



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 19 OF 2020

DATE ISSUED: 07 AUGUST 2020

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENT

: **GOVERNMENT PRINTING WORKS:** Kindly note that the post of Cleaner Supervisor with Ref No: (GPW20/13) and Cleaner with Ref No (GPW20/14) advertised in DPSA Vacancy Circular Number 18 dated 27 July 2020, the requirements has been amended as follows: Cleaner Supervisor Requirements: ABET level 4 plus a minimum of 2 years' experience in cleaning services environments. Good interpersonal skills and Cleaner Requirements: Abet (No experience required). Closing date: 21 August 2020, 12:00 noon. Applicants who have applied for the advertised posts need not to re-apply.

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**DEPARTMENT OF BASIC EDUCATION**

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms M Nnete/Ms H Nembaka/Ms H Nyalungu
- CLOSING DATE** : 21 August 2020
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

**MANAGEMENT ECHELON**

- POST 19/01** : **CHIEF DIRECTOR**  
Branch: Delivery and Support  
Chief Directorate: Planning and Implementation Support
- SALARY** : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have an appropriate Bachelor's degree or equivalent qualification A relevant post-graduate qualification will serve as an advantage Good communication (verbal and written) skills and computer literacy are essential Extensive experience in the field of school management and governance, District, and Provincial Planning, Monitoring, Implementation and Support with at least 5 years' experience at Senior Management level. Process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively.
- DUTIES** : The successful candidate will be responsible for providing strategic leadership, management and guidance to three Directorates, namely: a) Provincial and District Planning and Implementation Support and b) School-level Planning, Monitoring Development and Support; and c) Education Management and Governance Development. The incumbent will be expected to identify key blockages to effective and timeous planning and implementation of key sector mandates and priorities; Create and maintain a database of expertise in identified priority areas; Compile quarterly analytic reports for HEDCOM and CEM to guide sector improvement practice; manage the identification and sharing of best practice in planning and effective implementation and monitoring of plans; strengthen the capacity of circuits and schools to effectively use data in supporting schools and individual teachers; Maintain a database of specialists to be used to support struggling circuits and schools; Develop and manage processes, systems and programmes to minimise impact of community based challenges on learning and teaching; Lead and guide the Management and Support of Underperforming Schools in terms of SASA; Facilitate the sharing of best practice; and establish and maintain an interactive web-platform for school managers to share best practice and learn from each other; Provide strategic leadership to staff and develop annual plans and Manage the finances of the Chief Directorate in line with the Public Finance

Management Act. The incumbent will further be expected to develop strategies to improve and support school leadership, management and governance; oversee regular needs analysis to guide the development of appropriate professional development programmes for school managers and governing bodies; Monitor and evaluate the impact and efficacy of leadership development initiatives; Collaborate with relevant entities (SACE) and stakeholders (Teacher unions, NGOs, Business, Teacher, principals and SGB associations) in the Management & Governance landscape to ensure the achievement of common objectives; Ensure that annual management processes such as learner admissions, SGB elections, RCL elections, development of school policies and codes of conduct, Annual General Meetings take place across all schools.NB: Correspondence will only be entered into with short-listed applicants. Short-listed candidates will be required to complete a competency assessment, sign annual performance agreements, annually disclose his/her financial interests and be subjected to a security clearance.

**ENQUIRIES**

: Ms M Nnete Tel No: 012 357 3298/Ms H Nembaka Tel No: (012) 357 3289/Ms H Nyalungu Tel No: (012) 357 3292

**CIVILIAN SECRETARIAT FOR POLICE SERVICE**

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

- APPLICATIONS** : must be emailed timeously to [recruitment@csp.gov.za](mailto:recruitment@csp.gov.za) or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception.
- CLOSING DATE** : 21 August 2020
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Civilian Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at 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/>. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidate will be based in Pretoria and will frequently travel to Cape Town when Parliament in session.

**MANAGEMENT ECHELON**

- POST 19/02** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: CSP/15/2020**  
This is a re-advertisement of ref: CSP/13/2019. Applicants who previously applied should re-apply if still interested
- SALARY** : R1 057 326 per annum (All inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Public Administration/ Political Science. 5 years of experience in middle management or senior management level. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Inherent requirements: Strategic Capability and Leadership, Programme and Project Management, People Management and Empowerment, Financial Management, Change management. Knowledge of the Constitution of the Republic of South Africa. Extensive knowledge and experience in Parliamentary operations. Knowledge of legislative framework, medium term strategic framework (MTSF). Understanding of Treasury and PFMA Regulations. Knowledge of Criminal procedure and law of evidence. Computer literacy. Problem solving skills. Verbal and written communication skills. Interpersonal skills. Negotiation skills. People and diversity management skills. Strategic and analytical skills. Sound financial management skills. Report writing skills. Presentations skills. Research skills.
- DUTIES** : Render executive administrative support to the Secretary for Police Service pertaining to committee programme, Provide secretarial and administrative support to MINMEC, MANCO, EXCO etc. Monitor and follow up on action lists

for all committee programmes ensure the accountability for the tabling of Strategic Plans, Financial and Annual reports, Act as a nodal point between the office of the Secretary for Police Service, Minister of Police and the Deputy Minister of Police. Provide effective communication and interface between Independent Police Investigation Directorate (IPID), PSIRA, DPCI Judge, DNA Board, Firearms Appeals Board, Ministry of Police, Parliament and Provincial Legislation. Develop programme of action in compliance with Cabinet and Parliamentary requirements, Participate in the Strategic Development of the Department. Provide bilateral and multilateral administrative support service, Facilitate and coordinate international relation, Support the Secretary for Police Services with Ministry of Police international relations obligation, Coordinate multilateral and bilateral relations, Liaise with internal and external stakeholders. Ensure close working relationship with committee members and Parliamentary officials, Advice political and administrative principals on all parliamentary matters. Coordinate Cabinet and Justice Crime Prevention and Security (JCPS) Cluster activities. Attend to all Cabinet and Parliamentary committees and events, meetings, debates and give feedback as required by the Secretary for Police Service, Prepare and quality assure cabinet memos. Report, present and summarise all portfolio committee outcomes to the Secretary of Police Service, Participate in the development and implementation of the Committee's oversight site visits. Develop a record management database, Manage all official documentation by ensuring the effective application of proper filling. Ensure standardization of document flow. Keep records of all information relevant to the Secretary for Police Service. Management of resources (human and financial).

**ENQUIRIES**

: Ms L Maisela Tel No: (012) 393 1916

**POST 19/03**

: **DIRECTOR: POLICY DEVELOPMENT REF NO: CSP/162/020**

**SALARY**

: R1 057 326 per annum (All inclusive package)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Bachelor's degree in Research or Social Science or Law (NQF 7) or relevant equivalent qualification. 5 years middle managerial level experience/senior managerial experience. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Inherent requirements: Strategic capability and leadership, Programme and Project Management, People management and empowerment, Financial Management, Change management. Knowledge of Government policies. Extensive knowledge and experience in policy drafting Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of policy and research development methodologies. A sound knowledge of and interpretation of constitutional law. Computer literacy. Verbal and written communication skills. Presentation skills. Drafting skills. Policy development skills, research skills. Decision making skills. Problem skills.

**DUTIES**

: Manage the development of strategic evidence-based policies, standards and strategies, developing and implementing policies for the advancement of government policy goals, managing the policy development and policy analysis activities within the unit, conducting research, analyse findings, provide recommendations and reports on policing and safety policy and practice. Develop and analyse all policing and safety policies, standards and strategies, Implement Government development policies and strategies to build capability across the spectrum, managing the budget of the Policy, Standards and Strategy department, Developing and managing business plans, and performance and service delivery improvement plans. Provide guidance and support to management on all policy, standards and strategy issues, Developing policy and discussion papers in relation to policing and safety, Designing, managing, and overseeing all policy and related projects, Overseeing the process of consultation and drafting of all policies. Liaise with internal and external stakeholders in relation to policing policies, presenting research/policy findings to internal and external stakeholders (Government, NGOs, Reference groups), developing networks in the policing/safety/security environment. Management of resources (human and financial).

**ENQUIRIES**

: Mr BK Shiphamele Tel No: (012) 393 4359

**DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES**

*The Department of Communications and Digital Technologies is inviting applications from persons who are suitably qualified to join the Department as it strives to be the employer of choice in the Public Service and the preferred place in the ICT sector for intellectual stimulation, leadership growth and national contribution.*

- APPLICATIONS** : Please forward your application via email to: [recruitdg@dtps.gov.za](mailto:recruitdg@dtps.gov.za) (quoting the relevant reference and name of position in the subject line).
- CLOSING DATE** : 21 August 2020
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies not older than six (6) months of all qualification(s), and ID document. Applications received after the closing date will not be considered. E-mailed applications will be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. All Senior Management Service appointments are subject to security clearance procedures before and after assumption of duty, declaration of financial interests within 30 days of appointment, entering into an employment contract and signing of a performance agreement. Competency assessments as well as technical exercises will be conducted for all SMS posts. Before a letter of appointment will be issued, the successful completion of the Public Service Senior Management Leadership Programme (Nyukela) as endorsed by the National School of Government available as an online course on [www.thensg.gov.za](http://www.thensg.gov.za) will be required. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after the three (3) months period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

**MANAGEMENT ECHELON**

- POST 19/04** : **DIRECTOR-GENERAL: COMMUNICATIONS AND DIGITAL TECHNOLOGIES REF NO: DG01**  
(5 Year Contract)
- SALARY** : R1 978 533 per annum (Level 16), (An all-inclusive package) comprising of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE REQUIREMENTS** : Pretoria, Hatfield  
A comprehensive understanding of public policy, preferable in the ICT sector, and proven knowledge of the dynamics of the new converged environment. A Senior Certificate, an Undergraduate Qualification and a Post Graduate Qualification (NQF level 8) as recognized by the South African Qualifications Authority (SAQA). Applicants should have 8 to 10 years of experience at a senior managerial level (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). Advanced knowledge of South African ICT sector, its policies and how they are impacted on by global development will be an added advantage. Competencies: Extensive knowledge of the Public Service Regulatory Frameworks, inclusive but not limited to the Constitution, Public Service Act and Regulations, Public Administration Management Act, 2014 (PAMA), the Public Finance Management Act, 1999, Supply Chain Management procedures and other relevant prescripts. Sound knowledge of the ICT regulatory environment. Sound financial and economic monitoring/analysis capabilities, and proven change management abilities. Advanced knowledge of management and service delivery innovation, problem solving skills and analysis attributes. Be

client and customer oriented and be computer literate. Excellent communication skills, both verbal and written. Analytical thinking and research skills. Strategic thinker / leader / manager who can operate at various levels and in a complex stakeholder environment. Sound knowledge of the political economy in terms of the ICT sector.

**DUTIES**

: Reporting to the Minister, the Director-General will be responsible for providing strategic leadership and direction in delivering the mandate of the Department. He/she will: Provide overall strategic leadership of the department to achieve the strategic goals and outcomes of the department. Act as the Accounting Officer of the department in ensuring that the resources allocated to the department are optimally used to achieve the strategic objectives of the department. Coordinate and facilitate an affordable broadband access throughout the Republic, particularly in under-serviced areas (rural and townships) in line with SA Connect. Coordinate and facilitate the implementation and completion of BDM. Facilitate and coordinate the development of an inclusive information society and knowledge economy through the comprehensive e-strategy. Ensure that all the State-Owned Companies (SOCs) under this department function optimally and deliver on their respective mandates and where necessary they are rationalised in line with the recommendations of the Presidential Review Committee. Facilitate and contribute to the development of modern, sustainable, competitive and affordable Postal and ICT sector in the Republic. Ensure that there are effective and integrated policies to drive the growth of this sector in South Africa.

**ENQUIRIES**

: Ms Mathope Thusi Tel No: +27 12 421 7100



## DEPARTMENT OF COOPERATIVE GOVERNANCE

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

<b><u>CLOSING DATE</u></b>	:	28 August 2020
<b><u>NOTE</u></b>	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z.83 form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarify the levels and ranks pertaining to experience as compared to the Public Service, as well as SAQA verification report for foreign qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. Candidates for SMS posts should possess managerial skills. Candidates, who are shortlisted, could expect to undergo management competency assessments: Management competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication (written and verbal).
<b>MANAGEMENT ECHELON</b>		
<b><u>POST 19/05</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: 28181/06</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Financial Management or equivalent qualification as recognised by SAQA with 5 years relevant working experience at senior management level. Additional Requirements: Certificate for entry into Senior Management Service which can be sourced using the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . Technical competencies: Supply Chain Management. Comprehensive knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA), Modified Cash Standards of Accounting (MCS), Generally Recognised Accounting Practice (GRAP) and Generally Accepted Accounting Principles (GAAP).
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Develop and implement the department's financial planning and expenditure management services. Ensure the rendering of financial management and administration services. Provide strategic leadership and guidance to Supply Chain and Asset

Management services. Ensure appropriate Internal Controls and systems are in place to achieve positive audit opinion. Ensure that Internal Controls are effective and efficient in supporting the core functions of the department.

**ENQUIRIES APPLICATIONS** : Mr J Tidimane Tel No: (012) 334 0734  
 Applications may be submitted electronically via email to cogta75@ursonline.co.za via fax: 086 415 5709.

**FOR ATTENTION** : URS Response Handling, Tel No: (012) 811 1900

**POST 19/06** : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR REF NO: 28181/04**

**SALARY** : 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.

**CENTRE REQUIREMENTS** : Pretoria  
 : An undergraduate qualification (NQF Level 7) as recognised by SAQA with 5 years relevant working experience at senior management level. Additional Requirements: Certificate for entry into Senior Management Service which can be sourced using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Technical Competencies: Understanding and interpretation of government policies. COGTA mandate/programme. Government framework on public service transformation and service delivery improvement. Stakeholder relations.

**DUTIES** : The successful candidate will perform the following duties: Provide strategic support to the Director-General and lead all operations in the Office of the Director-General. Analyse all written communication, correspondence and documents addressed to the Director-General and prepare written critique and comment for the Director-General. Provide leadership and guidance on corporate secretariat services. Provide leadership and guidance on the development, coordination and monitoring international relations and donor. Provide leadership and guidance on the coordination and monitoring of parliamentary cluster and cabinet network.

**ENQUIRIES APPLICATIONS** : Mr J Tidimane Tel No: (012) 334 0734  
 Applications may be submitted electronically via email to cogta73@ursonline.co.za via fax: 086 415 5709.

**FOR ATTENTION** : URS Response Handling, Tel No: (012) 811 1900

**POST 19/07** : **DIRECTOR: INDIGENT REGISTER MANAGEMENT, MONITORING AND REPORTING REF NO: 28181/05**

**SALARY** : R1 057 326 per annum (Level 13) (An all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE REQUIREMENTS** : Pretoria  
 : An undergraduate qualification (NQF level 7) in Public Administration/ Monitoring and Evaluation or equivalent qualification as recognised by SAQA with 5 years relevant working experience at middle / senior management level. Additional requirements: Certificate for entry into Senior Management Service which can be sourced using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Technical competencies: Knowledge of Public Management. Monitoring and Evaluation.

**DUTIES** : The successful candidate will perform the following duties: Oversee the monitoring of provinces and municipalities in the implementation of the Free Basic Service Programme. Oversee the evaluations of the identified strategic focus areas in the indigent management system. Oversee and manage the review and updating the indigent register in municipalities. Oversee the development and the implementation of the national indigent policy in provinces and municipalities.

**ENQUIRIES APPLICATIONS** : Mr M Sigaba Tel No: (012) 334 4992  
 Applications may be submitted electronically via email to cogta74@ursonline.co.za via fax: 086 415 5709.

**FOR ATTENTION** : URS Response Handling Tel No: (012) 811 1900

## OTHER POSTS

- POST 19/08** : **DEPUTY DIRECTOR: FIRE SERVICES REF NO: 28181/01**
- SALARY** : R733 257 per annum (Level 11) (An all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year National Diploma in Fire Technology or a three-year Bachelor's Degree in Fire Technology. 3 to 5 years' experience in Fire Services. Generic Competencies: Planning and organizing. 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: In-depth knowledge of: Legislation, Regulations, policies and standards relevant to the fire services function in South Africa. Local and provincial government systems. Intergovernmental structures and systems. Partnership development. Additional requirements: Driver's license and extensive travelling.
- DUTIES** : The incumbent will perform the following duties: Manage the development, implementation, review and monitor strategies and frameworks for the Fire Brigade Services Act, 1987 and other related policies and strategies nationally. Manage fire services compliance management and capacity building related processes. Provide secretariat services to national fire services structures, such as the Fire Brigade Board. Manage the establishment of partnerships on fire services.
- ENQUIRIES** : Dr MM Khangale Tel No: (012) 848 4612
- APPLICATIONS** : Applications may be submitted electronically via email to cogta70@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling Tel No: (012) 811 1900
- POST 19/09** : **TOWN AND REGIONAL PLANNER (GRADE A) B REF NO: 28181/02**
- SALARY** : R618 732 - R666 540 per annum (Salary in accordance with the OSD for Town and Regional Planners)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year Bachelor's degree in Urban/Town and Regional Planning or equivalent qualification with 3 years' post-qualification Town and Regional Planning experience. Additional requirements: A valid driver's license. The successful candidate is expected to travel extensively. Compulsory registration with the South African Council for Planners as a professional Town and Regional Planner on appointment. Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication skills. Computer literacy. Delegation and development of others. Planning, organising and execution. Ability to manage conflict. Problem solving and analysis. Insight. People management skills. Change management. Technical Competencies: Programme and Project Management. Town and Regional principles and Methodologies. Research and development. Computer-aided applications. Town and Regional knowledge of legal compliance. Creating a high performance culture. Technical consulting. Professional judgement.
- DUTIES** : The successful candidate will perform the following duties: Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional project. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with project managers. Compile Spatial Development Framework (SDF) as part of the IDP processes. Compile guidelines and evaluate Land Use Management Schemes (LUMS). Research and Development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning related matters.
- ENQUIRIES** : Ms N. Fani Tel No: (012) 334 0726

**APPLICATIONS** : Applications may be submitted electronically via email to cogta71@ursonline.co.za or via fax: 086 415 5709.

**FOR ATTENTION** : URS Response Handling Tel No: (012) 811 1900.

**POST 19/10** : **SENIOR STATE ACCOUNTANT: COMMUNITY WORK PROGRAMME REF NO: 28181/03**

**SALARY** : R316 791 per annum (Level 08)

**CENTRE** : Pretoria

**REQUIREMENTS** : A 3-year National diploma or degree in Accounting or Financial Management. 2 years relevant experience in the finance field. Generic Competencies: Quality of work, reliability, initiative, communication, interpersonal relations, team work, planning and execution. Technical Competencies: Knowledge and understanding of Public Finance Management Act and Treasury Regulations. General ledger reconciliation and analysis. Knowledge of Travel and Subsistence. Basic Accounting System (BAS) and PERSAL System. Data capturing and Management.

**DUTIES** : The incumbent will perform the following duties: Prepare financial management reports. Assist with the reconciliation of payments, accounts and other commitments. Maintain an accurate and complete filing and record management system for all payments and related financial records.

**ENQUIRIES** : Mr P.M. Monamme Tel No: (012) 334 5847

**APPLICATIONS** : Applications may be submitted electronically via email to cogta72@ursonline.co.za or via fax: 086 415 5709.

**FOR ATTENTION** : URS Response Handling Tel No: (012) 811 1900

## DEPARTMENT OF DEFENCE

- APPLICATIONS** : Couriered or hand delivered to South African Military Health, Kasteelpark (next to Kloof Hospital) Katzenellenbogen Building, c/o Nossob and Jochemus Street, Erasmuskloof, Pretoria
- CLOSING DATE** : 04 September 2020 (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), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Must be a South African citizen. 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 application 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. Potential candidates, declared in excess must indicate their excess status on Z83, 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

## OTHER POSTS

- POST 19/11** : **CLINICAL TECHNOLOGIST GRADE 1 – 2 (CARDIOLOGY) REF NO: SG 03/20/01 (X2 POSTS)**
- SALARY** : Grade 1: R317 976 per annum  
Grade 2: R372 810 per annum  
Entry level or according to number of year's applicable experience as per Occupation Specific Dispensation (OSD).
- CENTRE REQUIREMENTS** : 1 Military Hospital, Thaba Tshwane, Pretoria.  
: National Diploma in Clinical Technology (Cardiology) obtained before 01 April 2002 or B Tech Clinical Technology (Cardiology). (Candidates that will successfully obtain the B Tech Degree within the next six (6) months, from the date applying for the post, will be eligible to be considered for the post) Statutory Requirements: Current Registration with the Health Professions Council of South Africa (HPCSA) as a Private Practitioner. Candidates registered under supervised practice that will be able to provide private practice registration within the next six (6) months, from the date applying for the post, will be eligible to be considered for the post). Continuous Professional Development (CPD) compliant. Experience: Previous clinical technology post registration experience will be a recommendation. Special requirements: Must be able to obtain a military confidential security clearance within one (1) year. Computer literate, good communication (written & verbal) skills, organising, interpersonal relationship -, problem solving- and research skills.
- DUTIES** : Deliver a holistic and effective cardiology clinical technology service to all approved clients. Perform selected diagnostic therapeutic and corrective procedures according to specialization area and scope of practice. Provide specialist advice and training to clinical technology students, nursing, medical

and other healthcare personnel. Participate in clinical technology research and development. Relevant record keeping and administration. Implement the Department of Defence and SAMHS policy, plans and directives. Formulate and update standard working procedures. Assist with drafting of the budget and finance activities in the section.

**ENQUIRIES** : Col E.M. van der Westhuizen Tel No: (012) 367 9170

**POST 19/12** : **CLINICAL TECHNOLOGIST GRADE 1 – 2 (NEUROPHYSIOLOGY) (USAGE 7390) REF NO: SG 03/20/02**

**SALARY** : Grade 1: R317 976 per annum  
Grade 2: R372 810 per annum  
Entry level or according to number of year's applicable experience as per Occupation Specific Dispensation (OSD)

**CENTRE REQUIREMENTS** : 1 Military Hospital, Thaba Tshwane, Pretoria  
National Diploma in Clinical Technology (Neurophysiology) or B Tech Clinical Technology (Neurophysiology). (Candidates that will successfully obtain the B Tech Degree within the next six (6) months, from the date applying for the post, will be eligible to be considered for the post). Statutory Requirements: Registration with the Health Professions Council (Independent/Private Practice). Candidates registered under supervised practice that will be able to provide private practice registration within the next six (6) months, from the date applying for the post, will be eligible to be considered for the post). Continuous Professional Development (CPD) compliant. Experience: Previous clinical technology post registration experience will be a recommendation. Special requirements: Must be able to obtain a confidential security clearance within a year. Computer literate, good communication (written & verbal) skills, organising, interpersonal relationship -, problem solving- and research skills.

**DUTIES** : Deliver a holistic and effective clinical technology service to all approved clients. Perform selected diagnostic, therapeutic and corrective procedures according to specialization area and scope of practice. Provide specialist advice and training to clinical technology students, nursing, medical and other healthcare personnel. Participate in clinical technology research and development. Do relevant record keeping and administration. Implement the Department of Defence and SAMHS policy, plans and directives. Formulate and update standard work procedures. Assist with drafting of the budget and finance activities in the section.

**ENQUIRIES** : Col E.M. van der Westhuizen Tel No: (012) 367 9170

## DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

- APPLICATIONS** : Must be submitted to the Director-General, Department of Environment, Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. For positions based in Cape Town, applications must be forwarded to: Private Bag X4390, Cape Town, 8000 or hand-deliver to 63 Strand Street, Cape Town
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 24 August 2020
- NOTE** : Application must be submitted on a signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified copies of qualifications (Matric Certificate must also be attached) ID document, a valid Driver's License (all attached documentation must not be older than 6 months) 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). 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 DPSSA 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. Consideration will be given to the candidates who previously applied and meet the requirements, and therefore they need not apply.

## MANAGEMENT ECHELON

- POST 19/13** : **CHIEF DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO01/2020**
- SALARY** : R1 251 183 per annum (An all-inclusive annual remuneration package) The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Pretoria  
: Bachelor's Degree in Logistics Management/Supply Chain Management/ Bachelor of Commerce or any relevant qualification on (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at senior management level. Knowledge of demand management, procurement and business practices. Knowledge of acquisition and contract management services. Ability to establish and manage acquisition and contract management systems and controls. Knowledge of strategic

planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

**DUTIES** : Ensure an effective and efficient acquisition management in compliance with SCM prescripts. Facilitate an effective and efficient Demand Management framework. Ensure an improved contract management and compliance with reporting requirements. Facilitate the establishment of Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC). Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting).

