reconciliation. Open order management. Manage Cellphone contracts. Facilitate the issuing of purchase orders. Monitor Petty Cash management. Promote adherence to time frame for processing and generating of purchase orders. Coordinate receiving and dispatch of goods and services as well as invoice capturing. Authorize purchase orders in the Walker System. Ensure that queries from internal and external clients are attended to. Facilitate reporting in logistics management |
| <u>ENQUIRIES</u> | : | Ms. J Mutla Tel No: (018) 388 2582 |
| <u>POST 42/235</u> | : | <u>ASSISTANT DIRECTOR: ACCOUNTING & BANK MANAGEMENT REF NO: NWFIN/2021/40</u> |
| | | Programme: Administration |
| | | Sub Programme: Financial Management Services |
| | | Directorate: Accounting Services |
| | | Sub-Directorate: Financial Accounting and Banking Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R382 245 – R450 255 per annum (Level 09) |
| | : | Mmabatho |
| | : | As a minimum a National Diploma or Advance Certificate in Finance / Accounting or equivalent NQF 6 qualifications. A minimum of four (4) years relevant experience in the accounting environment of which two (2) years must be at supervisor level. Valid driver's licence. Skills/ Competencies: Knowledge of government systems (BAS, Walker, Persal) would be an advantage. Extensive knowledge of Public Sector Reporting Framework for the preparation of financial statements, financial controls, Public Sector Financial Prescripts, Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy in Word, Excel, and PowerPoint. Sound analytical and problem-solving skills. Excellent interpersonal skills and customer relations. Creative and Innovative Thinking. Ability to work independently and in a team. Ability to work under pressure and with precision. |
| <u>DUTIES</u> | : | Co-ordinate the compilation of the interim and annual financial statement with supporting files in line with the reporting frameworks and practice notes and submit to the supervisor for review. Complete secondary information sections of the AFS. Co-ordinate the compliance with the month-end and year –end minimum closure requirements as outlined by practice note and other prescripts. Facilitate the rendering of financial Accounting Services relating to Debtors, Creditors, and system. Perform daily financial accounting system operational functions. Support the supervisor with liaison and clearing of all |

queries with the departmental banker and departmental clientele on a regular basis. Provide support to clear all queries raised during audits. Support the supervisor with handling financial accounting and financial statement queries. Assist with the development of policies in relation to financial accounting and banking management.

ENQUIRIES : Ms. R Letsogo Tel No: (018) 388 3247

POST 42/236 : **ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT REF NO: NWFIN/2021/44**

Programme: Administration
Sub Programme: Management Support Services
Sub-Directorate: Enterprise Risk and Integrity Management
Section: Integrity Management

SALARY : R382 245 – R450 255per annum (Level 09)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Finance/ Accounting/ Internal Audit/ Risk Management or equivalent NQF 6 qualifications. A minimum of four (4) years relevant experience of which two must be in the integrity management environment. Two (2) years must be at supervisor level. Certification as an ethics officer will be an added advantage. Valid driver's licence. Skills/ Competencies: Conversant with the Public Service Act and Public Service Regulations. Conversant with the Public Administration Management Act. Conversant with the Protected Disclosure Act and Regulations Relating to Protected Disclosures. Conversant with Directives on Remunerative Work Outside the Public Service, Financial Disclosure and Conducting Business with an Organ of State. Familiar with the Public Finance Management Act, Treasury Regulations and Public Sector Risk Management Framework. Excellent interpersonal skills and customer relations. Good coordination and facilitation skills. A firm determination to behave ethically. Analytical skills. Report writing skills.

DUTIES : Process application to conduct other remunerative work as prescribed. Manage declaration of gifts. Support designated officials on financial disclosure, conduct verification and prepare verification reports. 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. Coordinate the performance of regular ethics risk assessments. Prepare routine reports on state of ethics in the Department. Perform secretariat services to the ethics committee. Advise staff on ethical matters. Oversee the work of Ethics Officers. Perform administrative functions as delegated.

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

POST 42/237 : **BUDGET ANALYST REF NO: NWFIN/2021/32**

Programme: Sustainable Resource Management
Sub Programme: Budget and Public Finance
Directorate: Budget Management

SALARY : R321 543 – R378 765 per annum (Level 08)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualifications. A minimum of 2 – 3 years' relevant experience in budgeting, financial management and reporting. Valid drivers' license. Skills/ Competencies: Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act. Effective oral and writing skills. Analytical skills. Conversant with Vulindlela/ Basic Accounting Systems. Computer Literacy in Microsoft Word, Excel, and PowerPoint. Competency in evaluating written reports.

DUTIES : Evaluate the MTEF budgets submissions from provincial Departments and Public Entities during the planning phase and final stages of the MTEF budgets. Analyze departmental and public entities budgets and provide inputs to the reports on the linkages between budgeting, planning and service delivery. Assess the budget submissions received from provincial departments and public entities over the MTEF and on Mid-year budget adjustments and attend to budgetary queries raised. Compile a budget and expenditure performance reports of provincial departments and public entities. Verifying the

accuracy of numbers in the Estimates of Provincial Revenue Expenditure and other provincial treasury's publications. Assist with formatting documents (tables), presentations including charts for analysis on budgets and expenditure. Engage with Departments and Public Entities on the budget and expenditure deviations versus performance and service delivery targets. Monitor that the budgets captured on the financial systems reconciles with the approved Estimates and/or Adjustments Estimates of Provincial Revenue and Expenditure. Monitor and report on budget virements and budget shifts based on departmental submissions and advise accordingly. Attend and participate actively in various national/ departmental/ provincial/ sectoral meetings pertaining to budget and expenditure performance data. Perform generic administrative functions.

ENQUIRIES : Mr. N. Sidumo Tel No: (018) 388 2227

POST 42/238 : **SENIOR HRD PRACTITIONER REF NO: NWFIN/2021/36**

Programme: Administration
Sub Programme: Corporate Services
Directorate: HRM & D
Sub-Directorate: Human Resource Development

SALARY : R321 543 – R378 765 per annum (Level 08)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Human Resource Development/ Human Resource Management or equivalent NQF 6 qualifications. A minimum of 2 – 3 years' relevant experience in the Human Resource Development/ Training environment. Experience in the implementation and management of ABET, Learnerships, Internships and Career guidance is essential. Valid drivers' license. Skills/ Competencies: Sound knowledge of skills development and Public Service Legislations and Frame works. Computer skills (MS Word, Excel, PowerPoint) and proven skills in data analysis and report writing. Good communication skills (verbal and written), Presentation Skills. Training Coordination. Ability to work independently and in a team. Ability to interpret directives and work under pressure.

DUTIES : Identify and determine training needs. Manage the implementation of Workplace Skills Plan. Coordinate the online training /development courses and/or meetings/webinars. Coordinate Departmental training programmes inclusive of Learnerships and Internships. Conduct workshops, Departmental Induction and orientation programmes. Implement and facilitate Compulsory Induction Programme to new entrants into the Public Service. Handle internal and external enquiries related to skills development.

ENQUIRIES : Mr. A Kgabo Tel No: (018) 388 3960

POST 42/239 : **SENIOR MANAGEMENT ACCOUNTANT REF NO: NWFIN/2021/43**

Programme: Administration
Sub Programme: Financial Management Services
Sub-Directorate: Management Accounting

SALARY : R321 543 – R378 765 per annum (Level 08)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Cost and Management Accounting /Financial Management/ Accounting or equivalent NQF 6 qualifications. A minimum of 2 – 3 years' relevant experience in a financial management environment. Valid drivers' license. Skills/ Competencies: Sound analytical thinking and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Team Orientated. Sound Report writing. Compliance with deadlines. Extensive knowledge of Budget Processes, Budget Management, Revenue management, Expenditure Management, Financial prescripts, Public Finance Management Act (PFMA), Treasury regulations. Computer literacy – Word and Excel important. In-debt knowledge of Government systems (BAS, Walker, Vulindlela) will be an added advantage. Ability to work independently and under pressure.

DUTIES : Consolidate and prepare financial supporting information for completion of the budgeting process (MTEF). Coordinate the process of monitoring of cashflow, revenue and expenditure (departmental spending) and report on budget deviations (variances) to the supervisor on a regular basis. Facilitate the

process of budget shifts and virements and prepare requests to submit to the Manager. Facilitate the process of the loading of Departmental budget (MTEF), adjustment budget estimates (AEPRE) and budget shifts/ virements in the BAS System. Monitor any under/ overspending related to expenditure and report to the Manager on a regular basis. Compile and verify the accuracy of In-Year-Monitoring (IYM) reports monthly and quarterly and submit to the Manager for checking. Assist in participation in the development of policies in relation with budgeting. Supervise and assess performance of sub-ordinates.