**ENQUIRIES** : Ms P Diphaha Tel No: (012) 3999602

**POST 19/14** : **CHIEF DIRECTOR: BIODIVERSITY MONITORING AND SPECIALIST SERVICES REF NO: BC04/2020**

**SALARY** : R1 189 338 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree in Natural or Environmental Sciences or equivalent relevant qualification (NQF 7) plus five years' experience at senior management in an environmental management field. Knowledge of biodiversity Conservation and development issues (globally, regionally, and locally). Experience and knowledge of biodiversity monitoring and reporting at local and international levels. Experience in the development, interpretation and implementation of biodiversity related policies, legislation strategies and plans. Strategic capability and leadership. Experience in Human Resource, Financial and stakeholder management. Good analytical, Problem solving and interpretation skills. Sound Knowledge of Public Service Regulations and the Public Finance Management Act.

**DUTIES** : Coordination of international cooperation on biodiversity and conservation .Oversight of international instruments relating to biodiversity and promotion of the country's interests globally. Oversight on the national implementation and development of appropriate national positions on issues pertaining to biodiversity related Multilateral Environmental Agreements. Monitor implementation of biodiversity and conservation policy, legislation, strategies and plans at national and international levels and ensure national implementation of relevant international conventions; agreements; or protocols. Monitoring trends and evaluating effectiveness of national biodiversity policies and strategies. Oversight of programming for the biodiversity window of the Global Environment Programme and special resource mobilization projects. Coordinate the national research agenda for biodiversity and facilitate its implementation

**ENQUIRIES** : Mr P Diphaha Tel No: (012) 399 9602

**POST 19/15** : **DIRECTOR: ASSET MANAGEMENT REF NO: CFO02/2020**

**SALARY** : R1 057 326 per annum (An all-inclusive annual remuneration package) The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

**CENTRE** : Pretoria

**REQUIREMENTS** : Bachelor's Degree in Financial Accounting or any relevant qualification on (NQF7) as recognised by SA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Knowledge of assets management, procurement and business practices. Ability to establish and manage logistic management systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication,



		analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.
<b><u>DUTIES</u></b>	:	Manage and maintain the departmental assets register in line with the PFMA requirements. Manage the reconciliation of assets in line with PFMA requirements. Manage and ensure Quarterly spot check and annual verifications. Manage disposal Management, losses and damages of the departmental assets. Improve compliance with SCM reporting requirements (Internal and external reporting).
<b><u>ENQUIRIES</u></b>	:	Ms P Diphaha Tel No: (012) 3999602
<b><u>POST 19/16</u></b>	:	<b><u>DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: CFO03/2020</u></b>
<b><u>SALARY</u></b>	:	R1 057 326.per annum (An all-inclusive annual remuneration package) the remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Bachelor's Degree in Logistics or Supply Chain Management or any relevant qualification on (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Knowledge of Acquisition and Contract management, procurement and business practices. Ability to establish and manage asset management systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.
<b><u>DUTIES</u></b>	:	Manage the implementation of acquisition management services. Advertise bids in an appropriate, fair, equitable, transparent, competitive and cost effective procurement process. Facilitate the establishment of Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC). Ensure an improved contract management and compliance with reporting requirements. Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting).
<b><u>ENQUIRIES</u></b>	:	Ms P Diphaha Tel No: (012) 3999602
<b><u>POST 19/17</u></b>	:	<b><u>DIRECTOR- FINANCIAL MANAGEMENT REF NO: CFO04/2020</u></b>
<b><u>SALARY</u></b>	:	R1 057 326.per annum. (An all-inclusive annual remuneration package) The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Bachelor's Degree in Financial Management or any relevant qualification on (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Completed articles with an accounting or auditing firm will be an added advantage. Knowledge of Financial management, cost accounting and business practices. Ability to establish and manage financial systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.
<b><u>DUTIES</u></b>	:	Manage annual/interim financial statements of the Department. Manage audit findings and other requests for accounting and reporting. Facilitate and ensure compliance with relevant financial management prescripts, laws and regulatory requirements. Ensure financial control requirements. Ensure the

- implementation of measures for improving audit outcomes. Manage the administration of payments.
- ENQUIRIES** : Ms P Diphaha Tel No: (012) 3999602
- POST 19/18** : **DIRECTOR: LOGISTICS MANAGEMENT REF NO: CFO05/2020**
- SALARY** : R1 057 326.per annum (An all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Pretoria  
Bachelor's Degree in Logistics or Supply Chain (NQF7) Management or Equivalent relevant qualification. A minimum of 5 years of experience at middle/senior managerial level. Extensive experience in supply chain or logistics management, procurement and business practices. Ability to establish and manage logistic management systems and controls. Knowledge of strategic planning and budgeting processes. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the acquisition of services and assets of the department. Knowledge of Financial accounting; Auditing; Forensic Accounting; Risk management and Public Service financial legislative frameworks. Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management skills. Ability to work under pressure.
- DUTIES** : Manage the procurement of goods and services in line with Supply Chain Management policy and BBBEE. Manage LOGIS, inventory, transit and warehouse in line with Supply Chain Management and inventory policy; Monitor the Logis generated reports; Manage invoices and payments, and travel transactions. Manage the correctness, completeness and accuracy of the management reports and ensure policy reviews. Develop, implement and maintain SCM policy and procedures. Ensure compliance with all relevant policies. Facilitate the submission of IFS/AFS reports Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting. Monitor, analyse the National Treasury instruction notes for implementation. Develop and implement audit action plan on findings by the Auditor General and Internal Audit.
- ENQUIRES** : Mr S Rakhoho Tel No: (012) 399 9043

#### **OTHER POSTS**

- POST 19/19** : **CHIEF ENGINEER GRADE A – TELECOMS & INSTRUMENTATION (ELECTRONICS) REF NO: OC 12/2020**
- SALARY** : R1 042 827 per annum (All inclusive salary package)
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate 4 Year Degree in Electronic Engineering (NQF 7) with at least 6 years' experience in a Telecoms/Electronic Maintenance support environment at management level. Proven track record and experience in the following areas: IT and Telecommunication including Radio Frequency Communications, Project Management, Financial Management, Procurement and Maintenance Management. Appointment will be subject to registration with a professional engineering body. Have acquired technical management skills in most, if not all of the following fields: Contract & Service Level Management, Equipment calibration and understanding of electronic instruments, Infrastructure Management skills, Verbal and written communication/ reporting, IT Hardware and Software, Networking TCP/IP. Advanced understanding of IT Hardware and networking skills. Understanding operations of VSATs.Ability to draft and interpret complex technical specifications, drawings and schematics. Be committed, innovative and self-motivated. Have proven management capabilities and good leadership skills. Should be able to work independently as well as a team member.
- DUTIES** : Evaluate existing network and communication systems and makes recommendations for new resources to expand service levels. Identify, evaluate, and recommend new installations after evaluating the impact on current systems. Coordinate and directs Telecom projects and ensures that related departments are well supported. Manage and maintain contracts and

Service Level Agreements with service providers. Develop and review test equipment specifications to ensure quality data. Ensure all calibrations and maintenance activities are done within agreed time frames. Monitor and report on the performance of the telecommunication network and associated peripherals. Manage unit responsible for the maintenance of instruments and telecom equipment. Prepare Maintenance plans in accordance with the schedule of voyages. Ensure optimal performance of the maintenance facility, through maintenance scheduling, resource distribution, procurement and inventory control. Prepare the maintenance budget and provide inputs to the capital budget especially for spare parts and equipment replacement.

**NOTE** : The successful candidate will be required to undergo full medical screening. The successful candidate will have to participate in relief voyages to Marion, Gough and Antarctica that can last up to 3 months at a time.

**ENQUIRIES** : Mr N Devanunthan Tel No: (021) 405 9482

**POST 19/20** : **DEPUTY DIRECTOR: PROGRAMME IMPLEMENTATION COASTAL REF NO: EP03/2020**

**SALARY** : R869 007 per annum (terms and conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor degree/ National Diploma in Developmental Studies, Project Management, Environmental Science or an equivalent relevant qualification plus 3-5 years relevant experience. Sound knowledge and understanding of environmental legislation. Knowledge of the EPWP. Knowledge and experience of public financial management, people management, Stakeholder management: ability to successfully manage a wide network of relationship. Coordination skills, Presentation skills and Project Management, Analytical and numerical skills, problem solving skills, good report writing skills, computer literacy especially MS Office, interpersonal relations, a valid code B driver's license which must be attached to the application and a willingness to travel.

**DUTIES** : Coordinate the development and monitor the implementation of directorate annual performance plans. Develop and implement evidence-based programme performance reporting system. Coordinate the compilation of directorate procurement plans and cash-flow projections and monitor the expenditure and transfers. Provide guidance and capacity building in support of staff in head office and regional offices. Coordinate and facilitate engagements with key internal and external programme stakeholders.

**ENQUIRIES** : Ms. Ms F Dzulane Tel No: (012) 399 9706

**POST 19/21** : **DEPUTY DIRECTOR: FORUM OF SOUTH AFRICA'S DIRECTORS-GENERAL (FOSAD) CLUSTER REF NO: ODG01/2020**

**SALARY** : R733 257 per annum (terms and conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's Degree/National Diploma in Public Administration or equivalent relevant qualification. A minimum of 3 years relevant experience and good understanding in the management of Government Cabinet processes (FOSAD, Cabinet and Cluster and implementation fora). Knowledge of Government policies, programmes and priorities; environmental and development issues; work of Government planning and reporting mechanisms, and Government outcome-based approach. Strategic Planning alignment. Ability to work independently and over extended hours, gather and analyse information, develop and apply policies, work under extreme pressure and to resolve conflict. Good communication (verbal and written), problem solving, researching and time management skills. Knowledge of record keeping. Ability to gather and analyse information; Ability to develop and apply policies.

**DUTIES** : The successful candidate will be responsible to manage and provide content support for executive engagements in FOSAD Cluster processes to ensure efficiency in high level government decision making engagement processes; provide support for Departmental engagements in FOSAD Clusters and Implementation Forums; prepare briefing notes for the DG & DEFF representatives attending FOSAD Cluster meetings; prepare feedback to departmental management with regards to matters which have an impact on DEFF; facilitate follow up action on FOSAD Cluster decisions having DEFF implications. Provide analysis on outcomes of FOSAD planning workshops. monitor adherence to FOSAD schedule; maintain continuous communication within the intergovernmental system; manage DEFF cabinet and FOSAD

Protocol; provide Secretariat services (FOSAD and Ministerial Clusters) and coordinate DEFF input into MTSF Chapters; submit the approved DEFF inputs to outcome Secretariat on time; prepare briefing for Minister and Deputy Minister on DEFF inputs submitted to delivery agreement Secretariats; communicate with DEFF planning unit on discussions and decision emanating from government planning cycle; maintain security of classified documents in accordance with MISS.

**ENQUIRIES** : Mr S. Starke Tel No: (012) 399 9032

**POST 19/22** : **DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: ODG02/2020**

**SALARY** : R733 257 per annum (terms and conditions apply)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor degree/ National Diploma in Language Practice Translation or an equivalent relevant qualification plus 3-5 years working experience with extensive relevant experience in translating, and language editing. A post graduate qualification of the aforementioned with additional - short courses would be advantageous. Multilingualism will be an added advantage. SATI accreditation will be an added advantage. Knowledge: Advanced computer literacy in the Microsoft Office suite is critical to the post (knowledge of other software will be an added advantage); Excellent communication skills (both verbal and written); Good interpersonal, Planning and organisational skills; Research and presentation skills; Problem solving skills; Analytical and creative thinking skills. The candidate must be able to work independently and interdependently; The ability to work under pressure and an understanding of the DG's office environment and Government Structures will be an added advantage  
Legislative Requirements: Public Finance Management Act, National Treasury Regulations, Public Service Regulations, Promotion of Access to Information Act, National Archives and Records Services Act, Promotion of Administrative Justice Act and Protection of Personal Information Act. National Language Policy. Pan South African Language Board Act as amended.

**DUTIES** : To manage the Language Services Unit by providing language support in relation to editing, translation, terminology development and usage to ensure that departmental documents are of high-quality standard and support efforts to implement multilingualism as required by the National Language Policy. Compliance with the PanSalB Act to promote and create conditions for the development of all 11 official languages. To ensure terminology development is escalated to the national term bank and national terminology register.

**ENQUIRIES** : Ms. J Venter Tel No: (012) 399 9765

**NOTE** : Applicants will be required to undergo competency testing to verify the technical level of expertise.

**POST 19/23** : **DEPUTY DIRECTOR: PROGRAMME TRAINING AND YOUTH DEVELOPMENT REF NO: EP04/2020**

**SALARY** : R733 257 per annum (terms and conditions apply)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor degree/ National Diploma in Developmental Studies, Human Resource Development/Management, Management of Training or equivalent qualification in training and skills development plus 3-5 years relevant experience in managing training programmes. Sound knowledge and understanding of legislation, including Adult Basic Education and Training Act, Skills Development Act, Skills Development Levy Act, South African Qualification Authority Act, General Education and Further Education and Training Qualifications Act, Basic Condition of Employment Act, National Qualification Framework and National Qualification Framework Act, National Skills Development Strategy, Public Finance Management Act. Experience in managing training programmes and undertaking skills audit and development of training plans. Stakeholder management: ability to successfully manage a wide network of relationship. Coordination skills, Presentation skills and Project Management. Good report writing skills, knowledge of the EPWP, ability to operate project management software as well as MS Office; analytical and numerical skills; interpersonal and problem solving skills; experience in people and financial management, valid code B driver's license which must be attached to the application and a willingness to travel.

**DUTIES** : Manage the planning and implementation of training projects. Manage and provide assistance to Implementers; Ensure compliance to the Memorandum of Agreement; Lead partnerships' establishment with relevant skills development stakeholders. Develop Service Level agreements for training projects. Lead the process of outsourcing of service providers. Draft and review concept documents and framework. Evaluate training plans and Bills of Quantities. Verification and processing of training projects monthly and quarterly reports. Verification and processing of completion reports. Conduct training projects' quality assurance. Source additional funding for training.

**ENQUIRIES** : Ms. N Sibeko Tel No: (012) 399 9688  
**NOTE** : Applicants should further possess the following certificates, Skills Development Facilitator, Assessor, Moderator and /or Train the Trainer Certificate, Knowledge and understanding of SETAs, City and Guilds, Quality Council for Trades and Occupations, Umalusi and department of higher education functions and processes.

**POST 19/24** : **SCIENTIST PRODUCTION GRADE A - C: BIOLOGICAL OCEANOGRAPHY AND BIOLOGICAL INTERACTIONS RESEARCH REF NO: OC13/2020**

**SALARY** : R618 732 – R939 621 per annum. (All inclusive remuneration package)  
**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate recognized B.Sc. Hons Degree in Natural Sciences, or an equivalent qualification in Marine Biology, Biological Oceanography and related fields plus three (3) to six (6) years relevant post-qualification experience. A good knowledge and understanding of marine ecology within the ocean environmental around South Africa. Depending on the candidate's qualification and experience, a commensurate record of scientific research output is required. Willingness and ability to go to sea regularly and for extended periods. Registration with SACNASP as a Professional Natural Scientist is compulsory. Prior to commencement of duty, the successful candidate must pass a compulsory medical examination for seafarers (Section 101 of the SAMS Act 57 of 1951) in order to undertake research at sea. The following would be added advantages and taken into consideration during the shortlisting process: A sound understanding of ecosystem processes and functioning in the oceans surrounding Southern Africa and the impacts of global change. Experience with plankton research and/or ecophysiology and/or ecotoxicology within the marine environment. Experience in biochemical and/or molecular techniques. Good skills in research and development, programme and project management, computer-aided scientific applications, data analysis, communication (both verbal and written), and report writing.

**DUTIES** : To conduct shipboard and laboratory-based research on biological organisms in the Benguela Current, the Agulhas Current and the Southern Ocean ecosystems. To monitor variability of biological organisms in relation to natural environmental variability and climate change, as well as the impacts of anthropogenic stressors, in these large marine ecosystems. To collect, process and analyse samples and data, conduct experimental work, manage data input and maintain databases, and generate data reports and scientific publications. To collaborate in relevant research programmes locally, regionally and internationally. To participate in capacity building and training programmes, to transfer skills and mentor junior staff and students. To perform administrative and planning tasks as required.

**ENQUIRIES** : Dr Jenny Huggett Tel No: (083) 254 1254 or Mr Jimmy Khanyile Tel No: (083) 433 7652

**POST 19/25** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE MITIGATION SECTOR PLAN IMPLEMENTATION REF NO: CCAQ 02/2020 (X2 POSTS)**

**SALARY** : R495 219 per annum (OSD)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A four (4) year degree in Natural or Environmental Sciences/ Chemical or Process Engineering or equivalent relevant qualification plus 6 years post qualification experience in related fields below: Areas of energy, transports, waste, industry and agriculture, forestry and other land use. Industrial /chemical production processes. Cleaner production best practices and approaches. Climate change mitigation issues, including legal and policy frameworks, the economics and technical requirements of low carbon

development. South Africa's greenhouse gas (GHG) emission profile and climate change mitigation. Pollution prevention plans (mitigation plans) and carbon budgets. Knowledge Environmental and development issues (globally, regionally locally) and Intergovernmental institutional arrangements for environmental management functions. Ability to conduct research, gather and analyse information. Ability to think analytically and application of problem solving skills. Ability to work under extreme pressure Ability to work independently and in a multidisciplinary team.

**DUTIES** : Manage and undertake the GHG pollution prevention plans (mitigation plans) administration. Manage and undertake the GHG carbon budgets allocations. Manage, update, monitor and report on climate change mitigation implementation records. Provide support to sectors, provinces and local government on implementation of GHG mitigation responses such as sectoral targets, mitigation plans and environmental impact authorisations. Ensure capacity building, training and awareness on climate change mitigation.

**ENQUIRIES** : Ms M Tshangela Tel No: (012) 399 9259

**POST 19/26** : **CONTROL BIODIVERSITY OFFICER GRADE A: WORLD HERITAGE COMPLIANCE REF NO: BC01/2020**

**SALARY** : R495 219 per annum (OSD)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A four (4) year degree in Environmental Management or Natural Science or equivalent relevant qualification coupled with at least 6 years' post qualification experience in related field. A post graduate qualification will serve as an added advantage. Appropriate working experience in the field of biodiversity and/or cultural heritage conservation and management; Knowledge of legislative frameworks regulating environmental management, biodiversity and cultural heritage; Experience in policy development and implementation. Experience in stakeholder management. Knowledge and experience in project and contract management. Skills: Research and analytical skills, planning and Coordination, Report writing skills. Ability to work under pressure and long hours. Willingness to travel long distance for an extended period. Candidates must be in possession of a valid Driver's License, which must be attached.

**DUTIES** : Coordinate, develop and implement national policies, legislation, strategies, programmes, and projects related to the protection and conservation of World Heritage Sites. Ensure compliance and enforcement with relevant legislation. Ensure effective implementation of the World Heritage Convention and its Operational Guidelines. Develop management systems for World Heritage Sites. Implement World Heritage Committee Decisions and Programmes. Establish and maintain a reporting system and coordinate compilation of State of Conservation, Periodic and other Reports. Provide oversight of Management Authorities and ensure harmonization of Policies and Legislation.

**ENQUIRIES** : Ms NT. Bhengu Tel No: (012) 399 9560

**POST 19/27** : **CONTROL BIODIVERSITY OFFICER GRADE A: PEOPLE AND PARKS PROGRAMME REF NO: BC03/2020**

**SALARY** : R495 219 per annum (OSD)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate 4 year Bachelor's Degree in Environmental Management or Natural Science or equivalent relevant qualification coupled with at least 6 years' post qualification relevant experience. Knowledge of legislation and government imperatives for economic development; transformation and land reform and relevant international obligations. Ability to develop and apply policies. Project Management skills; research and analytical skills, planning and Coordination, Report writing skills. Ability to work under pressure and long hours. Willingness to travel long distance for an extended period. Candidates must be in possession of a valid Driver's License, which must be attached.

**DUTIES** : Develop programmes to advance transformation in line with national and International obligations. Ensure implementation of international obligations relating to transformation programmes within the biodiversity economy space. Support evaluation of the economic and socio-cultural costs and benefits of protected areas as a means to strengthen constituency building. Ensure capacity building and awareness raising. Develop and implement strategy linked to protected areas and areas of High Biodiversity Value (HBV). Promote the development of a wide range of governance forms and structures. Support

strengthening of governance, participation in, access to and benefit sharing from protected areas through the implementation of People and Parks and other related programmes. Support the resolution of land claims in protected areas as well as the development of relevant transformation frameworks. Ensure the integration of protected.

- ENQUIRIES** : Ms K Cholo Tel No: (012) 399 9543
- POST 19/28** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: SAWS LIAISON REF NO: CCAQ02/2020**
- SALARY** : R495 219 per annum (OSD)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A four (4) year degree in Environmental Management or Natural Science or equivalent relevant qualification plus 6 years' post qualification experience in the related field. Knowledge and understanding in the development and implementation of environmental and related legislation. The ability to analyse Annual Performance Plan, ability to analyse and provide inputs on the Quarterly Performance Reports and Strategic Plans. Knowledge of the South African Weather Service Act (Act No.8 of 2001). A clearly demonstrable ability to compile meeting minutes, basic correspondence and other documents independently is a key function of this post. A basic understanding of government's procurement processes. Good interpersonal and communication skills as well as sound organizational and planning skills and must be able to work under pressure and at times outside the normal working hours. Administrative procedures; financial management. Programme and Project Management.
- DUTIES** : The analysis of SAWS quarterly performance reports. The analysis of both SAWS Annual Performance and Strategic Plans. To provide administrative support to the Regulating Committee for Meteorological Services (RCMS). Coordinate all SAWS and RCMS consultative meetings & workshops regarding the proposed aviation tariffs review process. Administer the procurement process for the appointment of a service provider responsible to support the RCMS with verification of the aviation tariffs. Schedule and attend all the consultation meetings and make logistical arrangements for all meetings between SAWS, Aviation Industry and the RCMS. Coordination of the activities of SAAQIS Strategic meetings. Provide secretarial and administrative function to both SAAQIS PSC and high level meetings: Provide logistical arrangements for the SAAQIS high level meetings.
- ENQUIRIES** : Mr T Mahema Tel No: (012) 399 9191
- POST 19/29** : **SENIOR LEGAL ADMINISTRATION OFFICER: CORPORATE LEGAL SUPPORT REF NO: ODG03/2020 (X2 POSTS)**
- SALARY** : R473 820 – R1 140 828 per annum (terms and conditions apply)  
**CENTRE** : Pretoria and Cape Town  
**REQUIREMENTS** : An appropriate recognised LLB degree coupled with 8 years post graduate experience in the provision of legal services with supervisory skills (candidates with less than 8 years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocates. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of Environmental law, PAIA, PAJA and the Constitution is essential. Ability to interpret the provisions of the PFMA and Treasury Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required. Good verbal and written communication and negotiation skills are essential. The ability to work in a team and independently is required. Therefore candidates must be in possession of a valid Driver's License, which must be attached to the application and be able to travel.
- DUTIES** : Provide legal support to ensure compliance with relevant legislation. Provide legal advice, opinions and prepare legal documents for the Department; Advice on the drafting and vetting of contracts and international instruments; Provide strategic legal support to the Department; ensure compliance with POPI, PAIA and PAJA; and Provide legal education to Departmental officials.
- ENQUIRIES** : Ms M. Mmola Tel No: (012) 399 9339 and Mr C Liebenberg Tel No: (021) 814 8056

**POST 19/30** : **SENIOR LEGAL ADMINISTRATION OFFICER: LITIGATION AND APPEALS REF NO: RCSM01/2020**

**SALARY** : R473 820 – R1 140 828 per annum (terms and conditions apply)  
**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate recognised LLB degree coupled with 8 years post graduate experience in the provision of legal services with supervisory skills (candidates with less than 8 years post graduate experience will not be considered). Knowledge of Administrative Law, Constitutional Law, Environmental Law, Marine Living Resources Act, 1998 (Act No. 18 of 1998). Knowledge of PAJA, the rules of the various courts, including but not limited to the rules of the various high courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Knowledge of environmental laws will be an added advantage. Skills required: Sound Organising and Planning; computer literacy; creativity; basic project management; good communication; presentation and reporting; good analytical and research skills, good drafting skills, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential, leadership and facilitation. Diplomacy is also a key criteria as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore candidates must be in possession of a valid Driver's License, which must be attached to the application and be able to travel.