ENQUIRIES : Ms. A Makgopa Tel No: (018) 388 1066

POST 42/240 : **ETHICS OFFICER REF NO: NWFIN/2021/45**
 Programme: Administration
 Sub Programme: Management Support Services
 Sub-Directorate: Enterprise Risk and Integrity Management
 Section: Integrity Management

SALARY CENTRE REQUIREMENTS : R321 543 – R378 765 per annum (Level 08)
 : Mmabatho
 : As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting/ Internal Audit/ Risk Management or equivalent NQF 6 qualifications. A minimum of 2 – 3 years' relevant experience in an integrity environment. Certification as an ethics officer will be an added advantage. Valid drivers' license. Skills/ Competencies: Conversant with the Public Service Act and Public Service Regulations. Conversant with the Public Administration Management Act. Conversant with the Protected Disclosure Act and Regulations Relating to Protected Disclosures. Conversant with Directives on Remunerative Work Outside the Public Service, Financial Disclosure and Conducting Business with an Organ of State. Excellent interpersonal skills and customer relations. Good coordination and facilitation skills. A firm determination to behave ethically.

DUTIES : Process application to conduct other remunerative work as prescribed. Manage declaration of gifts. Support designated officials on financial disclosure, conduct verification and prepare verification reports. 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. Advise staff on ethical matters. Perform administrative functions as delegated.

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

POST 42/241 : **PRINCIPAL PERSONNEL OFFICER REF NO: NWFIN/2021/37**
 Programme: Administration
 Sub Programme: Corporate Services
 Directorate: HRM & D
 Sub-Directorate: Human Resource Administration and Practices

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in Human Resource Development/ Human Resource Management or equivalent NQF 6 qualifications. A minimum of one (1) year's relevant experience in the Human Resource Management environment, especially Conditions of Service. Persal Training in Introduction and Personnel Administration is compulsory. Valid drivers' license. Skills/ Competencies Knowledge of Public Service Prescripts e.g Public Service Act and Regulations. Knowledge of applicable policies and procedures (Pension Act and rules, E-Channel, Persal, DPSA Directives and PSCBC Resolutions). Good verbal and written communication skills. Planning and organising skills. Computer literacy. Ability to work under pressure. Ability to work as part of a team. Good interpersonal relations.

DUTIES : Implement leave of absence, including PILIR. Implement pension, service benefits and allowances. Implement termination of service. Implement remunerative matters such as salary adjustments and PMDS outcomes. Implement confirmation of probation. Address human resource queries.

ENQUIRIES : Ms. N Noe Tel No: (018) 388 3484

POST 42/242 : **ASSET MANAGEMENT OFFICER REF NO: NWFIN/2021/38**
 Programme: Administration
 Sub Programme: Financial Management Services
 Directorate: Supply Chain Management
 Sub-Directorate: Asset Management

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Commerce/ Financial Management or equivalent NQF 6 qualifications. A minimum of one (1) year's relevant experience in an asset management environment. Valid drivers' license. Skills/ Competencies: Knowledge of transversal systems (BAS, Logis, Walker, Persal). Knowledge in Government legislation (policies, prescripts, and practices). Good communication skills. Problem solving skills. Ability to interpret and apply policies. Project management. Computer literacy. Report writing skills.

DUTIES : Implement activities that ensures proper maintenance of an accurate asset register. Implement and control the movement of assets. Implement the process of physical asset verification plan. Implement the recording of the theft/loss of movable assets.

ENQUIRIES : Ms. P. Seetelo Tel No: (018) 388 5141

POST 42/243 : **SCM OFFICER REF NO: NWFIN/2021/39**
 Programme: Administration
 Sub Programme: Financial Management Services
 Directorate: Supply Chain Management
 Sub-Directorate: Logistics Management

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Accounting/ Auditing/ Financial Management or equivalent NQF 6 qualifications. A minimum of one (1) year's relevant experience in a supply chain management environment. Valid drivers' license. Skills/ Competencies: Knowledge of government procurement systems, Public Finance Management Act (PFMA), Treasury Regulations, Central Supplier Data base. Public Service Regulations. Computer literacy (Ms Word Excel and PowerPoint). Good Communication and Interpersonal skills. Problem solving and report writing skills. Ability to interpret and apply policies. Analytical and innovative thinking. Adaptability during changes to meet the goals. Planning and time management. Must have the ability to work under pressure.

DUTIES : Pre-auditing of payment vouchers which includes computation of invoices, quotations and all other documents forming part of a payment voucher. Checking compliance of documents. Maintenance of specimen file and safe custody of vouchers. Writing of Monthly reports. Keep proper record of all incoming and outgoing payment vouchers. Submission of complaint payment vouchers to the managers for approval. Provide inputs in the updating of a checklist. Keep Record of queries on a register and make follow ups on unresolved ones. Attend to queries from internal and external clients

ENQUIRIES : Ms. N Makgotlho Tel No: (018) 388 2581

POST 42/244 : **MANAGEMENT ACCOUNTANT REF NO: NWFIN/2021/42 (X2 POSTS)**
 Programme: Administration
 Sub Programme: Financial Management Services
 Sub-Directorate: Management Accounting

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Cost and Management Accounting /Budget Management or equivalent NQF 6 qualifications. A minimum of one (1) year's relevant experience in a financial management environment. Valid drivers' license. Skills/Competencies: Sound analytical thinking and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Team Orientated. Sound Report writing. Compliance with deadlines. Sound and in-depth knowledge of Budget Processes, Budget Management, Revenue management, Expenditure Management, Financial prescripts, Public Finance Management Act (PFMA),

Treasury regulations. Computer literacy – Word and Excel important. Knowledge of Government systems (BAS, Walker, Vulindlela) will be an added advantage. Ability to work under pressure.

DUTIES

: Collate the necessary financial supporting information for Departmental planning purposes. Assist the Supervisor with the monitoring of cashflow, revenue and expenditure (departmental spending) and report on budget deviations (variances) to the supervisor on a regular basis. To establish whether there is a need for budget shifts/ virements and prepare requests to submit to supervisor for checking. Capture the Departmental budget (MTEF), adjustment budget estimates (AEPRE) and budget shifts/ virements in the BAS System. Assist in monitoring any under/ overspending related to expenditure and report to the supervisor on a regular basis. Compile the monthly/ quarterly expenditure and revenue reports plus In-Year monitoring (IYM) reports and submit to the supervisor for review. Prepare sound Departmental cashflow management.

ENQUIRIES

: Ms. A Makgopa Tel No: (018) 388 1066

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

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

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

ERRATUM: Kindly note that the Centre: for the post of the Clinical Nurse Practitioner Grade 1 to 2(Primary Health Care) (X2 posts) with Ref Post 41/193, advertised in Public Service Vacancy Circular 41, dated 19 November 2021, has been amended to Groendal CDC and Franschoek Mobile, Stellenbosch Sub- district.

OTHER POSTS

POST 42/245 : **HEAD CLINICAL UNIT: GRADE 1 (ANAESTHESIA)**
Chief Directorate: Rural Health Services

SALARY : R1 754 739 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional body: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Anaesthesiology. Inherent requirements of the job: Valid Code (B/EB) driver's license. Ability to work after-hours. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy.

DUTIES : Ensure an efficient and cost-effective Anaesthetics service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Ensure quality of care for the department by developing protocols and guidelines supporting the principles of the clinical governance framework of the department of Health to ensure better outcome of patient care. Take the custodianship of the Theatre complex and drive theatre user efficiencies. Support to major referral centers in the Drainage area of Worcester hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Assume the duties of the Functional Business Unit (FBU) manager for Anesthetics that includes theatre and the 6 bed ICU unit. This will include financial & human resource management, quality assurance, information management and serve as member of the executive management of the Facility. Ensure that Office of Health Standards compliance are adhered to. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

ENQUIRIES : Ms E Vosloo Tel No: (023) 348-1113

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 10 December 2021

POST 42/246 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY) (FULL TIME WITH COMMUTED OVERTIME)**
Groote Schuur Hospital