**DUTIES** : Manage Litigation Matters. Determine liability on Losses and Damages to State Property. Provide high quality litigation and related legal support services, including alternative dispute resolution assistance, which enables the Department of Environment, Forestry and Fisheries (Department) to protect and conserve the environment. Create an enabling environment for compliance with the prescripts of the Department. Assist the Department to improve co-operative and corporate governance, improved service delivery and promotion of empowerment. Provide litigation management services and general legal advice and ensure compliance by the Department with the legislative framework relating to its core business and adherence to the Rules of Court. Attend to matters related to the determination of liability of officials who have caused losses/damages to State property and/or vehicles, where officials or third parties are found liable for any obligations towards the Department. Manage and facilitate the recovery of such obligations with the assistance of the State Attorney. Assist the Department to ensure compliance with the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000) (PAJA) for the Department. Periodically conduct training and information sharing sessions regarding litigation and losses and damages to State Property. Provide legal support and legal advice on the interpretation of environmental legislation and the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Deal with appeals received in accordance with the relevant processes and within the relevant time frames. Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants. Appoint appeal panels when required and convene meetings to discuss appeals depending on the complexity of the appeal. Attend to filing of appeal documents in terms of internal filing policies and guidelines. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions and appeal decisions.

**ENQUIRIES** : Ms. V Bendeman Tel No: (012) 399 9337

**NOTE** : Shortlisted candidates will be subjected to an oral interview and a written test.

**POST 19/31** : **SENIOR LEGAL ADMINISTRATION OFFICER: LAW REFORM REF NO: RCSM02/2020 (X2 POSTS)**

**SALARY** : R473 820 – R1 140 828 per annum (terms and conditions apply)  
**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate recognised LLB degree coupled with 8 years post graduate experience in the provision of legal services with supervisory skills (candidates with less than 8 years post graduate experience will not be considered). Knowledge of environmental law, Constitutional law and Administrative law. Extensive experience in the drafting of legislation both primary and subordinate legislation is a requirement. Good research, analytical, drafting skills,



presentation and listening skills. Must have an eye for detail and an ability to supervise and guide subordinates. Output driven with an ability to adhere to deadlines. Problem solving skills and an ability to continuously improve on the quality of the work produced or the effectiveness of systems and procedures. Excellent written and verbal communication skills in English. The successful candidate should be able to work long hours or over the weekends when necessary. The candidates must be in possession of a valid Driver's License, which must be attached to the application and be able to travel.

**DUTIES** : Supervising of and quality control of work done by lower level officials. Provide legal support in the field of integrated environmental management. Interpreting legislation. Providing legal advice and legal opinions in respect of the implementation of environmental legislation or the implications of draft legislation on environmental law, primarily in respect of oceans and coastal, marine biodiversity and fisheries legislation. Drafting and vetting of primary and subordinate legislation. Provide legal support at meetings. Legal research. Represent the Department at committees and meetings. Comment on draft legislation received from other Departments. Input into media statements or respond to media or parliamentary queries. Vetting of permits and records of decision by delegated authorities in terms of Departmental legislation Taking Bills through Parliament and assisting in the Cabinet and Parliamentary processes. Drafting and vetting correspondence. Responsible for ensuring that work complies with the timelines and prescripts set by the legislation and departmental service standards. Provide assistance during judicial review proceedings related to Departmental legislation, including inputs into court papers and consultation with counsel.

**ENQUIRIES** : Adv. N. Vink Tel No: (082) 9044834  
**NOTE** : Shortlisted candidates will be subjected to an oral interview and a written test.

**POST 19/32** : **ASSISTANT DIRECTOR: NRM REGIONAL PROGRAMMES REF NO: EP9001/2020**

**SALARY** : R470 040 per annum (Total Package R 646 193 pa/terms and conditions apply)  
**CENTRE** : KwaZulu-Natal  
**REQUIREMENTS** : A three year Bachelor Degree/National Diploma in Natural Science/ Environmental Management. 3-5 years' experience in Natural Resource Management or relevant field. Knowledge of administrative procedures; financial management; project management and programme management; personnel management; sound organizing and planning skills and Good communication skills. Compiling reports, listening and writing skills. Excellent communication skills (verbal and written). Proven experience at supervisory and contract management level. Computer literacy. Problem solving and conflict management. Valid drivers' licence as well as above average numerical literacy.

**DUTIES** : Provide project planning and implementation support for NRM projects at area level for hectares of land treated of invasive alien plants, bush encroachment and other approved integrated ecosystem restoration activities. Provide support for implementation of approved social development and training interventions at the area level. Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Introduce carbon sequestration initiative where necessary in the region. Ensure effective financial management. Provide inputs into the allocation of budget for all projects in the area. Monitor and report all project expenditure as per approved budget and cash-flow. Ensure accountability by all staff through reporting of project progress and keeping record of evidence for all indicators. Provide effective Advocacy and Liaison through Engaging with other government departments, different spheres of government, State Owned Entities and other Stakeholders to foster cooperative governance. Engage with other stakeholder in developing and adjusting Business Plan for all projects in the area. Ensure effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the area. Examine projects and ensure compliance with relevant legislative framework. Ensure achievement of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Ensure compliance to all applicable norms and standards as well as compliance to EPWP reporting requirements and transformation targets.

**ENQUIRIES** : Ms D Soginga Tel No: (021) 441 2802

**POST 19/33** : **ASSISTANT DIRECTOR: OPERATIONS SUPPORT PLANNING REF NO: EP9002/2020**

**SALARY** : R470 040 per annum (Total Package R646 193 per annum / conditions apply)  
**CENTRE** : Cape Town

**REQUIREMENTS** : A three year Bachelor Degree/National Diploma in Natural Science / Environmental Management. 3-5 years' experience in Environmental Management or relevant field. Extensive management and technical training in order to understand operational functioning of the programmes. Knowledge of Natural Resource Management, GIS, Financial management and planning, monitoring and evaluation natural resource management and development. Stakeholder engagement, Public Relations, Good communication skills. Good interpersonal relations skills, Ability to develop and apply policies.

**DUTIES** : Provide support the development and review of planning and prioritization tools to enable the CD to effectively plan appropriate implantation interventions. Identify priorities for the different NRM programmes to ensure proper distribution of resources. Facilitate the development of national plans for NRM programmes that will guide operations and the monitoring and implementation of these. Facilitate knowledge transfer processes to capacitate management and operational personnel and IA's and Land-user Incentive projects to plan effectively within the CD. Follow up on outcomes are adapted and implemented where appropriate. Support the development of protocols to access the efficacy of restoration work within NRM. Support M&E of Working for Wetlands, Working for Forest and Working for Ecosystems interventions and submission of reports on these. Support the development of best practices for the NRM programmes, and the provision of technical guidance for operations of Working for Wetlands, Working for Ecosystems and Working for Forest programmes.

**ENQUIRIES** : Mr A Khan Tel No: (021) 441 2729

**POST 19/34** : **ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: EP9003/2020**

**SALARY** : R376 596 per annum (Total Package R 532 814 per annum / conditions apply)  
**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate three year Degree / National Diploma in Office Administration/ Public Administration. Extensive experience in office management, administration and coordination, or any secretarial related work. Knowledge of Departmental or government policies and practices (Knowledge of PFMA and other Financial Management and associated prescripts). Understanding of Inter-governmental relations. Sound organising and planning skills. Analytical thinking. Advanced level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint,, Excellent communication, interpersonal and writing skills, Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to stay focused and work under extreme pressure. Proactive approach to meeting deadlines and delivering results with limited supervision.

**DUTIES** : Provide support to the in the Office of the Deputy Director General (DDG). Provide secretariat services, especially recording of minutes, for senior management and other related intergovernmental meetings. Consolidation of quarterly and annual performance reports' inputs from line functions. Identify and direct important and key requests, both from internal and external stakeholders, to relevant officials for attention. Contribute and keep track of the Branch's responses to and compliance with enquiries, questions, requests and dates (e.g. from Cabinet, Portfolio Committees, Public and others). Keep and maintain proper filing system for the Deputy Director's and DDG's Offices. Contribute to the successful coordination of Branch activities, especially those relating to planning and stakeholder engagement. Compile, monitor and report on financial responsibilities of the branch, especially budgets and procurement plans. Provide support to the DDG as may be needed, as well as provide point of interaction with the DG's offices

**ENQUIRIES** : Mr R Scott Tel No: (021) 441 2811

**POST 19/35** : **PROJECT COORDINATOR**

**SALARY** : R316 791 per annum (Total package of R460 251 per annum/ conditions apply)  
**CENTRE** : Eastern Cape Ref No: EP9004/2020 (X2 Posts)  
Northern Cape Ref No: EP9005/2020 (X2 Posts)

- REQUIREMENTS** : KwaZulu-Natal Ref No: EP9006/2020 (X1 Post)  
 An appropriate 3-year Bachelor's Degree/National Diploma in Natural / Environmental Science. 3-5 Years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.
- DUTIES** : Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.
- ENQUIRIES** : Mr M Kawa Tel No: (015) 291 5526 (Eastern Cape)  
 Mr N Manngo Tel No: (053) 836 7600 (Northern Cape)  
 Ms S Mkwanazi Tel No: (013) 753 2835 (KZN)
- NOTE** : Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in.
- POST 19/36** : **BIODIVERSITY OFFICER PRODUCTION GRADE A: PROTECTED AREAS PLANNING REF NO: BC02/2020**
- SALARY** : R272 739 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Diploma in Natural Sciences or equivalent relevant qualification. Minimum of one-year experience in Protected Areas Management issues. Knowledge of environmental legislations, policies, regulations, strategies and international instruments. Knowledge of biodiversity conservation and its challenges. Ability to communicate to both staff and stakeholders, Ability to work independently and in a team. Good interpersonal skills. Ability to write effective reports. Ability to organise and plan properly, Computer literacy including GIS software i.e. ArcView 10 will be an added advantage. Must be in possession of driver's license and willing to drive and travel for a longer period. To render support to the development and review of national strategies in line with national and international obligations. Review environmental authorizations affecting national protected areas. (National Parks, World Heritage Sites and Marine Protected Areas. Facilitate the identification of new or expansion of protected areas in the biodiversity hotspots or in line with the identified priority areas of both national and provincial plans. Develop plans to promote connectivity of ecosystems and establishment of ecological corridors. Assist in the evaluation and facilitation of the approval of SANParks land expansion plan.
- ENQUIRIES** : Mr T Nethononda Tel No: (012) 399 9553

**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** : Mr S Ndlovu
- CLOSING DATE** : 21 August 2020
- NOTE** : Applicants with disabilities are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate and ID-document. The certification must be within six (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 NB: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. 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](http://www.thensg.gov.za).

**MANAGEMENT ECHELON**

- POST 19/37** : **DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL COORDINATION & STAKEHOLDER MANAGEMENT REF NO: 3/1/5-20/49**  
Branch: Intergovernmental Coordination & Stakeholder Management
- SALARY** : R1 521 591 per annum (All-inclusive salary package) of which 30% may be structured according to the individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Envisaged for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years' experience at Senior Managerial Level. A valid driver's license. Certificate: Nyukela Public Service SMS Pre-Entry Programme. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management. Experience in any of the following fields: government policy, intergovernmental relations, stakeholder and relationship management, development communication, journalism, media liaison and communication.

<b><u>DUTIES</u></b>	:	An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Relations/ Development Communication/Public Management/Journalism and Communication or equivalent qualification as recognised by SAQA which is relevant/related to the duties mentioned below Excellent writing skills with extensive report writing experience Strong Financial and People Management skill Computer Skills A code 8 driver's license.
	:	Provide effective strategic leadership and management to the Branch: Intergovernmental Coordination & Stakeholder Management with the following Chief Directorates: (i) Provincial and Local Liaison, (ii) Social Sector and Governance and Admin Clusters, (iii) Economic and Infrastructure, Justice and International Clusters and (iv) Media Engagement. Lead and drive interaction and communication between government and the media Provide strategic communication, planning, coordination and support to Clusters Ensure that the National Communication Strategic Framework is presented to the provinces for alignment Build partnership with strategic stakeholders in pursuit of the GCIS' vision of access to information Ensure effective functioning of the IC&SM Branch. Supervise, lead or participate in government communication projects, including giving strategic guidance to cluster communications Manage intergovernmental relations, as well as stakeholder management for the programme. Provide support in developing communication system at the sphere of local government as well as working closely with the office of the Director-General and communication unit in the provincial government. Ensure synergy in the work of GCIS and that of the provinces with respect to communication guided by the national communication strategy.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms Zanele Ngwenya Tel No: (012) 473 0472
	:	It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . For more information regarding the course please visit the NSG website: <a href="http://www.thensg.gov.za">www.thensg.gov.za</a> .
<b><u>POST 19/38</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION REF NO: 3/1/5-20/50</u></b> BRANCH: Content Processing and Dissemination
<b><u>SALARY</u></b>	:	R1 521 591 per annum (All-inclusive salary package) of which 30% may be structured according to the individual's needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	Envisaged for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years' experience at Senior Managerial Level. A valid driver's license. Certificate: Nyukela Public Service SMS Pre-Entry Programme. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management. Experience in any of the following fields: research, marketing, advertising, media-bulk buying, communication, journalism, editing, content development, publishing, videography and photography, government policy and intergovernmental relations. An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Communication/ Journalism/ Content Development/Advertising/Media Bulk-Buying or equivalent qualification as recognised by SAQA which is related/relevant to the duties mentioned below. Excellent writing skills with extensive report writing experience. Strong Financial and People Management skills Computer Skills A code 8 driver's license.
<b><u>DUTIES</u></b>	:	Provide effective strategic leadership and management to the Branch: Content Processing and Dissemination with the following Chief Directorates: Policy and Research, Products and Platforms, Communication Service Agency. The Head of this Branch must also deputise for the Director-General in providing leadership in Government communication Carry out all functions delegated to him/her by the DG. Co-ordinate strategic communication planning in GCIS and across government. Oversee the content development process implemented through the Communication Service Agency, Intergovernmental Coordination and Stakeholder Management, Media Engagement and Electronic Information Resources Coordinate the dissemination of information about GCIS services. Supervise, lead or participate in communication projects. Development of a

communication strategy for government and GCI. Oversight over production of accurate and high quality content for GCIS platforms. Strategic oversight of the media Bulk Buying. Oversee the building and maintenance of reliable knowledge base to inform communication interventions. Coherence in the work of GCIS with respect to content development and management and integrated messaging. Conduct research through independent service providers to assess how government should address the public's information needs.

**ENQUIRIES  
NOTE**

: Ms Z Ngwenya Tel No: (012) 473 0472  
: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. 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](http://www.thensg.gov.za).

**POST 19/39**

: **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 3/1/5-20/51**  
Branch: Corporate Services

**SALARY**

: R1 521 591 per annum (All-inclusive salary package) of which 30% may be structured according to the individual's needs.

**CENTRE  
REQUIREMENTS**

: Pretoria  
: Envisaged for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years' experience at Senior Managerial Level. A valid driver's license. Certificate: Nyukela Public Service SMS Pre-Entry Programme. An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Bachelor of Administration, Human Resource Management/ Development, Business Administration, Public Management or equivalent qualification as recognised by SAQA which is related/relevant to the duties mentioned below. Excellent writing skills with extensive report writing experience. Strong Financial, People Management skills and Computer Skills. Experience in any of the following fields: Corporate Services, Human Resources, Strategic Planning and Performance Management, Information Technology Management and Finance. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

**DUTIES**

: Provide effective strategic leadership and management to the Branch: Corporate Services to the Department. Ensures and oversee that all Chief Directorates and Directorates reporting under Corporate Services provides adequate support to the Department in line with its mandate, vision and mission. Lead and manage the following Chief Directorates and Directorates: Human Resources, Strategic Planning and Performance Management, Information Technology Management, Office of the Chief Financial Officer and Legal Services. The Head of this Branch must also deputies for the Director-General in providing leadership in Government communication. Carry out all functions delegated to him/her by the DG. Develop and implement various strategies and policies to improve service delivery within and outside the department, including capacity of the organisation to cope with change. Co-ordinates the planning and implementation of strategies and policies aimed at improving service delivery. Plan and report to various stakeholders including parliament, audit and risk Committees. Develop Business and Strategic Plans for the Branch. Ensures that structures and governance processes are in place and aligned to achieve the strategic objectives of the Department. Strongly lead line managers in spearheading restructuring and change management process of the Department. Ensure compliance of the Branch and the Department at large with general Government regulatory legislation and framework applicable to the work of the Chief Directorate and Directorates reporting under the Branch: Corporate Services. Develops and maintain effective monitoring systems and mechanisms.

**ENQUIRIES  
NOTE**

: Ms Z Ngwenya Tel No: (012) 473 0472  
: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. 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](http://www.thensg.gov.za).

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

<b><u>CLOSING DATE</u></b>	:	21 August 2020, 12H00.No late applications will be considered
<b><u>NOTE</u></b>	:	Requirement of applications: The detailed adverts can be found under the vacancy section of the GPAA on <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a> Applications must be submitted on form Z83, obtainable on the internet at <a href="http://www.gpaa.gov.za">http://www.gpaa.gov.za</a> (Originally signed). Take note of the disclaimer mentioned on each advert during COVID lockdown. It is recommended 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 sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. A Z83 not signed, will be deemed a regret. Only send documents related to the requirements in the advert. Applicants must meet the following requirements: A completed N4, N5 and N6 in the field of studies as indicated on each advert. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation. The candidate must agree to the following: Shortlisted candidates must be available for 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 three (3) 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. The GPAA reserves the right to cancel the filling/not to fill a position/Learnership that was advertised during any stage of the recruitment process. The successful candidate will have to sign a performance agreement and will be required to undergo a security clearance. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>

## OTHER POSTS

<b><u>POST 19/40</u></b>	:	<b><u>OFFICE MANAGER: NORTH WEST REGIONAL OFFICE REF NO: OM/NW/2020/08-1PRA</u></b> Client Services
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09) basic salary
<b><u>CENTRE</u></b>	:	Mafikeng
<b><u>REQUIREMENTS</u></b>	:	A degree or equivalent three year qualification (with minimum 360 credits) with a minimum of four (4) years' experience in Client Relations management environment which include at least 2 years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products. A Valid driver's license is mandatory, at least two years old (a copy must be attached to the application). Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region. Proficiency in English and the ability to speak any of the other official languages spoken in the province where

**DUTIES**

applying. Good analytical skills. Good customer relations. Problem solving skills. Communications skills – verbal and written with the ability to communicate at all levels. Presentation skills. Outgoing personality. Ability to build strong network relationships. Ability to work in a team. The applications of individuals currently residing in North West province may receive preference.

: The purpose of the job is to coordinate the administration of the client's services at provincial/branch office, which includes the following but not limited to: Supervise effective operations management within the office: Implement and maintain an operational annual performance plan complemented by action plans for service delivery in the provincial offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of Batho Pele Principles within the provincial office in all interactions with internal and external customers. Provide input to the provincial manager to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Implement a risk management plan and report on risk according to the required format. Generate and submit reports accurately and timeously. Inform the provincial manager about work progress, problems and corrective measures applied. Track, resolve and escalate delays on the payment process. Supervise provincial service channels (mobile, walk in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Physically ensure inspection and conduct office based auditing of procedures. Ensure compliance to audit findings. Provide administrative support in compliance to SHERQ. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Implement and maintain internal control processes for the section: Recommend internal procedures and processes, which will improve effective and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision-making. Ensure successful implementation of the system and process enhancement, updates and amendments within the office. Maintain relationships with all relevant stakeholders/clients to support service delivery: Maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objective. Ensure that various stakeholders/clients enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder/clients enquiries and complaints. Coordinate administrative support at outreach initiatives. Manage and development of staff: Manage the performance of the unit, which involves coaching, mentoring, and take corrective action (including disciplinary action) where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. (Keeping records). Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

**ENQUIRIES**  
**APPLICATIONS**

: Mr Ismael Radebe on Tel No: (012) 399 2299

: With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to [Recruit4@gpaa.gov.za](mailto:Recruit4@gpaa.gov.za) quoting the reference number in the subject heading of the email.

**NOTE**

: Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. One permanent position of Office Manager is currently available at the Government Pensions Administration Agency: Client Services Section – North West Region based in Mafikeng.



**POST 19/41** : **CUSTOMER SERVICE AGENT REF NO: CSA/LIMP/POL/08-1P**  
Client Services (Permanent)

**SALARY** : R208 584 per annum (Level 06) basic salary  
**CENTRE** : Limpopo Regional Office (Polokwane)  
**REQUIREMENTS** : An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance or processing employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province applying for may receive preference (Limpopo).

**DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; Follow up and finalize enquiries referred to other business units, within the agreed time frames; Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; Interact with the departments and members regarding outstanding queries; Relationship management on any changes happening in the various sections; Provide/ request feedback to various clients and stakeholders; Follow-up with business units and provide feedback to clients until cases are finalized; Effective and efficient administration of documents received; Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; Compile and submit daily, weekly and monthly production statistics to the supervisor; Check and update consolidated/escalation lists to the supervisor. Excellent problem solving skills, excellent presentation skills, excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills, Self-management – being able to work independently, Knowledge of Employee Benefits, Knowledge of client relations management, Geographical knowledge of the Province applying for.

**ENQUIRIES** : Ms Ntsibakazi Mtshabe on Tel No: (012) 399 2758  
**APPLICATIONS** : With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to [gpa04@ursonline.co.za](mailto:gpa04@ursonline.co.za) quoting the reference number in the subject heading of the email

**FOR ATTENTION** : Ms Ntsibakazi Mtshabe – Recruitment  
**NOTE** : Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. One permanent position for a Customer Service Agent is currently available at Limpopo Regional office of the GPAA based in Polokwane.

**POST 19/42** : **CUSTOMER SERVICE AGENT REF NO: CSA/NC/KIMB/08-1C**  
(12 months contract)  
Client Services

**SALARY** : R208 584 per annum (Level 06) (basic salary) plus 37% in lieu of benefits  
**CENTRE** : Northern Cape Regional Office (Kimberley)  
**REQUIREMENTS** : An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship

- management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province applying for may receive preference (Northern Cape).
- DUTIES** :
- The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; Follow up and finalize enquiries referred to other business units, within the agreed time frames; Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; Interact with the departments and members regarding outstanding queries; Relationship management on any changes happening in the various sections; Provide/ request feedback to various clients and stakeholders; Follow-up with business units and provide feedback to clients until cases are finalized; Effective and efficient administration of documents received; Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; Compile and submit daily, weekly and monthly production statistics to the supervisor; Check and update consolidated/escalation lists to the supervisor. Excellent problem solving skills, excellent presentation skills, excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills, Self-management – being able to work independently, Knowledge of Employee Benefits, Knowledge of client relations management, Geographical knowledge of the Province applying for.
- ENQUIRIES** :
- APPLICATIONS** :
- Ms Mapule Mahlangu on Tel No: (012) 399 2639
- With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to [Recruit2@gpaa.gov.za](mailto:Recruit2@gpaa.gov.za) quoting the reference number in the subject heading of the email.
- FOR ATTENTION** :
- NOTE** :
- Ms Mapule Mahlangu – Recruitment
- Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. One position for a Customer Service Agent on a 12 months contract is currently available at Northern Cape Regional office of the GPAA.
- POST 19/43** :
- EB ADMINISTRATOR – BENEFITS APPLICATION PROCESSING (BACKLOG) REF NO: EB.ADM-BACKLOG/2020/08-19C**  
(12 months contract)  
Employee Benefits
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R208 584 per annum (Level 06) (basic salary) plus 37% in lieu of benefits  
Pretoria
- An appropriate three (3) year tertiary qualification (ideally in administration/finance) with 18 months proven experience in administration or processing in Retirement fund/Employee Benefits operations environment or Senior Certificate (ideally with Maths or Accounting as a passed subject) with 3 years proven experience in administration or processing in Retirement fund/Employee Benefits operations environment NOTE: Candidates who terminated service at GPAA after 1 January 2012, who have a clear criminal record and were not dismissed or left due to ill health may be considered. Preference may be given to candidates with exposure to GPAA Membership, Payments of Exit cases during the last 12 months, Unclaimed and Unpaid cases, Pre-verification and Contribution management. MS Office package, with particular focus on MS Excel. Knowledge of standards and procedures of claims processing. Knowledge of HR matters. Policy formulation. Stakeholder management. Analytical thinking. Financial management. Good communication skills. Attention to detail. Customer orientation. Creative thinking. Negotiation skills. Logical thinking. Production driven

- DUTIES** : The purpose of the role is to provide administrative support for the processing and payments of claims. The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to Process Claims: Review applications/claims received for various types of exits or claims. Check that all supporting documentation is attached as per the requirements of the specific claim. Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected. Request member's information for inclusion in the benefits application form, where missing information is identified. Process payment of claims: Review the initial payment, based on a review of the particulars of the case, routing the calculation last point. Reconcile purchase of service figures, checking that all outstanding service has been calculated correctly for payments. Upload supporting documentation for benefit payments, ensuring accuracy. Checking whether beneficiaries indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of the various Funds/schemes. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance with the relevant policies and procedures. Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria. Review the benefit application form and validate the content. Initiate the payment instruction.
- ENQUIRIES** : Ms Mapule Mahlangu – Tel No: (012) 399 2639
- APPLICATIONS** : With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to [rh.gpaa@adcorpgroup.com](mailto:rh.gpaa@adcorpgroup.com) quoting the reference number in the subject heading of the email.
- FOR ATTENTION** : Mapule Mahlangu – Recruitment
- NOTE** : Interviews will 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. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Various positions for Processors (EB Administrators) at EB Operations (various sub units) are currently available at the Government Pensions Administration Agency. These positions will be filled on a 12 months contract.