SALARY : Grade 1: R1 122 630 per annum

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| | | Grade 2: R1 283 592 per annum Grade 3: R1 489 665 per annum (A portion of the package can be structured according to the individual's personal needs) |
| <u>CENTRE REQUIREMENTS</u> | : | Groote Schuur Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Radiology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Competencies (knowledge/skills): Ability to communicate effectively in at least one of the three official languages of the Western Cape. Knowledge and experience in Diagnostic Radiology with experience in Interventional Radiology. Experience in Neuroradiology would be an advantage. Leadership, interpersonal, organisational, relevant clinical and counselling skills. Ability to initiate own research projects and supervise research projects. |
| <u>DUTIES</u> | : | Clinical Service/ Provide in- and after-hours diagnostic and/or interventional radiology service. Training/ Conduct teaching and training in diagnostic and/or interventional radiology. Administration/ Administer and manage diagnostic and/or interventional radiology service. Research/ Conduct research in diagnostic and/or interventional radiology with publications and presentations. Innovation and outreach/ Provide innovation and outreach in diagnostic and/or interventional radiology. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Prof S Moosa Tel No: (021) 404-4184 |
| | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment" |
| <u>CLOSING DATE</u> | : | 10 December 2021 |
| <u>POST 42/247</u> | : | <u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY) (FULL TIME WITHOUT COMMUTED OVERTIME)</u> Groote Schuur Hospital |
| <u>SALARY</u> | : | Grade 1: R1 122 630 per annum Grade 2: R1 283 592 per annum Grade 3: R1 489 665 per annum (A portion of the package can be structured according to the individual's personal needs) |
| <u>CENTRE REQUIREMENTS</u> | : | Groote Schuur Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Radiology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Competencies (knowledge/skills): Ability to communicate effectively in at least one of the three official languages of the Western Cape. Knowledge and experience in Diagnostic Radiology. Leadership, interpersonal, organisational, relevant clinical and counselling skills. Ability to initiate own research projects and supervise research projects. |

- DUTIES** : Clinical Service/ Provide in- and after-hours diagnostic and/or interventional radiology service. Training/ Conduct teaching and training in diagnostic and/or interventional radiology. Administration/ Administer and manage diagnostic and/or interventional radiology service. Research/ Conduct research in diagnostic and/or interventional radiology with publications and presentations. Innovation and outreach/ Provide innovation and outreach in diagnostic and/or interventional radiology.
- ENQUIRIES** : Prof S Moosa Tel No: (021) 404-4184
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment"
- CLOSING DATE** : 10 December 2021
- POST 42/248** : **DEPUTY DIRECTOR: FINANCIAL MANAGER (INFORMATION MANAGEMENT, PATIENT FEES AND ADMINISTRATION)**
- SALARY** : R744 255 per annum, (A portion of the package can structure according to the individual's personal needs)
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Information Management and Finance related field (NQF level 6/7). Experience: Extensive experience in Information Management, Patient Fees and Admin with extensive experience in a supervisory capacity. Inherent requirements of the job: Valid driver's license (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Problem solving, lateral thinking and data analytic skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Information Management, Patient Fees and Admin.
- DUTIES** : Provide effective and efficient leadership and support to Information Management, Patient Fees and Administration sections in the Finance Directorate, to enable the achievement of specific goals, objectives and targets and to ensure compliance to all policies, regulations, prescripts and instructions by providing guidance with interpretation and application. Utilize available technology to meet the requirement of an ever-changing healthcare environment. Ensure that the patient administration and billing systems are utilized correctly to ensure compliance and to implement appropriate strategies to reach collections targets. Liaise with auditors (external and internal) and respond to audit queries. Must adhere to the requirements of the different levels of reporting i.e. Provincial and National levels. Manage the performance, training and development of staff in the information management, Patient Fees and admin department. Manage the production of relevant, timeous and accurate operational reports.
- ENQUIRIES** : Ms A Bezuidenhout Tel No: (021) 404-3248
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. A competency test may form part of the selection process.
- CLOSING DATE** : 10 December 2021
- POST 42/249** : **OPERATIONAL MANAGER NURSING SPECIALTY: ICU (PAEDS)**
Red Cross War Memorial Children's Hospital
- SALARY** : R571 242 (PN-B3) per annum
- CENTRE** : Red Cross War Memorial Children's Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1-year accredited with the

SANC Medical and Surgical Nursing Science: Critical Care Nursing: Child Nursing in terms of R212. Registration with professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Intensive Care Units, after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Will be required to work shifts, night duty, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in MS Word package. Ability to communicate is at least 2 of the official languages of the Western Cape. Knowledge and insight of the relevant legislation and the policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised nursing service as an Operational Manager in a Paediatric setting. Effective management and utilisation of human and financial resources to ensure optimal operational function in the area. Initiate and participate in training. Development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and development. Engage with and live out the core values of the Department of Health.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 December 2021

POST 42/250 : **CHIEF MEDICAL TECHNOLOGIST: GRADE 1**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R473 112 per annum
CENTRE : Tygerberg Forensic Pathology Service and Division of Forensic Medicine and Pathology, University of Stellenbosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Technologist in Histopathology. Registration with a professional council: Registration with the HPCSA as Medical Technologist in Histopathology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA in Medical Technology (histopathology). Inherent requirement of the job: A valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing in at least two official languages of the Western Cape. Good interpersonal, administrative and managerial skills, with above average technical skills and problem-solving ability under pressure. Knowledge of applicable sections of the Occupational Health and Safety Act, the National Health Act and the Inquests Act, as well as the processes and procedures associated with laboratory accreditation as well as knowledge of the medico-legal principles, including maintenance of chain of custody, that form the cornerstone of all medical laboratories but is of particular importance in a Forensic laboratory set-up. Well-developed computer skills (MS Office), as well as a moderate degree of skill regarding supply chain management.

DUTIES : Annual budgeting of equipment including new acquisitions and replacement, performing Laboratory administrative duties and participate in Divisional academic activities as requested by the Head of Clinical Department. Assist Pathologist in Mortuary with regards to the administration of the process of tissue management for histopathology. Perform additional specialised diagnostic investigations on request by pathologists and assist pathologists in dissection of histology specimens retained at autopsy. Perform technical duties and be responsible for the day-to-day bench management and running of the laboratory as well as supply chain management of laboratory consumables e.g. stains etc. Performance management of laboratory staff as delegated by the

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| | | Head of Clinical Department (HOCD). Testifying in court on lab processes and scientific techniques and promote and maintain good Laboratory practice. |
| <u>ENQUIRIES</u> | : | Dr J Verster Tel No: (021) 931 8043 |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : | 10 December 2021 |
| <u>POST 42/251</u> | : | <u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: MATERNITY)</u> Overberg District |
| <u>SALARY</u> | : | Grade 1: R388 974 (PN-B1) per annum Grade 2: R478 404 (PN-B2) per annum |
| <u>CENTRE</u> | : | Hermanus Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic Nursing qualification with the SANC as mentioned above. Inherent requirements of the job: Willingness to work shifts, day/night duty, weekends and public holidays. Also be prepared to assist in other nursing units as the operational needs requires. Competencies (knowledge/skills): Good communication and interpersonal skills. Planning and organisational skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and Policies of the Department of Health relevant to clinical practice. |
| <u>DUTIES</u> | : | Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Manage and monitor the effective utilisation of human, financial and physical resources efficiently and effectively. Participate in training, research and implementation of the department's values. Provide Support to Nursing Services and the Institution. Maintain professional growth/ethical standards and self-development. |
| <u>ENQUIRIES</u> | : | Ms C Spandeel Tel No: (028) 313-5293 |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" |
| <u>CLOSING DATE</u> | : | 10 December 2021 |
| <u>POST 42/252</u> | : | <u>MESSENGER</u> (Garden Route District) |
| <u>SALARY</u> | : | R104 073 per annum |
| <u>CENTRE</u> | : | Mossel Bay Hospital |
| <u>REQUIREMENTS</u> | : | Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Messenger experience and functions within a hospital environment. Inherent requirements of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads. Competencies (knowledge/skills): Ability to safely operate a photocopy machine. Good |

understanding of medical records. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Basic computer literacy.

DUTIES : Collect and distribute incoming and outgoing documents, goods and messages daily. Collect and distribute documents. Making of Photocopies. Answering telephones and delivering messages. Maintain registers of duties conducted. Assist supervisor and staff members within the department in day-to-day activities with regards to filing and retrieving of documents.

ENQUIRIES : Ms Y Prins Tel No: (044) 604-6125

APPLICATIONS : The Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 10 December 2021

POST 42/253 : **GROUNDSMAN**
West Coast District

SALARY : R104 073 per annum

CENTRE : Citrusdal Hospital, Cederberg Sub-District

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in maintaining large grounds and gardens. Inherent requirements of the job: Be able to operate gardening equipment and machinery. Must be physical fit to lift heavy objects and be on his/her feet the entire day. Competencies (knowledge/skills): Knowledge of petrol-driven equipment. Knowledge of gardening irrigation systems and minor maintenance of gardening equipment and Health and Safety Regulations. Good organisational skills. Commitment. Able to work independently, as well as part of a team. Ability to read, speak and write in two of the three official languages of the Western Cape.

DUTIES : Render an effective, efficient maintenance of gardening and terrain services. Maintain gardens, cut trees, tend to flower beds and weed eradication. Perimeter and fence inspection. Correct handling and disposal of waste and refuse. Assist with small day-to-day maintenance and repair of gardening equipment. Render a support to Supervisor. Relief according to needs of services in hospital.

ENQUIRIES : Mr JP Martins Tel No: (022) 921-2153

APPLICATIONS : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

FOR ATTENTION : Mr SP Cupido

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 10 December 2021