#### LEARNERSHIP

*The Government Pensions Administration Agency (GPAA) would like to invite applications from qualifying learners to participate in an **experiential learning programme**. The programme is aimed at affording experiential learners an opportunity to be exposed to the work environment, with the aim to assist learners to complete the practical part of their studies in order to graduate. Learning takes place under the guidance of more experienced professionals. The programme will involve a period ranging from 6 months to a maximum of 24 months, as prescribed by the higher educational institution.*

#### OTHER POSTS

- POST 19/44** : **EXPERIENTIAL LEARNING PROGRAMME: (2 LEARNERSHIP OPPORTUNITIES) IN HUMAN RESOURCES REF NO: ET/GPAA/HRM2-2020/07**
- STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A completed N4, N5 and N6 in Human Resource Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment.

- Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.
- ENQUIRIES** : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150
- APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: [john@isilumko.co.za](mailto:john@isilumko.co.za). Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.
- NOTE** : Two Learnership opportunities are currently available at the Government Pensions Administration Agency: Human Resources.
- POST 09/45** : **EXPERIENTIAL LEARNING PROGRAMME: (5 LEARNERSHIP OPPORTUNITIES) IN FINANCE REF NO: ET/GPAA/FM5-2020/07**
- STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes
- CENTRE REQUIREMENTS** : Pretoria Head Office
- REQUIREMENTS** : A completed N4, N5 and N6 in Financial Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable.
- ENQUIRIES** : Thulani Ndlela at (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150.
- APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: [rh.gpaa@adcorpgroup.com](mailto:rh.gpaa@adcorpgroup.com) Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.
- NOTE** : Five Learnership opportunities are currently available at the Government Pensions Administration Agency: Finance.
- POST 19/46** : **EXPERIENTIAL LEARNING PROGRAMME: (1 LEARNERSHIP OPPORTUNITY) IN CORPORATE COMMUNICATIONS REF NO: ET/GPAA/COM1-2020/07**
- STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes
- CENTRE REQUIREMENTS** : Pretoria Head Office
- REQUIREMENTS** : A completed N4, N5 and N6 in Marketing/Public Relations. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable.
- ENQUIRIES** : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150
- APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: [john@isilumko.co.za](mailto:john@isilumko.co.za). Separate applications should be

completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

**NOTE** : One Learnership opportunity is currently available at the Government Pensions Administration Agency: Corporate Communications.

**POST 19/47** : **EXPERIENTIAL LEARNING PROGRAMME: (3 LEARNERSHIP OPPORTUNITIES) IN MONITORING AND EVALUATION REF NO: ET/GPAA/M & E3-2020/07**

**STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : A completed N4, N5 and N6 in Public Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable.

**ENQUIRIES** : Thulani Ndlela at (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150.

**APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: [gpaateam@fempower.co.za](mailto:gpaateam@fempower.co.za) Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

**NOTE** : Three Learnership opportunities are currently available at the Government Pensions Administration Agency: Monitoring and Evaluation.

**POST 19/48** : **EXPERIENTIAL LEARNING PROGRAMME: (1 LEARNERSHIP OPPORTUNITY) IN STRATEGY AND POLICY REF NO: ET/GPAA/STRATEGY1-2020/07**

**STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : A completed N4, N5 and N6 in Public Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.

**ENQUIRIES** : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150

**APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: [gpaateam@fempower.co.za](mailto:gpaateam@fempower.co.za) Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

**NOTE** : One Learnership opportunity is currently available at the Government Pensions Administration Agency: Strategy and Policy.

**POST 19/49** : **EXPERIENTIAL LEARNING PROGRAMME: (4 LEARNERSHIP OPPORTUNITIES) IN NON-CONTRIBUTORY FINANCE REF NO: ET/GPAA/NCF4 - 2020/07**

**STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : A completed N4, N5 and N6 in Finance Management/Public Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.

**ENQUIRIES** : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150.

**APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: [rh.gpaa@adcorpgroup.com](mailto:rh.gpaa@adcorpgroup.com) Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

**NOTE** : Four Learnership opportunities are currently available at the Government Pensions Administration Agency: Non-Contributory Finance.

**POST 19/50** : **EXPERIENTIAL LEARNING PROGRAMME: (1 LEARNERSHIP OPPORTUNITIES) IN CLIENT RELATIONSHIP MANAGEMENT NORTHERN CAPE REGIONAL OFFICE REF NO: ET/GPAA/CRM/NC1-2020/07**

**STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

**CENTRE** : Northern Cape Regional Office - Kimberley

**REQUIREMENTS** : A completed N4, N5 and N6 in Public Management/Office Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.

**ENQUIRIES** : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150.

**APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: [rhone@telebest.co.za](mailto:rhone@telebest.co.za) Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

**NOTE** : One Learnership opportunity is currently available at the Government Pensions Administration Agency: CRM Northern Cape Region.

**POST 19/51** : **EXPERIENTIAL LEARNING PROGRAMME: (1 LEARNERSHIP OPPORTUNITIES) IN CLIENT RELATIONSHIP MANAGEMENT WESTERN CAPE REGIONAL OFFICE REF NO: ET/GPAA/CRM/WC1 -2020/07**

**STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

**CENTRE REQUIREMENTS** : Western Cape Regional Office – Cape Town  
: A completed N4, N5 and N6 in Public Management/Office Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.

**ENQUIRIES** : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 19 1150.

**APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: [rhone@telebest.co.za](mailto:rhone@telebest.co.za) Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

**NOTE** : One Learnership opportunity is currently available at the Government Pensions Administration Agency: CRM Western Cape.

**POST 19/52** : **EXPERIENTIAL LEARNING PROGRAMME: (1 LEARNERSHIP OPPORTUNITIES) IN CLIENT RELATIONSHIP MANAGEMENT NORTH WEST REGIONAL OFFICE REF NO: ET/GPAA/CRM/NW1 -2020/07**

**STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

**CENTRE REQUIREMENTS** : North West Regional Office - Mmabatho  
: A completed N4, N5 and N6 in Public Management/Office Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.

**ENQUIRIES** : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 19 1150.

**APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: [rhone@telebest.co.za](mailto:rhone@telebest.co.za) Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

**NOTE** : One Learnership opportunity is currently available at the Government Pensions Administration Agency: CRM North West Region.

- POST 19/53** : **EXPERIENTIAL LEARNING PROGRAMME: (1 LEARNERSHIP OPPORTUNITIES) IN CLIENT RELATIONSHIP MANAGEMENT FREE STATE REGIONAL OFFICE REF NO: ET/GPAA/CRM/FS1 -2020/07**
- STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes
- CENTRE** : Free State Regional Office - Bloemfontein
- REQUIREMENTS** : A completed N4, N5 and N6 in Public Management/Office Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.
- ENQUIRIES** : Thulani Ndlela at (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150.
- APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: [rhone@telebest.co.za](mailto:rhone@telebest.co.za) Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.
- NOTE** : One Learnership opportunity is currently available at the Government Pensions Administration Agency: CRM Free State Region.



**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(TSHWANE NORTH TVET COLLEGE AND WEST COAST TVET COLLEGE)**

**OTHER POSTS**

- POST 19/54** : **TECHNICAL SUPPORT: FINANCE REF NO: TNC/CO/20 – 07/1**  
(12 months' contract)
- SALARY** : R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/ Advanced Diploma (NQF level 7) in Accounting. The qualification should be coupled with at least 5 years' relevant work experience (of which 3 years are required to be junior/middle management experience) in the public/ or private sector. Excellent project management and communication skills, including analytical capability and report writing; the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver's license. This is technical position that requires a dynamic individual with deep understanding of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing. The incumbent should be able to perform in a team environment. Added Advantage: An appropriate post graduate degree in B. Com in Accounting or Financial management (NQF level 8). At least 3 years' senior management experience, which should include leadership and experience in an overall financial management and reporting role, as well as 3 years' in the Post-School Education and Training (PSET) sector A Chartered Accountant or Associate General Accountant registered with SAICA. Good understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies and regulations.
- DUTIES** : Assisting the Principal/Accounting Officer and Council in discharging the duties prescribed in the financial management policies of the College; Establishing and maintaining financial management systems; Establishing, implementing and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; Building capacity in relation to budget preparation processes, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; Overseeing the smooth running of the college finances including overall performance. Establish a functioning and well capacitated Internal Audit Unit. Strengthen controls and risk management within the college in an endeavour to improve external audit outcomes. Provide training on the optimal utilisation of electronic financial, logistic and management information systems; Develop capacity in compiling interim and annual financial statements and review thereof.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012)-401 1919/ 1940.
- APPLICATIONS** : Please email your application/s to: [recruitment@tnc.edu.za](mailto:recruitment@tnc.edu.za). All costs incurred due to your application and interviews will be at your own expense.
- NOTE** : Applications must be submitted on form Z83 obtained from schools, colleges or government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete and faxed applications will not be considered. The

employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

- CLOSING DATE** : 21 August 2020 at 12:00
- POST 19/55** : **TECHNICAL SUPPORT OFFICE: MANAGEMENT INFORMATION SYSTEMS REF NO: TNC/CO/20 – 07/2**  
(12 months' contract)
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum (Level 10) (All-inclusive Remuneration Package)  
: Pretoria  
: An appropriate Bachelor's Degree/ National Diploma (NQF level 7) in management Information Systems. The qualification should be coupled with at least 5 years' relevant work experience in the public/ or private sector. Excellent project management and communication skills, including analytical capability and report writing; the ability to design, develop, support and monitor policies; the ability to work in a team environment; good computer skills; a valid driver's license. This is a technical support position that requires a dynamic individual with deep knowledge of the ITS/Adapt-IT Integrated Business Management System. The candidate must have proven experience and technical skills in data management, and be a strong communicator with the ability to interact with all relevant stakeholders. The incumbent should be able to perform in a team environment.
- DUTIES** : Set up, design, update, standardise and align the ITS/Adapt-IT database into an effective, efficient and optimally utilised College Integrated Business Management System (IBMS). Assist with the review/development of the Management Information System Policies, and Standard Operating Procedure. Set up a seamless Student On-line Registration system. Align ITS/Adapt-IT system with the DHET TVETMIS to report credible data. Assist with the integration of all support functions (finance, supply chain, human resources, NSFAS Bursaries, facilities etc.) into the student administration. Establish processes to ensure information is appropriately used for planning, budgeting, administration / management, decision-making and reporting. Assess and advise the ICT Unit regarding infrastructure, hardware and software requirements to maintain a functional IBMS. Develop structures and processes to improve communication and support to all users. Train end-users and management to optimally utilise the IBMS including statistical data, analysis of business processes and reporting.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/ 1940.
- APPLICATIONS** : Please email your application/s to: [recruitment@tnc.edu.za](mailto:recruitment@tnc.edu.za). All costs incurred due to your application and interviews will be at your own expense.
- NOTE** : Applications must be submitted on form Z83 obtained from schools, colleges or government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.
- CLOSING DATE** : 21 August 2020 at 12:00

**POST 19/56** : **PROCUREMENT CLERK REF NO: WCTVETC 15/20**  
Nature of contract: Permanent

**SALARY** : R173 703 per annum (Level 05) plus benefits as applicable in the Public Service

**CENTRE** : Central Office (Malmesbury)

**REQUIREMENTS** : Grade 12 with accounting as a subject or NCV level 4 / N6 Certificate, plus a 3-year diploma in relevant Field; Valid code 8 driver's license; 3 Years procurement experience; 2/3 years' administration experience; Experience in computerized procurement systems; Experience in dealing with high volumes of work and fast moving commodities.

**DUTIES** : Review requests received for service/goods on the College's system; Contact suppliers for quotations as per guidelines set out in the College SCM policy; Add quotations to electronic request on the College's system; Present completed request and relevant paperwork to the Procurement Officer and or Finance Manager for approval; Process request to an "Order Status" and place order with supplier; Follow up on delivery of these items with supplier and with staff; Match orders with invoices from suppliers; Identify and resolve any discrepancies and forward to creditors department for payment; Compile bi-monthly progress report and assist with resolving of commitment report.

**ENQUIRES** : Ms A. Arosi / Ms A Fortuin Tel No: (022) 482 11 43

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department (Recruitment and Selection): West Coast TVET College, P.O. Box 935, Malmesbury, 7300 or hand delivered to: West Coast TVET College Central Office, No 2 Loedolf Street, Malmesbury, 7300.

**NOTE** : Applications should be on a Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (Inclusive of three contactable references and contact details such as cellphone number, landline number and email address), Original certificate copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his /her application. The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.

**CLOSING DATE** : 21 August 2020

**INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE**

*The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.*

<b><u>APPLICATIONS</u></b>	:	Email: Recruitment01@ipid.gov.za
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as copies of all qualification(s) including a Senior Certificate and ID-document (uncertified documents during the lockdown period are accepted) [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

**OTHER POST**

<b><u>POST 19/57</u></b>	:	<b><u>PRINCIPAL COMMUNICATIONS OFFICER REF NO: Q9/2020/13</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Pretoria (National Office)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate degree (NQF 7) in Communications and/or Marketing as prescribed by SAQA. Three (3) to Five (5) years relevant full time experience in communications. A valid Driver's License. Strategic capability. Leadership and facilitation skills. Communication skills. Marketing skills. Problem solving and decision making skills. Innovative and creative thinking. Report writing skills. Presentation skills ability to work under pressure within a complex organization. Knowledge of the Public Service. Knowledge of the Regulations Framework of the Public Service e.g. PFMA Public Service Regulations. National Treasury Regulations and other relevant prescripts. The candidate must have knowledge of corporate branding. Online communications, media liaison. Writing etc. knowledge of government communication system.
<b><u>DUTIES</u></b>	:	create proper understanding of the existence. Mandate and functioning of the Department. Make public aware of the functions of the Department. Identify select and acquire information for websites and social media preparing the information for website and social media. Provide relevant official communication. Contribute towards publications and ensure that they are distributed to reach target audience via other departments by hand post or courier. Publicise the organization's mandate to the external community using various marketing avenues. Assist in the production printing and distributing of the market tools for the organization (annual report. Strategic plan information brochures. Banners etc.) interact with the public during community outreach programme (Draft the road show programme. Imbizo etc.). Draft media statements and letters to the editors in response to any query or information

that need to be disseminated to the public. Monitor media to measure the level of publicity of the Department. Create acceptance support for and cooperation with various stakeholders. Compile and submit reports to the Manager. Draft the component's submissions. File component's documents. Undertake the component's procurement.

**ENQUIRIES**

: Ms. N cola Tel No: (012) 339 0049

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	24 August 2020
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications for employment to the email address specified to each post. The email <u>must include only</u> completed and signed Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

<b><u>POST 19/58</u></b>	:	<b><u>DIRECTOR: JUSTICE OPERATIONS &amp; FACILITIES MANAGEMENT REF NO: 69/2020/WC</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 – R1 245 495 per annum (All inclusive remuneration). (The successful candidate will be required to sign a performance agreement).
<b><u>CENTRE</u></b>	:	Regional Office, Western Cape
<b><u>REQUIREMENTS</u></b>	:	A Bachelor Degree in Public Management/Administration, or Property Management, Real Estate, Security Management or Equivalent qualification (NQF7); At least six (6) years' experience of which five (5) years must be at middle/senior managerial level experience; Knowledge of legislation, prescripts and Framework of the Public Service; Experience in Court Management, infrastructure and Property will be an added advantage; A valid driver's license. Skills and Competencies: Strategic capabilities and leadership; Performance Management; Property and Project Management; Financial Management; Knowledge Management; Service delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills; Change Management; Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Key performance Areas: Manage justice operations and related services in the Region; Manage infrastructure, facilities and auxiliary services; Monitor risk and manage security service of all courts in the Region; Manage ICT related services; Manage, monitor justice stakeholder and customer relations; Manage effective utilization of resources in the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr R Isaacs Tel No: (021) 469 4000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: WCRcruitment@justice.gov.za
<b><u>FOR ATTENTION</u></b>	:	Mr M Ketelo
<b><u>NOTE</u></b>	:	Women and People with disabilities are encouraged to apply.

## OTHER POSTS

- POST 19/59** : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 71/2020/WC**
- SALARY** : R733 257 – R863 748 per annum (All inclusive remuneration). (The successful candidate will be required to sign a performance agreement).
- CENTRE** : Regional Office, Cape Town
- REQUIREMENTS** : A Bachelor's degree or three (3) year's National Diploma in Public Administration or equivalent qualification; Three (3) years' managerial experience in office and district administration; A valid driver's license. Skills and Competencies: Job knowledge; Acceptance of responsibility; Planning and execution; Reliability; taking Initiative; Interpersonal relationships.
- DUTIES** : Key Performance Areas: Promote efficient work performance, service delivery, Batho Pele and the basic values and principles governing public administration in the Department; Coordinate administrative assessment of all court houses; Coordinate quality assurance assessments at the sub – offices to determine whether the work is being done according to legislation and the prescripts of the Departmental code; Implement Ad hoc services; Training, mentoring and coaching; Assess physical resources, misconduct and maladministration investigations; Provide effective people management.
- ENQUIRIES** : Ms N Bekwa Tel No: (021) 469 4000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to WCRrecruitment@justice.gov.za
- POST 19/60** : **COURT MANAGER (X2 POSTS)**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court Wolmaranstad Ref No: 20/VA22/NW  
Magistrate's Office's, Kroonstad Ref No: 20/30/FS
- REQUIREMENTS** : A three (3) year qualification in Administration or a National Diploma in Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent qualification; At least three (3) years' managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Experience in the court environment will be an added advantage. The following will serve as strong recommendations: Knowledge of an experience in office and district administration; Knowledge of financial management and the PFMA. Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Ability to supervise staff; Computer literacy.
- DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
- ENQUIRIES** : Mahikeng: Ms. L Shoai Tel No: (018) 397 7054  
Freestate: Ms. N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Mahikeng: Quoting the relevant reference number, direct your application to: [RecruitmentNW@justice.gov.za](mailto:RecruitmentNW@justice.gov.za)  
Free State: Quoting the relevant reference number, direct your application to: [FSRecruitment@justice.gov.za](mailto:FSRecruitment@justice.gov.za) OR fax 0864003806 / 0865070071
- NOTE** : Separate applications must be made quoting the relevant email address
- POST 19/61** : **IT CO-ORDINATOR REF NO: 70/2020/WC**
- SALARY** : R376 596 – R443 601 per annum. (The successful candidate will be required to sign a performance agreement).
- CENTRE** : Regional Office: Cape Town
- REQUIREMENTS** : NQF 6 (IT Diploma/ Other related Degree); Four (4) years' experience in rendering IT related LAN Support service; Project Management with two (2)

years' experience; 1 year experience in Help – Desk first line support and Network Administrator Training with two (2) years' experience; Systems Management with one (1) year experience. Skills and Competencies: Communication (written and verbal) skills; Excellent writing skills; Training and Presentation skills; Computer literacy (MS Word, PowerPoint, Outlook and Internet, etc); Problem solving and Analysis; Change Management, Project Management and Diversity Management; Interpersonal relations; Planning and organizing; Ability to operate presentation equipment and offer lessons; Customer service orientation.

**DUTIES** : Key Performance Areas: Provide/conduct functional training on Business System Applications; Provide application first line support and liaise with the end – user on LAN Support; Liaise with contracted service providers at the regions; Conduct infrastructural assessment (Applications Support) and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end –user assistance with IT solutions and systems in the regions; Compile provincial reports on the IT system usage and Project Status reports.

**ENQUIRIES** : Ms N Bekwa Tel No: (021) 469 4000

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: WCRrecruitment@justice.gov.za

**FOR ATTENTION** : Mr M Ketelo

**POST 19/62** : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS ACCOUNTING REF NO: 2020/34/GP**

**SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Regional Office Gauteng

**REQUIREMENTS** : Degree or three years National Diploma in Financial Management (e.g. Accounting; Cost Accounting; Auditing; Economics etc) or equivalent qualification; Three years relevant financial experience; Knowledge and practical experience in Third Party Funds management; Knowledge and understanding of the PFMA, DFI, JAF's Act, Treasury Regulations and relevant Government regulations and policies; Knowledge of Moja Pay and JDAS operational, financial accounting as well as training experience; A valid driver's license. Skills and Competencies: Computer literacy and spreadsheet skills; Proven verbal and written communication skills; Good interpersonal relations; Ability to work under pressure and overtime if required; Presentation skills; People skills; Motivational skills; Training skills.

**DUTIES** : Key Performance Areas: Manage and ensure application of the prescribed Financial Procedures; Define and introduce financial control, procedures and methods towards achieving a NAQ status; Provide systems training as well as functional, operational, accounting and technical support to all offices within the region; Participate in cleanup projects at high risk offices; Compile financial reports, Interim and Annual Financial Statements; Manage the status of MojaPay at all courts with regards to financial transactions, General Ledger Accounts and functional support; Audit readiness, preparation and responses to audit findings.

**ENQUIRIES** : Ms P Raadt Tel No: (011) 332 9000

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: [PRaadts@justice.gov.za](mailto:PRaadts@justice.gov.za)

**POST 19/63** : **ADMINISTRATIVE OFFICER REF NO: 20/36/KZN**

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

**CENTRE** : Magistrate Court, Ekuvukeni

**REQUIREMENTS** : Three year's Bachelor's degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.



**DUTIES** : Key Performance Areas: Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor/Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

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

**APPLICATIONS** : Quoting the relevant reference number and direct your application to: [kznrecruit@justice.gov.za](mailto:kznrecruit@justice.gov.za) or [NGoba@justice.gov.za](mailto:NGoba@justice.gov.za)

**POST 19/64** : **ADMINISTRATIVE OFFICER REF NO: 20/37/KZN**

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

**CENTRE** : Magistrate Court, Msinga

**REQUIREMENTS** : Three year's Bachelor's degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

**DUTIES** : Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

**ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000

**APPLICATIONS** : Quoting the relevant reference number and direct your application to: [kznrecruit@justice.gov.za](mailto:kznrecruit@justice.gov.za) or [NGoba@justice.gov.za](mailto:NGoba@justice.gov.za)

**POST 19/65** : **ADMINISTRATION OFFICER REF NO: 55/20EC**

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

**CENTRE** : Magistrate, Zwelitsha with possible deployment to Dimbaza Court)

**REQUIREMENTS** : Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 years relevant experience in Office or Court Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; The following will serve as added advantage; At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's licence; Supervisory experience (Attach proof); Moja pay training successful completed (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Customer orientation; Ability to interpret and apply

- policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Perform general supervision and controlling of clerical staff as head of the office; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO. Manage the Performance Management System in section; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Manage the facilities, physical resources, information and communication related to the courts; Facilitate training and development of subordinates and any other duties that may be necessary for the smooth running of the section; Manage and control assets and fleet control; Manage and control stationery stock and JYP; Perform any other duties that may be allocated by the Area Court Manager.
- ENQUIRIES** : Ms. Nghona Tel No: (043) 702 7000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: [ECRecruitment@justice.gov.za](mailto:ECRecruitment@justice.gov.za) or fax to email 0866359104
- POST 19/66** : **ADMINISTRATION OFFICER REF NO: 57/20EC**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office (Relief Component)
- REQUIREMENTS** : Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 years relevant experience in Office or Court Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; The following will serve as added advantage; At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's licence; Supervisory experience (Attach proof); Moja pay training successful completed (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Perform general supervision and controlling of clerical staff as head of the office; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO; Manage the Performance Management System in section; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Manage the facilities, physical resources, information and communication related to the courts; Facilitate training and development of subordinates and any other duties that may be necessary for the smooth running of the section; Manage and control assets and fleet control; Manage and control stationery stock and JYP; To perform any other duties that may be allocated by the Area Court Manager.
- ENQUIRIES** : Ms. Nghona Tel No: (043) 702 7000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: [ECRecruitment@justice.gov.za](mailto:ECRecruitment@justice.gov.za) or fax to email 0866359104.
- NOTE** : The successful candidate will report to the Area Manager in Zwelitsha and will be mostly be utilised in the East London, Zwelitsha, Queenstown and Lady Frere. The successful candidate will travel extensively.
- POST 19/67** : **ADMINISTRATION OFFICER REF NO: 58/20EC**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Court; King Williams Town
- REQUIREMENTS** : Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 years relevant experience in Office or Court Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk

Management; The following will serve as added advantage; At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's licence; Supervisory experience (Attach proof); Moja pay training successful completed (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

**DUTIES** : Key Performance Areas: Perform general supervision and controlling of clerical staff; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO; Supervise and control TPF and Vote sections; Manage the Performance Management System in section; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Facilitate training and development of subordinates and any other duties that may be necessary for the smooth running of the section; Manage and control assets and fleet control; Manage and control stationery stock and JYP; Perform any other duties that may be allocated by the Court Manager.

**ENQUIRIES** : Ms. Nghona Tel No: (043) 702 7000  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: [ECRecruitment@justice.gov.za](mailto:ECRecruitment@justice.gov.za) or fax to email 0866359104.

**POST 19/68** : **ADMINISTRATION OFFICER REF NO: 56/20EC**  
 (Re-advertisement)

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

**CENTRE** : Magistrate Court, Butterworth  
**REQUIREMENTS** : Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 years relevant experience in Office or Court Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; The following will serve as added advantage; At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's licence; Supervisory experience (Attach proof); Moja pay training successful completed (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

**DUTIES** : Key Performance Areas: Supervise Civil and Small claims courts; Supervise Criminal Section; Supervising functioning of CRT clerks in courts; Supervise Maintenance Section; Supervise Domestic and Harassment Section; Supervise Children's and Child Justice Courts; Supervise Divorce and Estate; Manage and facilitate disposal of criminal and family courts documents; Ensure that all ICMS modules are updated; Checking of all court books and court files for criminal and family courts; Manage PMDS in the Section; Compile necessary statistics to indicate performance and trends; Manage and develop Human Resources by facilitating trainings, maintaining discipline and resolving complaints and grievances; Manage documents and maintain records related to accounts section; To perform any other duties that may be allocated by the Area Court Manager.

**ENQUIRIES** : Ms. Nghona Tel No: (043) 702 7000  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: [ECRecruitment@justice.gov.za](mailto:ECRecruitment@justice.gov.za) or fax to email 0866359104.

**POST 19/69** : **PRINCIPAL COURT INTERPRETER (X2 POSTS)**

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

**CENTRE** : Magistrate Court; Mdantsane Ref No: 61/20EC  
 Magistrate Court; Port Elizabeth Ref No: 62/20EC

**REQUIREMENTS** : NQF level 4 / Grade 12 and National Diploma in Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Five (5) years of

practical experience as court interpreting; Proficiency in English and two or more indigenous languages; A valid driver's licence. A minimum of two years supervisory experience will serve as an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

**DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Quarterly and annual assessments of interpreters; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA.

**ENQUIRIES** : Ms. Nghona Tel No: (043) 702 7000  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: [ECRecruitment@justice.gov.za](mailto:ECRecruitment@justice.gov.za) or fax to email 0866359104.

**POST 19/70** : **ADMINISTRATIVE OFFICER: OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 20/38/KZN**  
(Re-advertisement)

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

**CENTRE** : Regional Office, Durban  
**REQUIREMENTS** : A Bachelor's degree or Diploma in Health and Safety and Risk Management or equivalent qualification and two years relevant experience; A certificate in Project Management/ Security Management will be an added advantage; Knowledge of OHS Act, COIDA, NEMA, strong knowledge of SHER management standards and guidelines, system orientation approach in work methodologies, sound knowledge of research methodology; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Ability to work independently and under pressure; Ability to conduct SHE risk assessment; Ability to identify hazards, environmental impacts, and risks; Report writing skills; Project Management skills; Financial management skills; Research and analytical skills, presentation skills.

**DUTIES** : Key Performance Areas: Render an effective and efficient Safety, Health, Environment Training services within the Sub-Directorate: Security Management in the Province in line with Legislation requirements, standards, policies and guidelines, to ensure the development, implementation, management, and monitoring of health and safety management system to continually improve through application of the best practices; Implement and review SHE policy standards and guidelines in relation to the legislation; Coordinate and conduct SHER awareness programmes and prepared to travel within the province; Assist in developing training modules for occupational health and safety courses; Develop and implement student assessment and reporting strategies; Implement strategies to meet learning needs of the students; Evaluate the impact of the SHER training programme for continual improvement on SHER management system; Liaise with relevant institutions for accreditation process of health and safety training courses; Facilitate and Conduct training session in the Regions and in other offices within the respective Province; Perform regular risk assessments in order to identify the gaps developing health and safety skills in the work place; Assist in compiling statistics for occupational diseases in the workplace; Participate in the investigation procedures and incident reporting of SHER related cases; Initiate special projects to enhance a safe and healthy working environment for officials in the department; Properly manage the utilization of all resources in line with PFMA and other relevant legal frame work; Incorporate the expertise of ISM to develop a network system for quick and effective method of incident reporting; Manage and keep record of important information received in line with Minimal Information Security Standard, National Archives of South Africa and OHS Act and regulations.

**ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000  
**APPLICATIONS** : Quoting the relevant reference number and direct your application to: [kznrecruit@justice.gov.za](mailto:kznrecruit@justice.gov.za) or [NGoba@justice.gov.za](mailto:NGoba@justice.gov.za)

- POST 19/71** : **HUMAN RESOURCE PRACTITIONER REF NO: 20/87/HR**
- SALARY** : R257 508 – R303 339 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : A 3 years Degree or National Diploma in HRM or equivalent qualification; Minimum of 1 year experience in Human Resource Management, more specifically Service Benefits within the Public Service; Knowledge of relevant HR prescripts; Knowledge of and experience in policy development, monitoring and evaluation. Skills and Competencies: Organizing skills; Analytical and decision-making skills; Conceptualization skills; Good computer literacy (Ms Word, Excel and PowerPoint); Communication skills (verbal and advanced written); Confidentiality, tact and discretion when dealing with people; Good intuition and understanding of people's qualities; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Advise management and Departmental clients in respect of Service Benefits policy matters; Research in respect of service conditions and benchmarking with other institutions; Analyze statistics, compile report and draft correspondence (letters, memoranda, circular and reports); Monitoring leave through the provision of quarterly leave capturing report; Develop and Maintain HR database.
- ENQUIRIES APPLICATIONS** : Mr J Maluleke Tel No: (012) 315 1090
- : Quoting the relevant reference number, direct your application to: DOJ20-87-HR@justice.gov.za
- POST 19/72** : **CHIEF ADMINISTRATION CLERK REF NO: 20/40/KZN**  
(Re-advertisement)
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Court, Scottburgh
- : Grade 12 or equivalent; A minimum of 3 years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
- DUTIES** : Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R; Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyze statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor/Court manager or Area Court Manager.
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
- : Quoting the relevant reference number and direct your application to: [kznrecruit@justice.gov.za](mailto:kznrecruit@justice.gov.za) or [NGoba@justice.gov.za](mailto:NGoba@justice.gov.za)
- POST 19/73** : **CHIEF ADMINISTRATION CLERK REF NO: 20/39/KZN**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Court, Durban
- : Grade 12 or equivalent; A minimum of 3 years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
- DUTIES** : Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyze statistics to show performance and trends; Check diverse documents and work performance of co-workers for

completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor/Court manager or Area Court Manager.

**ENQUIRIES APPLICATIONS** : Ms V.T. Mlandiso Tel No: (031) 372 3000  
: Quoting the relevant reference number and direct your application to: [kznrecruit@justice.gov.za](mailto:kznrecruit@justice.gov.za) or [NGoba@justice.gov.za](mailto:NGoba@justice.gov.za)

**POST 19/74** : **SENIOR COURT INTERPRETER REF NO: 20/41/KZN**  
(Re-advertisement)

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

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

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

**ENQUIRIES APPLICATIONS** : Ms V.T. Mlandiso Tel No: (031) 372 3000  
: Quoting the relevant reference number and direct your application to: [kznrecruit@justice.gov.za](mailto:kznrecruit@justice.gov.za) or [NGoba@justice.gov.za](mailto:NGoba@justice.gov.za)

**POST 19/75** : **MAINTENANCE INVESTIGATOR REF NO: 20/31/FS**

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

**CENTRE REQUIREMENTS** : Magistrate's Office, Kroonstad  
: Grade 12 certificate or equivalent qualification; Experience in Family Law matters; Knowledge of the Maintenance Act (Act 990 of 1998) and Investigative experience; A valid driver's license; Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written); Numeric skills. Ability to: Work with the public in a professional and empathetic manner; Planning and organising; Facilitation skills; Attention to detail; Think innovatively and work in pressured environment.

**DUTIES** : Key Performance Areas: Trace persons liable to pay maintenance and Maintenance defaulters; Gather and secure information related to maintenance enquiries and defaulters. Testify in court under the supervision and control of Maintenance Officers/Maintenance Prosecutors; Work with the public in a professional and empathetic manner; Render administrative support to the office; Outdoor function requiring physical tracing capabilities; Serve documents on complaints/Respondent/Banks/Employees/etc; Draft investigation reports.

**ENQUIRIES APPLICATIONS** : Ms. NM Dywili Tel No: (051) 407 1800  
: Quoting the relevant reference number, direct your application to: [FSRecruitment@justice.gov.za](mailto:FSRecruitment@justice.gov.za) OR fax 0864003806 / 0865070071

**POST 19/76** : **MAINTENANCE OFFICER MR3 – MR 5 (X2 POSTS)**

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

**CENTRE REQUIREMENTS** : Zeerust Magistrate Court Ref No: 20/VA20/NW  
Mankwe Magistrate Court Ref No: 20/VA21/NW  
: LLB Degree or recognised 4 years' legal qualification; At least 2 years appropriate post qualification legal experience; Extensive knowledge of the

maintenance system and family law matters; Proficiency in the following languages; Zeerust Court: Setswana and English; Mankwe Court: ; Setswana, English, Afrikaans and IsiXhosa will be an added advantage; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.

**DUTIES**

: Key Performance Areas: Perform the powers duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.

**ENQUIRIES**

: Ms. L. Shoai Tel No: (018) 397 7054/61

**APPLICATIONS**

: Quoting the relevant reference number, direct your application to: RecruitmentNW@justice.gov.za

**DEPARTMENT OF MILITARY VETERANS**

***The Department Of Military Veterans Is An Equal Opportunity Affirmative Action Employer. It Is the Department's Intention to Promote Representativity (Race, Gender and Disability) Through the Filling This Post. Candidates Whose Appointment/Promotion/Transfer Will Promote Representativity Will Therefore 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 deliverer at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. E-mailed applications can be forwarded to [john.olivier@dmv.gov.za](mailto:john.olivier@dmv.gov.za).
- FOR ATTENTION** : Deputy Director Human Resource Administration
- CLOSING DATE** : 21 August 2020
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies (maximum certification of 6 months) of all qualification(s), Matric certificate must also be attached and ID-document and Driver's license (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). It is the responsibility of the applicant to provide verification of foreign qualifications. 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. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will be appointed on a probation period of twelve (12) months. According to the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days, requirements for appointment at HOD's should constitute the Executive Induction Programme for HOD's and Structured Exchange/coaching programme endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The Department reserves the right not to make appointment(s) to the advertised post(s).

**MANAGEMENT ECHELON**

- POST 19/77** : **DIRECTOR-GENERAL: MILITARY VETERANS REF NO: DMV01/07/2020**  
(Five-Year Contract)
- SALARY** : R1 978 533 – R2 228 820 per annum (Level 16) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate, undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Administration, Public Management or any other related qualification as recognized by SAQA. Eight (8) to ten (10) years' experience at senior managerial level. At least three (3) years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The candidate must have executive management experience with strong leadership capabilities. Knowledge in Strategic Leadership, Prescripts, policies and business ethics as well as Government wide policies. Ability to interpret and apply policies and legislations. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate. Skills in Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation, Project Management and Strategic planning and management.
- DUTIES** : The candidate will be the Accounting Officer of the Department of Military Veterans who will guide and direct efficient and effective delivery of services to



military veterans. Manage the development and implementation of policies and procedures that will guide the provision of holistic services to military veterans. Provide strategic guidance and leadership in the provision of Military Veterans socio-economic support services. Provide strategic guidance and leadership in the management and coordination of Military Veterans empowerment and stakeholder relations services. Provide oversight and take ultimate responsibility for the planning and the execution of the department's plans and deliverables. Interpret political direction and intent of government and ensure mainstreaming into departmental vision and mission. Provide strategic guidance and leadership in ensuring that the political mandate is given administrative effect. Ensure departmental policies, strategies and business and operational plans of the department are aligned and geared towards improved/ optimal service delivery/service excellence in line with the political mandate. Provide strategic guidance and leadership in the management of the following: Communication services, Strategic Support Services, Financial Management, Budgetary and Assets Management, Internal Audit, Risk Control and Compliance Services, Corporate Support Services, A special projects and programmes, proper delegation of authority, controls and accountability. Administration of statutory powers and delegated authority. Ensure that the department renders its services in an accountable and transparent manner. Manage consultative commitments as the Director General of Department. Serve as an interface between the parliament, elected officials and the Department. Manage Intergovernmental and Stakeholder Relations.

**ENQUIRIES**  
**NOTE**

- : Mr J. Olivier Tel No: (066) 064 8174
- : All shortlisted candidates for SMS posts may be subjected to a technical 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 possible technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests.

## NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E-mail as stated below.
- CLOSING DATE** : 25 August 2020
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on [www.npa.gov.za](http://www.npa.gov.za) which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. NB! Applicants Who Are Successful Must Please Note That the NPA is not in a position to pay resettlement costs
- ERRATUM:** Kindly note that the correct number of posts for the following positions as advertised in Public Service Vacancy Circular 18 of 2020 Regional Court Prosecutor (Goodwood) Ref No: Recruit 2020/ 172 the correct number of posts is 1 not 17; District Court Control Prosecutor CPP: Johannesburg Ref No: Recruit 2020/198 the correct number of posts is 4 not 14; District Court Prosecutor CPP: George (Prince Alpert) Ref No: Recruit 2020/231 the correct number of posts is 1 not 2; CPP: Wynberg Ref No: Recruit 2020/268 the correct number of posts is 8 not 9(Montagu) Ref No: Recruit 2020/269 the correct number of posts 1 not 2 and State Accountant Ref No: Recruit 2020/292 the correct number of posts is 2 not 20. District Court Prosecutor CPP: Pietermaritzburg the correct Ref No: is Recruit 2020/271 not Recruit 2020/27 Assistant Director: HR DPP: Cape Town with Ref No: Recruit 2020/ 286 and Supply Chain Clerk: Supervisor with Ref No: Recruit 2020/298 advertised in Public Service Vacancy Circular 18 dated 28 July 2020 with closing date of 11 August 2020 have been withdrawn. A valid driver's license will be a requirement where applicable.

## OTHER POSTS

- POST 19/78** : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2020/319**  
National Prosecutions Service
- SALARY** : R983 019 - R1 536 567 per annum (Total Cost Package) (Level CM-1)
- CENTRE** : Pretoria: Head Office
- REQUIREMENTS** : A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Extensive experience of matters connected thereto, arguing of appeals, reviews, challenges brought in the Civil Courts. Experience of the presentation of digital evidence, mutual legal assistance and trans-national crimes. Be prepared to travel when required and conduct prosecutions and attend to other matters outside Pretoria. Valid drivers license.

**DUTIES** : Assist with the coordination of training and related duties in the NPS; provide strategic advice to the Co-ordinator for training, assist with the implementation of training initiatives in the NPS, tutor, train, mentor and manage Aspirant Prosecutors. Institute and conduct criminal proceedings on behalf of the state. Perform any act incident thereto and carry out the duties and functions assigned to the prosecution under any Act and/or the policy manual and/or directives. Study case dockets. Decide on the institution of and conduct criminal proceedings. Attend to maintenance matters and inquest in the lower courts. Oversee the preparation of cases for court. Guide investigations. Consult with witnesses where applicable. Oversee the drafting of charge sheets and other court documents. Oversee or present State's case in court. Present evidence, cross examine and address the court inter alia, conviction and sentence. Perform all duties including administrative duties assigned by the Chief Prosecutor and/or the Director of Public Prosecutions in accordance with the code of conduct, policy and directives of the NPA. Manage performance of Aspirant Prosecutors. Lead Aspirant Prosecutors towards achieving strategic objectives of the NPA. Deal with representations and complaints. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

**ENQUIRIES** : Gija Maswanganyi Tel No: (012) 845 6944  
**APPLICATIONS** : e mail [Recruit2020319@npa.gov.za](mailto:Recruit2020319@npa.gov.za)

**POST 19/79** : **SENIOR PUBLIC PROSECUTOR**  
National Prosecutions Service

**SALARY** : R983 019 - R1 536 567 per annum (Total Cost Package) (Level CM-1)  
**CENTRE** : CPP: Polokwane (Phalaborwa) Ref No: Recruit 2020/320  
Middelburg (Carolina) Ref No: Recruit 2020/380

**REQUIREMENTS** : A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

**DUTIES** : Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets and decide on the institution and conduct criminal proceedings of a general and more advanced nature. Prepare cases for court and draft charge sheet and other proceedings of the court. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

**ENQUIRIES** : Thuba Thubakgale Tel No: (015) 045 0285  
CPP: Middelburg Gift Chiloane Tel No: (013) 045 0623

**APPLICATIONS** : e mail [Recruit2020320@npa.gov.za](mailto:Recruit2020320@npa.gov.za)  
CPP: Middelburg (Carolina) e mail [Recruit2020380@npa.gov.za](mailto:Recruit2020380@npa.gov.za)

**POST 19/80** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/321 (X2 POSTS)**  
Priority Crime Litigation Unit

**SALARY** : R983 019 - R1 536 567 per annum (Total Cost Package) (Level LP-9)  
**CENTRE** : Pretoria: Head Office

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

**DUTIES** : Conduct prosecution and matters arising therefrom, falling within the PCLU mandate. Give guidance to the DPP's on the management of investigations and prosecutions referred to them. Develop and guide investigative plans in conjunction with the DPCI and/or the DPP's. Give guidance to the DPCI on

		specific investigations. Conduct research on legal matters falling within the PCLU mandate. And compile opinions. Present training to the NPA and other stakeholders. Represent PCLU in inter-departmental working groups. Represent the NPA in legal challenges brought in the Civil Courts. Perform other ad hoc assignments as required by the senior management of the PCLU.
<b><u>ENQUIRIES</u></b>	:	Gija Maswnganyi Tel No: (012) 845 6944
<b><u>APPLICATIONS</u></b>	:	e mail Recruit2020321@npa.gov.za
<b><u>POST 19/81</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/322</u></b>
		National Prosecutions Service
<b><u>SALARY</u></b>	:	R983 019 - R1 536 567 per annum (Total Cost Package) (Level LP-9)
<b><u>CENTRE</u></b>	:	DPP: Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A recognized four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other courts documents. Represent the state in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored. Guide project investigations.
<b><u>ENQUIRIES</u></b>	:	Gift Chiloane Tel No: (013) 045 0623
<b><u>APPLICATIONS</u></b>	:	e mail Recruit2020322@npa.gov.za
<b><u>POST 19/82</u></b>	:	<b><u>HEAD COURT CONTROL PROSECUTOR 3 REF NO: RECRUIT 2020/324</u></b>
		National Prosecutions Service
<b><u>SALARY</u></b>	:	R847 047 - R1 384 479 per annum (Total Cost Package) (Level SU-3)
<b><u>CENTRE</u></b>	:	CPP: Polokwane (Mankweng)
<b><u>REQUIREMENTS</u></b>	:	A four-year Legal qualification. At least six years' post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigation and giving instructions in complex of more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills. Valid driver's license is recommended.
<b><u>DUTIES</u></b>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<b><u>ENQUIRIES</u></b>	:	Thuba Thubakgale Tel No: (015) 045 0285
<b><u>APPLICATIONS</u></b>	:	e mail Recruit2020324@npa.gov.za
<b><u>POST 19/83</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2020/323</u></b>
		National Prosecutions Service
<b><u>SALARY</u></b>	:	R763 212 - R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<b><u>CENTRE</u></b>	:	DDPP: Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	A recognized four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecuting, guiding investigations, drafting charge sheets, including indictments and court documents, dealing with representations. General computer literacy and knowledge of programs in

<b><u>DUTIES</u></b>	:	MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Andiswa Tengile Tel No: (012) 842 1450
	:	e-mail <a href="mailto:Recruit2020323@npa.gov.za">Recruit2020323@npa.gov.za</a>
<b><u>POST 19/84</u></b>	:	<b><u>DEPUTY DIRECTOR: PROJECT MANAGER REF NO: RECRUIT 2020/356</u></b> Information and Systems Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum (Total Cost Package) (MMS Level 11)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in information Technology. Industry related qualification, MS SQL and ITIL. Minimum three years relevant experience in IT environment. Experience in System Development and Maintenance; business analysis and Project management. Management of Service Level Agreements, architectural Designs. Working knowledge of MS SharePoint, MS Dynamics, and MS SQL. Knowledge of Public Service Regulations; Public Service Act; PFMA; Access to Information Act; Electronic Communication and Technology Act. Strategic capability and leadership. General financial and management skills. People management and empowerment. Good administration skills. Good written and verbal communication skills. Planning and Prioritizing. Problem Solving and Decision Making. Valid Driver's license.
<b><u>DUTIES</u></b>	:	Provide business and system analysis. Manage systems development projects including IJS projects. Drive user adoption of systems deployed. Administration of applications including licence management. Provide service management. Responsible for systems administration, training and support. Ensure Systems databases and information are available, accessible and secure. Ensure change management through systems life cycle.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Obert Masango Tel No: (012) 845 7058
	:	e mail <a href="mailto:Recruit2020356@npa.gov.za">Recruit2020356@npa.gov.za</a>
<b><u>POST 19/85</u></b>	:	<b><u>DEPUTY DIRECTOR: PAYMENTS REF NO: RECRUIT 2020/357</u></b> Financial Management-Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum (Total Cost Package) (MMS Level 11)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum three years relevant experience in Financial Management. Three (3) years' experience in managing subordinates. Knowledge of legislation and regulations pertaining to Public service administration, including but not limited to PFMA, Treasury Regulations, Public Service Regulations & Performance Management and Monitoring. Computer skills: MS Word, Excel, Outlook, Power point. Experience in processing payments on the public service financial systems: PERSAL, BAS and LOGIS Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Excellent written and verbal communication skills. Planning and prioritizing. Customer focus and responsiveness.
<b><u>DUTIES</u></b>	:	Provide effective and efficient management of payments in the NPA. Manage creditors payments and cellphone claims. Manage subsistence and travel advances and claims processed on BAS and PERSAL. Monitor timeous processing of all payments. Manage donor funding. Conduct awareness sessions at regional offices. Manage staff and other resources within the sub-

- directorate. Ensure internal and external monthly reports are submitted on time.
- ENQUIRIES** : Matshidiso Morakile Tel No: (012) 845 6543  
**APPLICATIONS** : e mail: [Recruit2020357@npa.gov.za](mailto:Recruit2020357@npa.gov.za)
- POST 19/86** : **DEPUTY DIRECTOR: ASSETS; FLEET AND FACILITIES REF NO: RECRUIT 2020/358**  
 Assets, Fleet and Facilities Management
- SALARY** : R733 257 per annum (Total Cost Package) (MMS Level 11)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in fleet, travel and facilities/buildings management environment. Extensive knowledge of facilities environment and national building regulations. Knowledge in the field of Fleet and Travel management. Knowledge of Government Immovable Asset Management Act. Public Finance Management Act and Treasury Regulations; Occupational Health and safety Act and Energy Efficiency directives. Project Management. Reliable and willingness to work in a team. Willing to travel extensively and able to work extended hours. Excellent communication and administrative skills. Valid drivers license. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Able to do performance and training management of staff. Planning and organizing.
- DUTIES** : Provide effective and efficient facilities and office accommodation management. Manage day to day maintenance of buildings and liaise extensively with provinces. Manage procurement of office accommodation in Head office and Provincial offices. Manage office space planning and allocation of parking facilities. Monitor implementation of energy efficiency measures. Ensure quality of workmanship during construction and renovations through inspections. Manage lease agreements and other service contracts and service level agreements. Monitor office accommodation budgets. Coordination and take responsibility for managing the travel management office and payments to service providers. Act as liaison person with the service provider and ensure that services are aligned with the service level agreement. Coordinate and take responsibility for fleet management in the entire NPA. Monitor fleet utilisation against the service level agreement and conduct inspections. Coordinate and provide assistance with the NPA Asset Management Strategy.
- ENQUIRIES** : Andre Malan Tel No: (012) 845 6024  
**APPLICATIONS** : e mail: [Recruit2020358@npa.gov.za](mailto:Recruit2020358@npa.gov.za)
- POST 19/87** : **DISTRICT COURT CONTROL PROSECUTOR**  
 National Prosecutions Service
- SALARY** : R510 432 - R1 192 947 per annum (Total Cost Package) (Level SU-1 to SU-2) (Excluding Benefits)  
**CENTRE** : CPP: Butterworth (Centani) – Ref No: Recruit 2020/325  
 CPP: Mthatha (Tsolo) – Ref No: Recruit 2020/326  
**REQUIREMENTS** : A recognized four-year legal qualification. At least four years post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
- DUTIES** : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
- ENQUIRIES** : Linda Mankayi Tel No: (047) 501 2607

<b><u>APPLICATIONS</u></b>	:	CPP: Butterworth (Centani) e mail <a href="mailto:Recruit2020325@npa.gov.za">Recruit2020325@npa.gov.za</a> CPP: Mthatha e mail <a href="mailto:Recruit2020326@npa.gov.za">Recruit2020326@npa.gov.za</a>
<b><u>POST 19/88</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R510 432 - R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	CPP: Port Elizabeth – Ref No: Recruit 2020/327 CPP: Witbank - Ref No: Recruit 2020/328 CPP: Middelburg - Ref No: Recruit 2020/329 CPP: Empangeni - Ref No: Recruit 2020/330 (Inkanyezi) - Ref No: Recruit 2020/331 CPP: Odi (Moretele) - Ref No: Recruit 2020/332 CPP: Welkom (Bethlehem) – Ref No: Recruit 2020/333 CPP: Bellville – Ref No: Recruit 2020/334 (Blue Downs) – Ref No: Recruit 2020/335 CPP: Cape Town (Atlantis) – Ref No: Recruit 2020/336 CPP: Mitchell's Plain – Ref No: Recruit 2020/337
<b><u>REQUIREMENTS</u></b>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<b><u>ENQUIRIES</u></b>	:	CPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450 CPP: Witbank & CPP: Middelburg: Khensani Lumphondo Tel No: (013) 045 0623 CPP: Empangeni & CPP: Ntuzuma Sifiso Ntombela Tel No: (031) 334 5084 CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001 CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041 CPP: Bellville; CPP: Cape Town & CPP: Mitchell's Plain Angelene Jansen Tel No: (021) 487 7123
<b><u>APPLICATIONS</u></b>	:	CPP: Port Elizabeth e mail <a href="mailto:Recruit2020327@npa.gov.za">Recruit2020327@npa.gov.za</a> CPP: Witbank e mail <a href="mailto:Recruit2020328@npa.gov.za">Recruit2020328@npa.gov.za</a> CPP: Middelburg e mail <a href="mailto:Recruit2020329@npa.gov.za">Recruit2020329@npa.gov.za</a> CPP: Empangeni e mail <a href="mailto:Recruit2020330@npa.gov.za">Recruit2020330@npa.gov.za</a> (Inkanyezi) e mail <a href="mailto:Recruit2020331@npa.gov.za">Recruit2020331@npa.gov.za</a> CPP: Odi (Moretele) e mail <a href="mailto:Recruit2020332@npa.gov.za">Recruit2020332@npa.gov.za</a> CPP: Welkom (Bethlehem) e mail <a href="mailto:Recruit2020333@npa.gov.za">Recruit2020333@npa.gov.za</a> CPP: Bellville e mail <a href="mailto:Recruit2020334@npa.gov.za">Recruit2020334@npa.gov.za</a> (Blue Downs) e mail <a href="mailto:Recruit2020335@npa.gov.za">Recruit2020335@npa.gov.za</a> CPP: Cape Town (Atlantis) e mail <a href="mailto:Recruit2020336@npa.gov.za">Recruit2020336@npa.gov.za</a> CPP: Mitchell's Plain e mail <a href="mailto:Recruit337@npa.gov.za">Recruit337@npa.gov.za</a>
<b><u>POST 19/89</u></b>	:	<b><u>INFORMATION SECURITY OFFICER REF NO: RECRUIT 2020/359</u></b> Security Management Unit
<b><u>SALARY</u></b>	:	R470 040 per annum (Level 10) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Security Management or equivalent. Minimum three years' relevant experience in public sector; ICT and security management. Good communication skills, written and verbal. Planning and prioritizing. Problem solving and decision making. Reliable, tolerant and determined. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the protection of sensitive information within the NPA. Facilitate the TSCM services conducted by SSA. Conduct information security awareness sessions including cyber security for all NPA employees. Provide assistance to Business Units regarding the classification of information. Conduct

information security audits in all NPA offices. Facilitate vulnerability tests on all NPA IT Systems. Keep up to date with development in IT security standards and threats. Monitor NPA network usage and ensure compliance with security policies. Conduct information security breach investigation. Analyse security breaches patterns.

**ENQUIRIES** : Makobe Mokhine Tel No: (012) 845 7044  
**APPLICATIONS** : e mail: Recruit2020359@npa.gov.za

**POST 19/90** : **VETTING OFFICER REF NO: RECRUIT 2020/360**  
Security Management Unit

**SALARY** : R470 040 per annum (Level 10) (Excluding Benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Social Sciences or equivalent. Minimum three years' relevant experience. Completed Vetting course with State Security Agency/SANDF. Sound knowledge of Minimum Information Security Standards; Criminal Procedure Act; Interception and Monitoring Act; Protection of Information Act; National Strategic Intelligence Act and other relevant acts regulating personnel security. Good communication skills, written and verbal. Planning and prioritizing. Project Management skills. Problem solving and decision making. Reliable, tolerant and determined. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Able to work under pressure and meet strict deadlines. Willing to travel and able to work after hours. Valid driver's license.

**DUTIES** : Conduct vetting fieldwork investigations of NPA employees. Conduct Personnel Suitability Checks and Company screening. Capture files on SVIS. Keep and monitor vetting database. Conduct vetting awareness sessions. Conduct research and advice Security Management Service on vetting matters. Liaise with all relevant stakeholders on all vetting matters. General administration within the Vetting unit.

**ENQUIRIES** : Kgotlelelo Kobue Tel No: (012) 845 6173  
**APPLICATIONS** : e mail: Recruit2020360@npa.gov.za

**POST 19/91** : **ICT ADMINISTRATOR REF NO: RECRUIT 2020/361**  
Information Systems and Management Unit

**SALARY** : R376 596 per annum (Level 09) (Excluding Benefits)  
**CENTRE** : DPP: Pretoria  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE, MS SQL will be an added advantage. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. . Must have good interpersonal skills. Valid driver's license required.

**DUTIES** : Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.

**ENQUIRIES** : Imraan Khan Tel No: (012) 845 7867  
**APPLICATIONS** : e mail Recruit2020361@npa.gov.za



- POST 19/92** : **ASSISTANT DIRECTOR: ASSETS; FLEET AND FACILITIES REF NO: RECRUIT 2020/362**  
Assets, Fleet and Facilities Management
- SALARY** : R376 596 per annum (Level 09) (Excluding Benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in fleet and travel environment. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Valid drivers license.
- DUTIES** : Coordinate and manage the travel management office and payments to service providers. Managing the fleet vehicles for the entire NPA. Monitor fleet utilisation against the service level agreement and conduct inspections. Reconciliation of accounts. Assist and ensure effective and efficient facilities and office accommodation management. Assist with day to day maintenance of buildings and liaise extensively with provinces. Manage procurement of office accommodation in Head Office and provincial offices. Manage office space planning and allocation of parking.
- ENQUIRIES** : Elias Lukwareni Tel No: (012) 845 6095  
**APPLICATIONS** : e mail: Recruit2020362@npa.gov.za
- POST 19/93** : **ASSISTANT DIRECTOR: INTERGRITY MANAGEMENT REF NO: RECRUIT 2020/363**  
Integrity Management Unit
- SALARY** : R376 596 per annum (Level 09) (Excluding Benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in the field of Integrity Management. Certification as Ethics Officer will be an added advantage. No previous convictions or pending cases. Interpersonal and communication skills. Report writing, presentation and development skills. Valid drivers license.
- DUTIES** : Manage and ensure the maintenance of an effective Case Management System. Manage and ensure the investigation of reported cases of unethical conduct and conflict of interest of members in the NPA. Manage and ensure resolution of unethical behaviour cases. Assist with the unit's budget.
- ENQUIRIES** : Thomas Mkhathshane Tel No: (012) 845 6863  
**APPLICATIONS** : e mail: Recruit2020363@npa.gov.za
- POST 19/94** : **ASSISTANT DIRECTOR: EDUCATION AND AWARENESS REF NO: RECRUIT 2020/364**  
Integrity Management Unit
- SALARY** : R376 596 per annum (Level 09) (Excluding Benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in the field of Ethics Management. Certification as Ethics Officer will be an added advantage. Knowledge of Public Service legislation and Regulations; Integrity Management framework. Conceptual and analytical thinking. Good report writing skills. Verbal communication skills. Interpretation of policy. Creative presentation skills. Problem solving ability. Planning and organizing skills. Research capability, methodology skills. Honesty and integrity. Time management. Ability to work under pressure for extended periods. Computer literacy in MS Word, Excel and PowerPoint. Willing to travel extensively. Valid driver's license.
- DUTIES** : Promote values and ethical conduct in the NPA. Facilitate of integrity education, awareness and stakeholder management. Develop programmes aimed at facilitating education on NPA values and NPA Code of Ethics. Identify trends and patterns on issues compromising the integrity of the NPA. Increase engagement with internal and external stakeholders on ethics and integrity issues. Assess and enhance awareness about corruption and fraud and the causes thereof. Provide expert advice to Deputy Director: Education and Awareness on integrity management issues. Provide administrative support to the unit.
- ENQUIRIES** : Petunia Moagi Tel No: (012) 845 6204

**APPLICATIONS** : e mail: Recruit2020364@npa.gov.za

**POST 19/95** : **ASSISTANT DIRECTOR: ETHICS MANAGEMENT RECRUIT 2020/365 (X2 POSTS)**  
Integrity Management Unit

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (Excluding Benefits)  
: Pretoria: Head Office  
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in the field of Ethics Management field. Certification as Ethics Officer will be an added advantage. Knowledge of Public Service legislation and Regulations; Integrity Management framework. Conceptual and analytical thinking. Good report writing skills. Verbal communication skills. Interpretation of policy. Creative presentation skills. Problem solving ability. Planning and organizing skills. Research capability, methodology skills. Honesty and integrity. Time management. Ability to work under pressure for extended periods. Computer literacy in MS Word, Excel and PowerPoint. Willing to travel extensively. Valid driver's license.

**DUTIES** : Administration and coordination of the financial declarations by NPA officials. Identification of ethics gaps by conducting integrity assessment within the NPA. Monitor, evaluate and report on remunerative work performed outside the Public Service for the NPA. Monitor and report on the ethics performance of the organisation. Monitor and report on integrity systems and processes within the NPA. Manage and monitor compliance to policies.

**ENQUIRIES APPLICATIONS** : Petunia Moagi Tel No: (012) 845 6204  
: e mail: Recruit2020365@npa.gov.za

**POST 19/96** : **ASSISTANT DIRECTOR: LIBRARY REF NO: RECRUIT 2020/366**  
Information Systems and Management Unit

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (Excluding Benefits)  
: Pretoria: Head Office  
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Library Science. Minimum three years relevant experience in a law library. Proven experience in online research e.g. Jutastat; LexisNexis; Sabinet Online and the open internet. Interlibrary loan and Request experience. Electronic library management system experience. DDC experience. MARC21 and WorldCat experience. Excellent computer literacy skills in MS Word; Excel; Outlook and PowerPoint. Willing to travel. Report writing skills. Management skills. Excellent communication and administrative skills. Ability to work as part of a team as well as independently. Able to work under pressure. Analytical thinking. Negotiating and problem solving skills. Project and operational management skills. Accuracy and attention to detail. Valid driver's license.

**DUTIES** : Provide information services to the NPA. Assist users visiting the library. Conduct information needs surveys. Provide current awareness service. Conduct interlibrary loans and monitor the usage of borrowed publications. Create interim records on the library management system. Supervise staff reporting to the position. Provide assistance to regional libraries and librarians. Compile monthly reports. Co-ordinate and conduct marketing and training of the library products and services. Assist the Deputy Director: Library.

**ENQUIRIES APPLICATIONS** : Nozuko Mdingi Tel No: (012) 845 6868  
: e mail: Recruit2020366@npa.gov.za

**POST 19/97** : **ASSISTANT DIRECTOR: HR REF NO: RECRUIT 2020/367**  
National Prosecutions Service  
(Re-Advert)

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (Excluding Benefits)  
: DPP: Cape Town  
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum of three years relevant experience as an HR generalist of which one year should be at supervisory level. Extensive knowledge of the recruitment process and procedure; performance management system. Extensive experience in working on PERSAL. In-depth knowledge of the Public Service Act and Regulations and its application. Knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Knowledge of Human

- Resources in general and information management. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong organisational skills. Computer skills in MS Word, Excel and Outlook. Proven experience to supervise/manage staff in the HR unit.
- DUTIES** : Provide HR administration services to the region. Capture personal information on the payroll system. Monitor the implementation of recruitment and selection of human resource services. Monitor implementation of service benefits. Facilitate the administration of human resource development services in the region. Compile and submit monthly reports and statistics to management/Director Administration. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers. Manage the processing of all contract appointments in the Division.
- ENQUIRIES APPLICATIONS** : Angelene Jansen Tel No: (021) 487 7123  
: DPP: Cape Town e mail: Recruit2020367@npa.gov.za
- POST 19/98** : **SECURITY SCREENING OFFICER REF NO: RECRUIT 2020/368**  
Security Management Unit
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08) (Excluding Benefits)  
: Pretoria: Head Office  
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Social Sciences or equivalent. Minimum three years' relevant experience. Completion of vetting course offered by SSA; SAPS or SANDF will be an added advantage. Sound knowledge of Minimum Information Security Standards; Criminal Procedure Act; Interception and Monitoring Act; Protection of Information Act; National Strategic Intelligence Act and other relevant acts regulating personnel security. Good communication skills, written and verbal. Planning and prioritizing. Project Management skills. Problem solving and decision making. Reliable, tolerant and determined. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Able to work under pressure and meet strict deadlines. Willing to travel and able to work after hours. Valid driver's license.
- DUTIES** : Conduct personnel screening checks. Conduct company screening. Conduct vetting of the allocated vetting files. Conduct research and advise Security Management Services on vetting matters. Liaise with other law enforcement agencies. Capturing of vetting files on SVIS. General administration within the Vetting unit. Liaise with all relevant stakeholders on all vetting matters. Write reports.
- ENQUIRIES APPLICATIONS** : Kgotlelele Kobue Tel No: (012) 845 6173  
: e mail: Recruit2020368@npa.gov.za
- POST 19/99** : **SENIOR ASSET OFFICER REF NO: RECRUIT 2020/369**  
Assets, Fleet and Facilities Management
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08) (Excluding Benefits)  
: Pretoria: Head Office  
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in Asset Management. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Valid drivers license.
- DUTIES** : Provide support to the office with regards to Asset Management functions. Assist with the verification of assets such as furniture, equipment and IT assets. Update the asset register with acquisitions, movements, losses and disposals. Check discrepancies on the asset register and correction of such. Check accuracy of information from regions and assist to have accurate information. Do filing, retrieve invoices/payment batches from Document Centre.
- ENQUIRIES APPLICATIONS** : Mpho Motsepe Tel No: (012) 845 6019  
: e-mail: Recruit2020369@npa.gov.za

<b><u>POST 19/100</u></b>	:	<b><u>DISTRICT COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R301 452 - R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	CPP: Ntuzuma (Pinetown) - Ref No: Recruit 2020/338 (X3 Posts) CPP: Empangeni (Manguzi) - Ref No: Recruit 2020/339 CPP: Kimberley - Ref No: Recruit 2020/340 (Galeshewe) - Ref No: Recruit 2020/341(X2 Posts) CPP: Upington – Ref No: Recruit 2020/342 (Postmansburg) - Ref No: Recruit 2020/343 (Kakamas) – Ref No: Recruit 2020/379 PP: Queenstown (Tarkastad) - Ref No: Recruit 2020/344 CPP: Bellville - Ref No: Recruit 2020/345 (Blue Downs) - Ref No: Recruit 2020/346 (X2 Posts) (Kuil River) - Ref No: Recruit 2020/347 (Malmesbury) - Ref No: Recruit 2020/348 (X2 Posts) (Vredendal) - Ref No: Recruit 2020/349 CPP: George - Ref No: Recruit 2020/350 (Bonnievale) – Ref No: Recruit 2020/351 Riversdale) - Ref No: Recruit 2020/352 CPP: Wynberg (Worcester) - Ref No: Recruit 2020/353 CPP: Mitchells Plain (Khayelitsha) – Ref No: Recruit 2020/354 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's license will be a requirement where applicable.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.
<b><u>ENQUIRIES</u></b>	:	CPP: Ntuzuma & CPP: Empangeni Sifiso Ntombela Tel No: (031) 334 5084 CPP: Kimberley & CPP: Upington Nicholas Mogongwa Tel No: (053) 807 4539 CPP: Queenstown Mzikayise Toni Tel No: (046) 602 3050 CPP: Bellville; CPP: George; CPP: Mitchell's Plain & CPP: Wynberg Angelene Jansen Tel No: (021) 487 7123
<b><u>APPLICATIONS</u></b>	:	CPP: Ntuzuma (Pinetown) e mail <a href="mailto:Recruit2020338@npa.gov.za">Recruit2020338@npa.gov.za</a> CPP: Empangeni (Manguzi) e mail <a href="mailto:Recruit2020339@npa.gov.za">Recruit2020339@npa.gov.za</a> CPP: Kimberley e mail <a href="mailto:Recruit2020340@npa.gov.za">Recruit2020340@npa.gov.za</a> (Galeshewe) e mail <a href="mailto:Recruit2020341@npa.gov.za">Recruit2020341@npa.gov.za</a> CPP: Upington e mail <a href="mailto:Recruit2020342@npa.gov.za">Recruit2020342@npa.gov.za</a> (Postmansburg) e mail <a href="mailto:Recruit2020343@npa.gov.za">Recruit2020343@npa.gov.za</a> (Kakamas) e mail <a href="mailto:Recruit2020379@npa.gov.za">Recruit2020379@npa.gov.za</a> CPP: Queenstown (Tarkastad) e mail <a href="mailto:Recruit2020344@npa.gov.za">Recruit2020344@npa.gov.za</a> CPP: Bellville e mail <a href="mailto:Recruit2020345@npa.gov.za">Recruit2020345@npa.gov.za</a> (Blue Downs) e mail <a href="mailto:Recruit2020346@npa.gov.za">Recruit2020346@npa.gov.za</a> (Kuil River) e mail <a href="mailto:Recruit2020347@npa.gov.za">Recruit2020347@npa.gov.za</a> (Malmesbury) e mail <a href="mailto:Recruit2020348@npa.gov.za">Recruit2020348@npa.gov.za</a> (Vredendal) e mail <a href="mailto:Recruit2020349@npa.gov.za">Recruit2020349@npa.gov.za</a> CPP: George e mail <a href="mailto:Recruit2020350@npa.gov.za">Recruit2020350@npa.gov.za</a> (Bonnievale) e mail <a href="mailto:Recruit2020351@npa.gov.za">Recruit2020351@npa.gov.za</a> (Riversdale) e mail <a href="mailto:Recruit2020352@npa.gov.za">Recruit2020352@npa.gov.za</a> CPP: Wynberg (Worcester) e mail <a href="mailto:Recruit2020353@npa.gov.za">Recruit2020353@npa.gov.za</a> CPP: Mitchells Plain (Khayelitsha) e mail <a href="mailto:Recruit2020354@npa.gov.za">Recruit2020354@npa.gov.za</a> N.B: Relevant Service Certificates Must Accompany The Application.
<b><u>NOTE</u></b>	:	
<b><u>POST 19/101</u></b>	:	<b><u>DISTRICT COURT PROSECUTOR (ONE MAN STATION) REF NO: RECRUIT 2020/355</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R301 452 - per annum (Total Cost Package) (Level LP-3 to LP-4) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	CPP: Empangeni (Babanango)
<b><u>REQUIREMENTS</u></b>	:	A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal

court litigation experience will be an advantage. A valid driver's licence will be a requirement where applicable.

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

**ENQUIRIES** : Sifiso Ntombela Tel No: (031) 334 5084  
**APPLICATIONS** : e mail Recruit2020355@npa.gov.za  
**NOTE** : N.B: Relevant Service Certificates Must Accompany The Application.

**POST 19/102** : **ASSET OFFICER: ASSETS, FLEET & FACILITIES REF NO: RECRUIT 2020/370 (X3 POSTS)**  
 Assets, Fleet and Facilities Management

**SALARY** : R257 508 per annum (Level 07) (Excluding Benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in Fleet, Facilities and Travel environment. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Valid drivers license.

**DUTIES** : Travel bookings management and administration. Ensure that vehicles are properly used and maintained. Ensure that buildings are properly maintained. Compile payments to service providers.

**ENQUIRIES** : Elias Lukwareni Tel No: (012) 845 6095  
**APPLICATIONS** : E-mail: Recruit2020370@npa.gov.za

**POST 19/103** : **LIBRARIAN**  
 National Prosecutions Service

**SALARY** : R257 508 per annum (Level 07) (Excluding Benefits)  
**CENTRE** : DPP: Bloemfontein Ref No: (Recruit 2020/371) (Re-Advert)  
 DPP: Johannesburg Ref No: (Recruit 2020/372)

**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. Knowledge of AACR2 and Dewey decimal classification Systems. Ability to work on an electronic library management system. Experience in utilization of search tools such as internet, LexisNexis, Jutastat and Sabinet online. Experience in information services. Library and information management skills. General computer literacy in MS Word, Excel, and PowerPoint. Willingness to travel. Good verbal and written communication and administrative skills. Report writing skills. Ability to work independently with minimum supervision.

**DUTIES** : Conduct information searches and monitor information. Cataloguing and classification of library material. Loose-leaf administration including updating. Responsible for library stock taking and keeping of statistics. Training of users on online databases. Procure new material. Shelving and shelf-reading of library material. Assist with the information projects of the NPA.

**ENQUIRIES** : DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001  
 DPP: Johannesburg Reuben Palai Tel No: (011) 4124  
**APPLICATIONS** : DPP: Bloemfontein e mail Recruit2020371@npa.gov.za  
 DPP: Johannesburg e mail Recruit2020372@npa.gov.za

**POST 19/104** : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2020/373**

**SALARY** : R257 508 per annum (Level 07) (Excluding Benefits)  
**CENTRE** : DPP: Johannesburg  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administrative Management. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

**DUTIES** : Manage and/or supervise the Legal Admin and Document Management Sections. Manage court rolls. Check and sign off closed files. Check and sign off electronic registers (Appeals, Police dockets, e.t.c). Perform monthly

inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Legal Admin and Document Management Sections. Perform any other duties as deemed necessary by the supervisor. Draw up and manage the court roll. Draw up performance management contracts of staff and be responsible for performance assessment of staff.

**ENQUIRIES** : Reuben Palai Tel No: (011) 220 4124  
**APPLICATIONS** : e mail Recruit2020373@npa.gov.za

**POST 19/105** : **ADMINISTRATIVE CLERK: ASSET MANAGEMENT REF NO: RECRUIT 2020/374 (X2 POSTS)**  
 Assets, Fleet and Facilities Management

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

**DUTIES** : Provide support to the office with regards to the Asset Management function. Assist with the verification of assets such as furniture, equipment and IT assets. Update the assets register with acquisitions, movements, losses and disposals. Bar-coding of new assets and recording of these assets. Compilation of asset reports. Do filing, retrieve invoices/payment batches.

**ENQUIRIES** : Lindokuhle Makaula-Nkosi Tel No: (012) 845 6566  
**APPLICATIONS** : e mail Recruit2020374@npa.gov.za

**POST 19/106** : **FINANCE CLERK REF NO: RECRUIT 2020/375**  
 Financial Management-Financial Accounting

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

**DUTIES** : Provide support to Financial Accounting-Payments section. Render financial accounting transactions. Receive and register invoices. Check invoices for correctness. Process and capture payments. Scanning of payment batches. Filing of all documents including payment batches. Assist with queries

**ENQUIRIES** : Matshidiso Morakile Tel No: (012) 845 6543  
**APPLICATIONS** : e mail Recruit2020375@npa.gov.za

**POST 19/107** : **HUMAN RESOURCES CLERK REF NO: RECRUIT 2020/376**  
 National Prosecutions Service

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

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

**ENQUIRIES** : Khensani Lumphondo Tel No: (013) 045 0623  
**APPLICATIONS** : e mail Recruit2020376@npa.gov.za

**POST 19/108** : **RECEPTIONIST REF NO: RECRUIT 2020/377**  
National Prosecutions Service

**SALARY** : R145 281 per annum (Level 04) (Excluding Benefits)  
**CENTRE** : DPP: Mthatha  
**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Client orientation and customer focus. Knowledge of public service legislation.

**DUTIES** : Answer incoming calls. Keep staff extension number register up-to-date and change register when staff changes offices. Registration of daily incoming enquiries in the section. Report faulty machines when out of order. Attend to public reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested. Maintain register of outgoing mail. Maintain telephone list.

**ENQUIRIES** : Linda Mankayi Tel No: (047) 507 2607  
**APPLICATIONS** : e mail Recruit2020377@npa.gov.za

**POST 19/109** : **MESSENGER DRIVER REF NO: RECRUIT 2020/378**  
National Prosecutions Service

**SALARY** : R145 281 per annum (Level 04) (Excluding Benefits)  
**CENTRE** : DPP: Limpopo  
**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.

**DUTIES** : Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.

**ENQUIRIES** : Thuba Thubakgale Tel No: (015) 045 0285  
**APPLICATIONS** : e mail Recruit2020378@npa.gov.za

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to [HR@dpme.gov.za](mailto:HR@dpme.gov.za) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 21 August 2020 @ 16:30 pm
- WEBSITE** : [www.dpme.gov.za](http://www.dpme.gov.za)
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

## OTHER POST

- POST 19/110** : **PERSONAL ASSISTANT TO DIRECTOR-GENERAL REF NO: 021/2020**  
Office of the Director-General
- SALARY CENTRE** : R376 596 per annum (Level 09) plus benefits  
Pretoria



**REQUIREMENTS**

: An appropriate 3 year tertiary qualification (NQF 6) in areas of Public Administration, Office Management, Secretarial or equivalent with at least 5 years appropriate experience of which 3 years must be in an administrative or secretarial environment. Experience in a busy executive office rendering personal secretarial and administrative support will serve as an added advantage. Should possess the following skills: Good Communication: (verbal & writing) skills & telephone etiquette, tact & discretion; knowledge & understanding of relevant policies, prescripts; Sound organisational skills and high level of reliability. Telephone etiquette, Knowledge of documents management, tracking and filing systems, ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable. Must have good Interpersonal relations, planning, execution skills and good leadership skills. Ability to Manage/Control financial resources. Knowledge of PFMA and Public Service Act and Regulations.

**DUTIES**

: The successful candidate will be responsible to render administrative support services to the Director-General and ensure effective functioning of the DG's Office. This entails rendering administrative office support services: manage information flow, filing & safekeeping of documents, collate information & compile reports, scrutinise submissions and respond to enquiries. Manage all logistical arrangements for the DG: Travel & subsistence allowance, procurement. Provides secretarial support to the DG's meetings: prepare agenda, minutes, scrutinise documents, determine follow-up action & prepare briefing notes. Administer the DG's Office budget: coordinate financial documents, keep record of expenditure commitments, liaise with CFO's Office & assist with budget preparation. Scrutinise and study public service & departmental policies & prescripts and advice accordingly.

**ENQUIRIES**

: Ms J Mchunu Tel No: (012) 312-0462

## DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 80 Hamilton Street, Arcadia 0083 or 642 Cnr. Olivia street and Jacqueline Drive, Garsfontein Pretoria, Postal Address: P.O BOX 394, Menlyn, 0063 or by email: [dpe@basadzi.co.za](mailto:dpe@basadzi.co.za); Tel No: (012) 998 8953/8049
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 21 August 2020
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

- POST 19/111** : **SPECIALIST: ANTI-CORRUPTION, FRAUD AND COMPLIANCE**  
**MANAGEMENT REF NO: DPE/2020/005**  
(6 Months Contract)  
Specialist Stream: Legal Assurance
- SALARY** : R1 057 326 per annum (Level 13 All-inclusive salary package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a LLB degree or a 4 year recognized qualification in Governance/Compliance/Corporate Law or equivalent qualification (NQF Level 7) as recognized by SAQA accompanied by minimum of 5 years' experience at middle/senior managerial level in the fields of legal and litigation; Admission as an Attorney. Knowledge and experience in public sector compliance management and thorough knowledge of legal practice and all King Reports will be an added advantage. Knowledge and understanding of the Prevention and Combatting of Corrupt Activities Act, 2004 and the Public Service Anti-Corruption Strategy. The candidate must demonstrate strong capabilities in strategic, change, risk, quality and project management as well as the ability to interpret and codify legal statutes. Excellent report writing, communication, presentation, negotiation and problem solving skills as well as the ability to work under pressure and meet deadlines are crucial in the position.
- DUTIES** : Oversee and direct the development of a fraud prevention and anti-corruption strategy, policy and instruments. Coordinate the provisioning of technical support to the department to implement appropriate fraud prevention and anti-corruption measures. Develop and implement a departmental system to appropriately manage issues of conflict of interest. Coordinate internal and SOC investigations (including forensic investigations) related to fraud and corruption, track implementation of Investigation Reports with SOCs; Track all compliance activities within the prescribed frameworks and report thereon. Oversee the development and implementation of DPE's Code of Ethics. Monitor, evaluate and report on the impact of DPE's fraud prevention and anti-corruption. Provide technical support on Corporate Commercial transactions. Manage and represent the department in litigations, provide legal advice and

opinions. Deal with all forms of arbitration. Also, advise and support the department on all aforementioned matters.  
**ENQUIRIES** : Mr George Malatsi, Tel No: (012) 431-1117/ e-mail: George.malatsi@dpe.gov.za

**OTHER POST**

**POST 19/112** : **SENIOR ANALYST: FUNDING AND FINANCIAL ANALYSIS REF NO: DPE/2020/006**  
UNIT: Financial Assessment and Investment Support

**SALARY** : R733 257 per annum (Level 11) (An all-inclusive remuneration salary package) consisting of a basic salary (70/75% of the total remuneration package), the State's contribution to the Government Employees' Pension Fund (13% of basic salary), and a flexible portion that may be structured in terms of applicable rules and guidelines).

**CENTRE REQUIREMENTS** : Pretoria  
Applications in possession of degree in Finance/ Economics /Business Science (NQF Level 7) as recognised by SAQA accompanied by at least 3 years' experience in finance environment in one of these areas corporate finance, structured finance, project finance, investment banking or treasury . Excellent negotiator, ability to build and maintain sufficient internal and external work, sound financial analysis and modelling skills, strategic management, good leadership and excellent verbal and written communication skills. Relevant expertise in the following areas: Capital raising (local and international markets), transaction experience (deal origination, structuring and implementation), structured finance, project finance and private equity experience. Analytical innovative, creative and conceptual finance thinking. Relationship building and customer service orientation.

**DUTIES** : Manage and supervise processes to collect and tabulate data informing processes to monitor, evaluate and report on the performance accounting practices and financial performance of SOCs in the DPE Group. Manage processes to collect accounting and financial performance reports and data from SOCs. Perform reliability tests on financial data received from SOCs. Manage process to develop dataset specifications and the development of the generic database toolkits. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Manage the provisioning of analytical support services to Specialists to analyse financial statements and reports of SOCs. Manage processes to develop dataset specifications and develop a review database to inform decision-making procedures and the building of financial compliance and sustainability models accordingly. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Manage the provisioning of analytical support services to Specialists to analyse the budget performance of SOCs in the Group. Manage processes to develop dataset specifications and the building of financial compliance and sustainability models accordingly. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Ensure the effective, efficient and economical utilisation of resources allocated to accounting analysis and modeling projects. Ensure the development of sub-ordinate staff members.

**ENQUIRIES** : Ms Dineo Masilo Tel No: (012) 43- 1026/ e-mail: Dineo.masilo@dpe.gov.za

## DEPARTMENT OF SOCIAL DEVELOPMENT

*It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, and email to [recruitment@dsd.gov.za](mailto:recruitment@dsd.gov.za) or alternatively in exceptional circumstances hand deliver at Department of Social Development, HSRC Building, 134 Pretorius Street.
- FOR ATTENTION NOTE** : Ms E Steenkamp  
: Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion appointment will promote representivity will receive preference. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## MANAGEMENT ECHELON

- POST 19/113** : **DIRECTOR: VEP AND PREVENTION OF GENDER BASED VIOLENCE REF NO: W1/A/2020**  
Chief Directorate: Social Crime Prevention and Anti-Substance Abuse  
Re-advertisement and candidates who previously applied, should re-apply
- SALARY** : R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE REQUIREMENTS** : HSRC Building, Pretoria  
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Sciences/Social Work plus 5 years of experience at a middle/senior managerial

level (Management experience in victim empowerment or social welfare services; or criminal justice environment will be an added advantage). Registration with the South African Council for Social Service Professions as a Social Worker. Knowledge of the relevant public service legislation. Knowledge of legislation governing the implementation of VEP programmes within the JCPS sector. Knowledge of VEP and criminal justice field. Knowledge of the social development sector. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Change management skills. Knowledge management skills. Communication (verbal and written) skills. Service delivery innovation skills. Problem-solving skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Coordination skills. Analytical skill. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Compliant. Cost Consciousness. Honesty and Integrity.

**DUTIES** : Manage, facilitate and monitor the development of policies, guidelines, norms and standards pertaining to victim empowerment and prevention of gender based violence. Design marketing strategies and plans to implement programmes pertaining to VEP and prevention of gender based violence. Identify policy implementation challenges and advise on possible interventions to address the gaps. Develop mentoring and coaching model for emerging organisations. Facilitate the dispensing of funds to national NGO's implementing VEP and prevention of gender based violence programmes.

**ENQUIRIES NOTE** : Ms S Magangoe Tel No: (012) 312-7786  
 : In terms of the Chief Directorate's employment equity targets, white males and African and white females as well as persons with disabilities are encouraged to apply.

**CLOSING DATE** : 21 August 2020

**POST 19/114** : **DIRECTOR: MEDICAL CASE ASSESSMENT AND ADJUDICATION REF NO: W1/B/2020**  
 Chief Directorate: Social Assistance Appeals

**SALARY** : R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE REQUIREMENTS** : Harlequins Office Park, Groenkloof  
 : MBChB Degree or equivalent qualification (NQF level 7) as recognized by SAQA PLUS 5 years' experience at a middle/senior managerial level in the medical assessment field. Registration with the HPCSA as a Medical Practitioner. Knowledge of i) SASSA Medical Assessment Processes; ii) Disability Management practices and principles; iii) Social Assistance Act and Regulations; iv) Social Development Sector. Competencies: Financial management skills. Project management skills. Communication (verbal, written and liaison) skills. Planning and organising skills. Strategic capability and leadership skills. Customer care skills. Analytical skills. Monitoring and evaluation skills. Presentation and facilitation skills. Negotiation skills. Computer literacy. Research skills. Problem-solving skills. Coordination skills. Attributes: Assertiveness. Ability to work independently and as part of a team. Compliance. Diplomacy. Ability to work under pressure. Decisiveness. Adaptability. Confident. Accuracy. Compliant. Self-starter. Trustworthiness.

**DUTIES** : Key Responsibilities: Manage Medical Case Assessment. Manage and support the Medical Adjudication Process. Provide strategic direction and support to the Medical Appeals Process.

**ENQUIRIES NOTE** : Adv A Brink or Ms Erika du Plessis Tel No: (012) 741 6846 / (012) 741 6925  
 : In terms of the Chief Directorate's employment equity targets, African males and females as well as persons with disabilities are encouraged to apply.

**CLOSING DATE** : 18 September 2020

- POST 19/115** : **DIRECTOR: FOOD AND NUTRITION SECURITY COORDINATION REF NO: W1/C/2020**  
Chief Directorate: Poverty Alleviation, Sustainable Livelihood and Food Security
- SALARY** : R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE REQUIREMENTS** : HSRC Building, Pretoria  
An appropriate recognized Bachelor's Degree in Social Sciences (NQF level 7) as recognized by SAQA PLUS five years' relevant experience in middle / senior management. Post Graduate qualification in Project management/ Food Security will be an added advantage. Knowledge of Public Service legislation, project management, food and nutrition security policies, community development, project monitoring and evaluation as well as stakeholder consultation and mobilisation. Competencies needed: Financial management skills. Planning & coordination skills. Problem-solving skills. Time management skills. Project and programme management skills. People management and empowerment skills. Risk management skills. Presentation and facilitation skills. Computer literacy. Attributes: Ability to work under pressure. Systematic. Adaptable. Confidentiality. Integrity. Disciplined. Friendly & trustworthy.
- DUTIES** : Manage and monitor the development and implementation of food and nutrition security policy, strategies, guidelines, norms and standards. Manage and monitor the development and implementation of the food and nutrition security programme monitoring framework and report thereon to the social development sector. Manage the coordination and facilitation of integration of food access and nutrition programme interventions implemented by the participating stakeholders. Manage the facilitation of resource mobilisation awareness programmes and institutional structures to implement food access and nutrition security programmes. Manage the research process on food and nutrition security to enhance programme implementation.
- ENQUIRIES NOTE** : Mr FP Netshipale Tel No: (012) 312-7662/7556  
In terms of the Chief Directorate's employment equity targets, African males and females as well as persons with disabilities are encouraged to apply.
- CLOSING DATE** : 21 August 2020

#### **OTHER POSTS**

- POST 19/116** : **MANAGER SOCIAL WORK POLICY GRADE 1 REF NO: W1/F/2020**  
Directorate: Probation and Child Justice Services
- SALARY** : R794 889 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE REQUIREMENTS** : HSRC Building, Pretoria  
Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work (probation services, child justice and social crime prevention) after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development. Extensive knowledge of Probation Services Act, Criminal Procedure Act, Correctional Services Act, Children's Act and other relevant prescripts, conventions and protocol. Willingness to travel. Competencies needed: Project management skills. Planning and organising skills. Networking skills. Communication (written and verbal) skills. Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Positive. Hard working. Assertive. Independent. Self-starter. Diversity commitment. Task-driven. Adaptable. Team leader. Innovative.
- DUTIES** : Develop and review legislation, policies and strategies to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Monitor the implementation of policies and strategies

pertaining to probation services. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing of the relevant policies. Manage and supervise the policy and strategy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources. Develop strategies and norms and standards for probation services. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work policy research and development are undertaken. Perform and/or ensure that all the administrative functions required in the unit are performed.

- ENQUIRIES** : Mr NS Maselesele Tel No: (012) 312-7066
- NOTE** : In terms of the Chief Directorate: Social Crime Prevention and Anti-Substance Abuse's employment equity targets, African, Coloured, Indian and White males and African, Coloured and Indian females as well as persons with disabilities are encouraged to apply.
- CLOSING DATE** : 21 August 2020
- POST 19/117** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: W1/D/2020**  
Directorate: HIV Prevention
- SALARY** : R733 257 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree in Social Science or equivalent qualification plus three (3) years' junior management experience in HIV and AIDS programmes. Knowledge of i) policies in the HIV and AIDS field; ii) social and structural drivers of HIV and AIDS; and iii) the Public Service Regulatory Framework. Willingness to travel. Competencies needed: Planning and organising skills. Monitoring and evaluation skills. Presentation and facilitation skills. Research skills. Communication (written and verbal) skills. People management skills. Problem-solving skills. Needs analysis and analytical skills. Policy and programme development skills. Leadership and management skills. Computer literacy. Financial management skills. Project management skills. Interpersonal and liaison skills. Strategic planning skills. Attributes: Ability to work under pressure. Ability to work independently and in a team. Adaptability and flexibility. Disciplined. Friendly and trustworthy. Assertiveness. Innovative.
- DUTIES** : Develop and review policies, strategies, guidelines and programmes for prevention of HIV, STIs and TB infections to families. Conduct capacity building of implementers and other stakeholders on HIV prevention programmes focusing on families. Conduct monitoring and evaluation of programmes that address social and structural driver of HIV in relation to families. Conduct research activities related to the prevention of HIV and structural drivers within families. Coordinate and plan for internal and external events to commemorate HIV and AIDS events. Establish relations with stakeholders and forums involved in HIV and develop MOUs to maintain the relations.
- ENQUIRIES** : Ms L Nziyane Tel No: (012) 312-7110
- NOTE** : In terms of the Chief Directorate: HIV & Aids' employment equity targets, African, Indian and White males and Coloured and White females as well as persons with disabilities are encouraged to apply.
- CLOSING DATE** : 21 August 2020
- POST 19/118** : **DEPUTY DIRECTOR: EXECUTIVE SECRETARIAT SUPPORT REF NO: W1/E/2020**  
Directorate: Cluster Coordination and Secretariat Support
- SALARY** : R733 257 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : A three year Bachelor's Degree/ National Diploma in Administration or equivalent qualification PLUS three (3) years' junior management experience in the administrative/secretarial field. Knowledge of the i) Social Development

Sector; ii) parliamentary process; iii) provisioning and procurement prescripts; and iv) relevant legislation and policies. Willingness to travel. Competencies needed: Advanced written and verbal communication skills. Managerial and multi project management skills. Policy development and analysis skills. Planning and organising skills. Report writing skills. Computer literacy. Business ethics. Financial management skills. Problem-solving skills. Analytical and conceptualisation skills. Quality assurance skills. Attributes: Positive attitude and willingness to work in a team approach. Self-driven and independent. Diversity commitment and task driven. Adaptable and hardworking and willing to work under pressure. Integrity and trustworthy.

**DUTIES** : Provide secretariat support for the meetings chaired by the Director-General and Minister (MINEXCO and MINMEC). Prepare logistical and administrative arrangements for the meetings chaired by the Director-General. Render the Intergovernmental coordination function for the Office of the DG (all the internal committees or governance structures). Develop an annual schedule to facilitate the coordination of the Director-General's meetings with the management of the Department and Provinces. Provide document management support services in relation to meeting documentation and other confidential documents in line with the Minimum Information Security Standards Act.

**ENQUIRIES NOTE** : Ms W Masibi Tel No: (012) 312-7090  
: In terms of the Chief Directorate: Executive Support and Intergovernmental Relations' employment equity targets, African males as well as persons with disabilities are encouraged to apply.

**CLOSING DATE** : 21 August 2020

**POST 19/119** : **ASSISTANT DIRECTOR: POPULATION CAPACITY BUILDING REF NO: W1/I/2020**  
Directorate: Population and Development Programmes

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: HSRC Building, Pretoria  
: An appropriate recognized Bachelor's Degree or equivalent qualification plus three (3) years' experience in the population capacity building field. Knowledge of the relevant Public Service Regulatory Framework such as the PSR and PFMA. Knowledge of the White Paper on Population Policy for South Africa. Competencies needed: Financial management skills. Planning and organising skills. Communication (written, verbal and liaison) skills. Problem-solving skills. Interpersonal skills. Monitoring and evaluation skills. Computer literacy. Attributes: Accuracy. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Self-starter.

**DUTIES** : Provide technical support and expert services to the three spheres of government, statutory bodies, civil society sector and other relevant partners. Coordinate processes to ensure the integration of population and development programmes to government, statutory bodies and civil society sector programmes. Facilitate the development and implementation of population and development capacity building strategies and programmes. Assist in facilitating training and capacity building programmes on the implementation of population and development policies and programmes. Assist in the monitoring and evaluation of population and development capacity building initiatives.

**ENQUIRIES NOTE** : Mr M Koekoe Tel No: (012) 312-7234/073 280 1032  
: In terms of the Chief Directorate: Population and Development's employment equity targets, African, Coloured, Indian and White males and African and Coloured females as well as persons with disabilities are encouraged to apply.

**CLOSING DATE** : 21 August 2020

**POST 19/120** : **ASSISTANT DIRECTOR: POPULATION KNOWLEDGE AND INFORMATION SERVICE REF NO: W1/J/2020**  
Directorate: Population Advocacy, Information and Knowledge Management

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: HSRC Building, Pretoria  
: An appropriate recognised Bachelor's Degree or equivalent qualification in Social Sciences plus credible appropriate experience. Competencies needed: Expertise and experience in utilising information science and technology. Communication (written, verbal and liaison) skills. Planning and organising



		skills. Attributes: Accurate. Compliant. Systematic. Adaptable. Disciplined. Logical. Independent. Assertive. Self-starter.
<b><u>DUTIES</u></b>	:	Manage the Population and Development Information Service and the Population Resource Centre. Facilitate the World Summit on Information Society implementation in cooperation with relevant stakeholders. Monitor and evaluate the population and development information needs. Promote the Population and Development Information Service and Population Resource Centre. Package and disseminate population and development information according to stakeholder's needs.
<b><u>ENQUIRIES</u></b>	:	Ms M Golden Tel No: (012) 312-7831/084/084 602 9257
<b><u>NOTE</u></b>	:	In terms of the Chief Directorate: Population and Development's employment equity targets, African, Coloured, Indian and White males and African and Coloured females as well as persons with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/121</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: W1/K/2020</u></b> Chief Directorate: Auxiliary Services
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree or equivalent qualification in Facility Management/Built Environment plus 2–3 years' experience in the facilities management field. Knowledge and understanding of facility management. Knowledge of Public Service legislative framework. Knowledge and understanding of Supply Chain Management policies. Knowledge and understanding of OHS. Competencies needed: Project management skills. Policy development and analysis skills. Client orientation skills. Problem-solving skills. Financial management skills. Communication (written and verbal) skills. Presentation and facilitation skills. People management skills. Monitoring and evaluation skills. Planning and organising skills. Computer literacy. Attributes: Ability to work under pressure. Patience. Ability to work in a team and independently. Innovative and creative. Compliant. Trustworthy. Integrity. Assertive.
<b><u>DUTIES</u></b>	:	Manage office space and parking allocation for the Department. Ensure proper planned and unplanned facility maintenance. Manage cleaning hygiene contractors and food service aids. Manage accommodation and lease agreements for the Department. Facilitate and conduct regular building audits to ensure compliance with legal, safety, health and environmental standards.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndabankulu Tel No: (012) 312-7670
<b><u>NOTE</u></b>	:	In terms of the Chief Directorate: Auxiliary Services' employment equity targets, African males and females as well as persons with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/122</u></b>	:	<b><u>SYSTEMS ANALYST REF NO: W1/L/2020</u></b> Directorate: Systems Development Re-advertisement and candidates who previously applied, should re-apply.
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree or National Diploma in Information Technology plus credible experience in IT solutions/systems development. Knowledge of Public Service legislation. Knowledge of and experience in the field of information systems development and database administration. Knowledge of and experience in leading/working on information systems projects. Competencies needed: Communication (written and verbal) skills. Planning and organising skills. Problem-solving skills. Policy analysis skills. Office management and administration skills. Computer literacy. Client liaison skills. Analytical skills. Report writing skills. Attributes: Integrity. Objectivity. Independent. Confidentiality. Ability to work under pressure. Confident. Willingness to learn. Team player.
<b><u>DUTIES</u></b>	:	Design and enhance IT systems using systems development and design tools across all the systems. Analyse current systems, design and document possible implementation plans for systems. Liaise with external service providers to make them understand the E-R diagrams and dependencies within the various modules of the systems. Analyse requirements from various

		business units and design and develop business solutions. Design, plan and manage all information technology (IT) network related activities.
<b><u>ENQUIRIES</u></b>	:	Ms M Nkhetoha Tel No: (012) 312-7108
<b><u>NOTE</u></b>	:	In terms of the Chief Directorate: Information Management Systems Technology's employment equity targets, Coloured and Indian males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/123</u></b>	:	<b><u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: W1/G/2020</u></b> Directorate: VEP Cluster Technical and Support Services
<b><u>SALARY</u></b>	:	R363 801 – R407 625 per annum (salary will commensurate with years of experience)
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus eight (8) years' appropriate experience in the field of victim empowerment after registration as Social Worker. Knowledge of the relevant Public Service Regulatory Framework such as the PSR and PFMA. Knowledge of and experience in the social development sector and the Victim Empowerment Programme. Knowledge of legislation and policies relevant to the Victim Empowerment Programme. Competencies needed: Communication (written, verbal and liaison) skills. Planning and organising skills. Problem-solving skills. Business ethics. Project management skills. Computer literacy. Minute taking skills. Report writing skills. Research skills. Negotiation skills. Stakeholder liaison skills. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.
<b><u>DUTIES</u></b>	:	Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures relating to victim empowerment are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies. Develop programmes to implement the policies relevant to the Victim Empowerment Programme. Keep up to date with new developments in the field of social work and victim empowerment by studying professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously, attend meetings with other relevant stakeholders to take cognisance of the latest developments in the field of social work and victim empowerment. Engage in continuous professional development activities as prescribed. Perform the administrative functions required in the unit.
<b><u>ENQUIRIES</u></b>	:	Mr F Faltein Tel No: (012) 312-7168
<b><u>NOTE</u></b>	:	In terms of the Chief Directorate: Social Crime Prevention and Anti-Substance Abuse's employment equity targets, African and Coloured males and Coloured and Indian females as well as persons with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/124</u></b>	:	<b><u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: W1/H/2020 (X5 POSTS)</u></b> Directorate: Child Protection (Child Protection Register)
<b><u>SALARY</u></b>	:	R363 801 – R407 625 per annum (salary will commensurate with years of experience)
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus eight (8) years' appropriate experience in the field of child abuse and neglect after registration as Social Worker. Knowledge of the relevant public service legislation. Knowledge of legislative framework and policies. Competencies needed: Project management skills. Planning and organising skills. Networking skills. Communication (verbal and written) skills. Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Quality assurance. Ability to work

- in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Cost consciousness. Honesty and integrity.
- DUTIES** : Conduct verification of screened inquiries of Part B of the Child Protection Register. Monitor the reporting of cases of child abuse, conviction and findings of the Children's court on Part A of the Child Protection Register. Monitor the implementation of the Register in compliance with the Children's Act. Conduct capacity building and training on the National Child Protection Register (Part A and Part B).
- ENQUIRIES NOTE** : Mr S Mashiane Tel No: (012) 312-7371  
: In terms of the Chief Directorate: Children Services' employment equity targets, African, Coloured, Indian and White males and Indian females as well as persons with disabilities are encouraged to apply.
- CLOSING DATE** : 21 August 2020
- POST 19/125** : **LEGAL ADMINISTRATION OFFICER GRADE 3 REF NO: W1/M/2020**  
Chief Directorate: Legal Services
- SALARY** : R257 073 – R293 940 per annum (salary will commensurate with years of experience)
- CENTRE REQUIREMENTS** : HSRC Building, Pretoria  
: LLB Degree or equivalent qualification plus two (2) years' appropriate post qualification legal experience. Knowledge of litigation processes and contractual drafting, law of evidence, civil procedure, criminal law and interpretation of statutes. Knowledge of the Public Service legislative framework. Competencies needed: Client orientation and customer focus skills. Negotiation skills. Public relations skills. Project management skills. Computer literacy. Presentation and facilitation skills. Communication (written and verbal) skills. Monitoring and evaluation skills. Analytical skills. Research skills. Coordination skills. Attributes: Confident. Adaptability. Self-starter. Accurate. Diplomatic. Compliant. Ability to work under pressure. Ability to work in a team and independently.
- DUTIES** : Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation proposals on how the specific case should be approached to obtain a desirable or justifiable outcome. Draft legal documents that provide clear motivation/justification for a particular position pertaining to the case. Successfully conduct an interview in order to determine the client's goals and objectives and advise the client on possible courses of action during the consultation process, in entitlements and client's instructions. Document interview and all advice given during the legal consultation in writing.
- ENQUIRIES NOTE** : Mr L Mtshotshisa Tel No: (012) 312-7214  
: In terms of the Chief Directorate: Legal Services' employment equity targets, African, Coloured and White males and Coloured and White females as well as persons with disabilities are encouraged to apply.
- CLOSING DATE** : 21 August 2020
- POST 19/126** : **ADMINISTRATIVE ASSISTANT REF NO: W1/N/2020 (X2 POSTS)**  
Chief Directorate: Human Capital Management  
Re-advertisement and candidates who previously applied, should re-apply
- SALARY** : R208 584 per annum
- CENTRE REQUIREMENTS** : HSRC Building, Pretoria  
: An appropriate Bachelor's Degree/Diploma (or equivalent qualification) plus minimum of one (1) year administration experience. Knowledge of relevant Public Service legislation. Knowledge of financial, procurement prescripts and procedures. Knowledge of document management, tracking and retrieving of information. Competencies: Communication (written and verbal) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Customer care skills. Office Administration skills. Attributes: Friendly and trustworthy. Good interpersonal relations. Accurate. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive. Confidentiality. Integrity. Discipline.
- DUTIES** : Serve as a Chief User Clerk and facilitate the procurement of resources. Support managers in preparing financial plans and reports. Administer all logistical arrangements for the business unit. Process all the relevant claims and distribute salary advices for staff. Provide records management services, type documents and track responses. Take minutes and make follow-ups on

decisions taken during unit meetings. Participate in core functions of the unit (25%) as part of personal development.

**ENQUIRIES**

: Ms E Steenkamp Tel No: (012) 312-7482

**NOTE**

: In terms of the Chief Directorate: Human Capital Management's employment equity targets, Coloured and white males and African females as well as persons with disabilities are encouraged to apply.

**CLOSING DATE**

: 21 August 2020

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: By post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedtic.gov.za> and click on the "Careers" link to submit online application. Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents)
- CLOSING DATE** : 21 August 2020
- NOTE** : Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Senior Management Pre-entry programme certificate obtained from National School of Government (NSG) is required for all SMS applicants. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/>. The dtic is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s).

## OTHER POSTS

- POST 19/127** : **DEPUTY DIRECTOR: BRANCH FINANCIAL ADVISOR REF NO: CMSB/DDG 008**  
Overview: To provide financial support services to management in the Corporate Management Services Branch.
- SALARY** : R869 007 per annum (Level 12) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year National Diploma/Bachelor's Degree in Business/Public Administration, Finance and / or equivalent qualification. 3 - 5 year's relevant managerial experience in Public/Private Sector in a finance environment. Key Requirements: Experience in financial reporting. Experience in budget and cash flow management. Experience in compliance management. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of supply chain management processes. Be proficient in MS Office software packages. Project management skills.
- DUTIES** : Monitor and ensure compliance with the PFMA and financial procedures. Oversee financial reporting and control. Ensure budget and cash flow management. Ensure provision of management information. Oversee budget allocations and budget control. Be responsible for supply chain management. Oversee expenditure control. Prepare monthly expenditure report. Submit monthly report on variance to expenditure.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.
- NOTE** : In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Female and White candidates as well as persons with disabilities.
- POST 19/128** : **MANAGER: COMPLAINTS HANDLING REF NO: BEE/COM 068 (X2 POSTS)**  
Broad-Based Black Economic Empowerment (B-BBEE) Commission  
Purpose: To develop complaints handling system, procedures and processes and report on complaints trends.
- SALARY** : R733 257 per annum (Level 11) (All-Inclusive Remuneration Package)
- CENTRE** : Pretori
- REQUIREMENTS** : Bachelor's Degree/National Diploma in Public Administration or Business Administration / Social Science / Economic Science / Law. Minimum of 3 years' relevant experience. Experience in complaints handling and resolution will be

		an added advantage. Skills/Knowledge: Skills required: leadership; analytical; verbal & written communication; project management; complaints handling, dispute resolution; negotiation; time management; conflict management; presentation and report writing. Knowledge of the Constitution, PFMA, National Treasury Regulations, B-BBEE Act; will be an added advantage.
<b><u>DUTIES</u></b>	:	Complaints handling: Handle complaints lodged with the commission in line with established procedures and processes; Develop and implement fast track procedures and processes to attend and resolve clients' complaints; Review of the complaints handling systems and provide recommendations to improve efficiency of the sub division; Evaluate the complaints handling system. Maintain and update the complaints database and tracking system: Maintain and updating of the database of complaints and a tracking system of all complaints; Monitor compliance with turnaround times for dealing with complaints; Submit weekly reports on delays in the management of complaints; Ensure that clients are informed of the reference numbers allocated to their complaints as well as progress regarding their complaints. Screening and analysing of complaints: Ensure correct implementation of the methodology for screening and analysis of complaints; Ensure categorisation of complaints; Identify and record complaints for investigations; Identify and refer complaints to other enforcement institutions; Identify and assess complaints for referral to higher authorities for direction. Co-ordinate alternative dispute resolution processes. Identify and record complaints that can be resolved through alternative dispute resolution processes; Coordinate complaints that can be resolved through alternative dispute resolution processes; Maintain and ensure consistency in the application of alternative dispute resolution processes; Maintain records of the number and nature of complaints resolved through alternative dispute resolution processes. Manage the resources of the sub-division: Manage the human resources of the sub division; Provide inputs in to the strategic planning of the unit and execution of the operational plan.
<b><u>ENQUIRIES</u></b>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.
<b><u>NOTE</u></b>	:	The Broad-Based Black Economic Empowerment Commission's main function is to monitor, supervise and promote adherence to the B-BBEE Act, and to strengthen and foster collaboration between the public and private sector in order to promote and safeguard the objectives of B-BBEE.
<b><u>POST 19/129</u></b>	:	<b><u>MANAGER: COMPLIANCE MONITORING &amp; EVALUATION REF NO: BEE/CME 028</u></b> Purpose: To monitor and evaluate legislative compliance.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum (Level 11) (All-Inclusive Remuneration Package)
	:	Pretoria
	:	Bachelor's Degree/ National Diploma in Public Administration or Business Administration / Social Science / Economic Science /Law/Monitoring & Evaluation. Minimum of 3 years' relevant experience in compliance, monitoring and evaluation. Skills/Knowledge: Skills required: Good communication skills (verbal and written); Computer literacy (MS Suite), Project management skills; Presentation skills; planning and organising skills; Sound interpersonal relations; time Management, Analytical. Report writing. Knowledge of PFMA, B-BBEE Act and King III Report on Corporate Governance; research and compiling publications, will be an added advantage.
<b><u>DUTIES</u></b>	:	Implementation of compliance monitoring & evaluation strategy and plan: Submit inputs on the scope of the compliance monitoring & evaluation; Prepare indicators for compliance monitoring & evaluation; Develop a compliance monitoring & evaluation strategy; Implement the compliance monitoring & evaluation strategy and plan; Monitor and evaluate compliance trends and report thereon. Development and provision of client advisory opinions/clarifications: Establish challenges by clients regarding legislative compliance; Record extent of identified gaps and provide inputs on recommendation to close the gaps; Draft/review the developed client advisory opinions and publications; Provide pro-active client advisory opinions/clarifications; Make recommendations on the proposed reviews for improving client advisory opinions. Compilation and provision of practice notes and guidelines: Record areas for which practice notes and guidelines must be developed and the contents thereof; Review and quality assure practice notes and guidelines; Consult with the legal unit on the legality of the practice notes and guidelines; Publish and distribute of practice notes and guidelines;

		Facilitate and co-ordinate the uploading of practice notes and guidelines on the Commission's website. Review and quality assure recommendations for the updating / review of practice notes and guidelines, where necessary. Monitor and evaluate legislative compliance: Research, develop or recommend the adoption of a compliance monitoring and evaluation system and tool; Conduct monitoring and evaluation processes; Conduct the analysis of B-BBEE compliance reports; Register and analyse B-BBEE Transactions; Conduct the assessment of B-BBEE Transactions; Provide B-BBEE Transactions reports; Quality assure quarterly reports on the outcomes of the monitoring and evaluation processes. Manage the resources of the sub-division: Manage the human resources of the sub division; Account for allocated assets; Provide inputs in to the strategic planning of the unit and execution of the operational plan.
<b><u>ENQUIRIES</u></b>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.
<b><u>NOTE</u></b>	:	In terms of the dtic's EE requirements, preference will be given to African female, Coloured, Indian and White candidates as well as persons with disabilities.
<b><u>POST 19/130</u></b>	:	<b><u>INVESTIGATOR REF NO: BEE/INV 059 (X4 POSTS)</u></b> Purpose: To conduct investigations, search & seizure, raids and execute enforcement orders to ensure compliance with B-BBEE Act.
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (All-Inclusive Remuneration Package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/ National Diploma in Public Administration or Business Administration / Social Science/ Economic Science / Law. Minimum of 3 years' relevant experience. Experience in conducting investigations, raids, search & seizure will be an added advantage. Skills/knowledge: Skills required: Analytical; verbal & written communication; time management; conflict management; investigative, presentation and report writing. Knowledge of the Constitution, PFMA, National Treasury Regulations, B-BBEE Act; Inspections & Investigations will be an added advantage.
<b><u>DUTIES</u></b>	:	Conduct investigation and effect enforcements: Recommend cases for investigation; Conduct pro-active and reactive investigations; Plan and execute search and seizure; Plan and conduct raids; Provide evidence at public hearing; Ensure compliance with enforcement orders; Develop mechanism to conduct trend analysis on non-compliance and provide recommendations for management decision making; Report on all investigations; search & seizure operations and raids. Manage case records: Manage case files of cases investigated and new cases; Maintain security and care of case files; Ensure safety, care and records of evidence collected; Provide quarterly reports on investigation and new cases trends; Make recommendations for initiation of investigations. Recommend referrals to other regulatory/law enforcement institutions: Assess cases for referral to other regulatory/law enforcement institutions; Recommend referral to other regulatory/law enforcement institutions; Comply with referral processes and procedures for prosecution; Recommend prosecution, where necessary. Provide support at public hearings: Manage the scheduling and logistical arrangement to hold public hearings; Manage and attend public hearings; Provide reports and evidence files for tabling at public hearings; Present evidence at public hearings. Manage the resources of the sub-division: Manage the human resources of the sub division; Account for allocated assets; Provide inputs in to the strategic planning of the unit and execution of the operational plan.
<b><u>ENQUIRIES</u></b>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.
<b><u>NOTE</u></b>	:	In terms of the dtic's EE requirements, preference will be given to African female, Coloured, Indian and White candidates as well as persons with disabilities.

## DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

*The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.*

- APPLICATIONS** : The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr J Mahlangu
- CLOSING DATE** : 31 August 2020 at 16:00
- NOTE** : Applications must be submitted on form Z83, obtainable from any public service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make an appointment to the post. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. Senior managers shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department. Senior managers shall within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointment(s) will only be made on the first notch of the advertised salary level. Note: with effect from 01 April 2020, 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 thereof prior to taking up the post. Full details can be sourced from: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. NB: if the applicant fails to sign the Z-83 form that may constitute a disqualification. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply.

## MANAGEMENT ECHELON

- POST 19/131** : **CHIEF DIRECTOR: SOCIAL EMPOWERMENT AND PARTICIPATION REF NO: DWYPD/014/2020**
- SALARY** : R1 251 183 per annum (Level 14) (fully inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate NQF 7 qualification in Social Science majoring in Population Studies, Demography, Sociology, Economics, Social Anthropology or Development studies or other fields related to social inclusion and development. A minimum 10 years operational experience in the social sector of which 5 years must be at senior management level in the public sector. Proven experience in management, coordination, monitoring and evaluation of programmes; policy development and analysis; commissioning research; monitoring and evaluation studies and publications record; promoting collaboration with national, provincial and local governments; establishing and maintaining strategic partnerships with key stakeholders in other government departments, UN agencies, partners and civil society organisations. Advanced professional knowledge of global social policy frameworks and programmes of



action. Demonstrable skills in strategic leadership, financial management, advanced written and communication skills, change management; customer relations; negotiation and facilitation; problem solving; project and programme management, research, monitoring and evaluation, strong conceptual and writing skills Computer proficient. Research and problem solving skills. The successful applicant will be subject to personal security vetting at a top secret level. The successful applicant will be subject to personal security vetting at a top secret level.

**DUTIES**

: Ensure the equitable economic empowerment, participation and ownership for women, youth and persons with disabilities being at the centre of the national economic agenda. Manage intervention mechanisms on policies and programme implementation for mainstreaming the social empowerment and participation of women, youth and persons with disabilities towards social transformation. Coordinate and facilitate interventions to support education, health and skills development for women, youth and persons with disabilities. Design and review policies to improve opportunities available for the social inclusion of women, youth and persons with disabilities. Support the design of policies and strategies to accelerate the implementation of national, regional and international commitments relating to women, youth and persons with disabilities and the social integration of vulnerable groups. Provide support to strengthen capacities for improved coordination, implementation, monitoring and evaluation of the sanitary dignity implementation framework and other interventions that promote education, health, skills and social protection of the vulnerable groups. Represent the Department on technical committees and provide support to technical working groups and Government counterparts to implement programmes that seek to improve social empowerment and participation of women, youth and persons with disabilities. Monitor and assess social investments and provide technical support on resource mobilisation and advocacy. Ensure effective management of the Chief Directorate, inclusive of full compliance with all legal and public sector prescripts.

**ENQUIRIES**

: Mr Mbhazima Shiviti Tel No: (012) 359 0262

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

**CLOSING DATE** : 25 August 2020  
**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

**OTHER POSTS**

**POST 19/132** : **CHIEF CLINICAL PSYCHOLOGIST: GRADE 1 REF NO: H/C/15**

**SALARY** : R1 487 664 per annum (OSD)  
**CENTRE** : Free State Psychiatric Complex, Bloemfontein  
**REQUIREMENTS** : Doctoral Degree (Ph.D.) in Clinical Psychology. Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Extensive experience in training of undergraduate- and postgraduate-, medical- and clinical psychology students. Extensive experience in the management of Psychological services in a tertiary Psychiatric Hospital. Knowledge and experience in Free State Psychiatric model and Ideal Hospital. Evidence of academic and scientific research publications in local and international journals. Knowledge And Skills At least ten years' experience as a Principal Clinical Psychologist in Public Health Care System. Knowledge of diagnostic and therapeutic procedure and manuals. Knowledge of research methodology. Knowledge of applicable Mental Health Legislation. Management skills. Organizational skills. Financial management. Computer Literacy.

**DUTIES** : Provision of Strategic leadership and creation of social compact for better health outcomes. Strengthen information and knowledge management system to optimise performance and research capacity. Ensure Provision of the effective training and education to the Health Profession Students in order to maintain FSPC as an HPCSA accredited Academic Tertiary Training Facility for Clinical Psychology. Build a strategic and dedicated workforce that is responsive to service demands. Manage the financial affairs for sustainable health service delivery. Re-engineer primary health care to create access to quality services. Ensure provision of compassionate and quality clinical services in the Clinical Psychology Division and the Free State Province.

**ENQUIRIES** : Prof P J Pretorius Tel No: (051) 051 4079 448/9214

**APPLICATIONS** : To Be Send To: The Chief Executive Officer, FSPC Private Bag X20607, Bloemfontein, 9300.

**FOR ATTENTION** : Me N V Mokopanele

**POST 19/133** : **CLINICAL MANAGER: MEDICAL GRADE 1 REF NO: H/C/21**

**SALARY** : R1 173 900 per annum (OSD)

**CENTRE** : Free State Psychiatric Complex, Bloemfontein

**REQUIREMENTS** : MBCHB Degree post graduate qualification that allows registration with HPCSA as a Medical Practitioner. A minimum of 3 years' appropriate experience as Medical Practitioner after registration with HPCSA Knowledge and Skills: Extensive clinical experience. Extensive knowledge of national, provincial and institutional Health Delivery System Policies. Strong leadership, analytical, motivational, interpersonal skills and computer literacy (MS Word, Excel and PowerPoint.)

**DUTIES** : Strategic management of the service unit of the hospital and catchment. Head the service unit as manager and accountable officer. Ensure the general human resource management in the service unit including. Leave/ absence control including registers of absence. Appointments and reactivations. Performance monitoring and development, Discipline and staff wellbeing. Ensure adequate communication between professionals and professional groups including problem solving meetings and strategies. Planning of services including business plans in line with institutional strategic goals. Active engage with the district clinical specialist teams in the catchment. Ensure privileging of staff based on competencies. Monitor clinical resource utilization and expenditure in line with allocated funding to. Ensure sound supply chain management in the unit. Ensure stock control in the unit. Ensure expenditure control and accountability in line with auditor prescripts. Provision of quality clinical care with strategies to improvement of quality. Provide optimal clinical service within available resources. Scheduled services with defined timeframes of service delivery. Appropriate inpatient care in line with referral system. Appropriate specialist input and supervision including. Clinical assessments. Operative and non-operative procedures. Standard treatment regimens. Standard investigation and treatment protocols for all major conditions in line with national guidelines. Quality assurance systems to monitor quality in the service unit. Clinical documentation. Diagnostic & investigation procedures. Quality patient care. Outreach support to staff and facilities in the catchment area. Clinical governance in the facility and catchment. Ensure a morbidity and mortality meeting discussing all problem cases with appropriate staff. Execute clinical governance monitoring as per provincial policy. Monitor events affecting patient safety. Mitigate clinical risk. Provide governance report to the hospital board. Manage formal training and research in association with linked training facilities to ensure. Under-Post graduate training including supervision and tutoring. Clinical Research.

**ENQUIRIES** : Me J M Seboko Tel No: (051) 407 9230/236

**APPLICATIONS** : To Be Send to: The Chief Executive Officer, FSPC Private Bag X20607, Bloemfontein, 9300.

**FOR ATTENTION** : Me N V Mokopanele

**POST 19/134** : **CLINICAL MANAGER: MEDICAL REF NO: H/C/25**

**SALARY** : R1 173 900 per annum (OSD)

**CENTRE** : Bongani Hospital, Welkom

**REQUIREMENTS** : MBCHB or equivalent Degree (Independent Practice). A minimum of 3 years appropriate experience as Medical Practitioner after registration with HPCSA: roof of Current Registration for 2020/2021. Knowledge and Skills: Ability to work independently in a multi-disciplinary team context. Analytical thinking, independent decision making and problem solving skills. Responsive and proactive with flexible approach. Good co-ordination and planning skills. Experience in root cause analysis process or medical legal processes. Effective to perform C-Section. Experience in implementation, monitoring and evaluation of leadership and clinical governance. Time management. Communication and interpersonal skills. Computer literacy. Creative and innovative. Professionalism. Confidentiality.

**DUTIES** : To manage the hospital's Clinical Service and clinical support service to ensure its effective and efficient delivery of quality service. Ensure integration of clinical services, clinical support service and nursing service. Develop,

implement, monitor and evaluate operational plans for clinical services and clinical support service. Co-operation, liaison and communication with all stakeholders. Manage outreach programs from level II and III institutions and outreach to primary Health Care Clinics. Responsible for managing medico legal risk and ethical dilemmas. To ensure the implementation of policies and protocols. To carry out tasks as delegated by the CEO. Manage Finance and Human Resources of Clinical services.

**ENQUIRIES** : Mr M S Ndaba Tel No: (057) 9168000  
**APPLICATIONS** : To Be Send To: The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460.  
**FOR ATTENTION** : Mr M S Ndaba

**POST 19/135** : **CLINICAL MANAGER: DENTAL SERVICES: GRADE 1 REF NO: H/C/20**

**SALARY** : R1 173 900 per annum (OSD)  
**CENTRE** : Mangaung Metro District  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Dentist. Registration with HPCSA as a Dentist. A minimum of 8 years' appropriate experience as a Dentist in a Public Health setting after registration with HPCSA as a Dentist. Post-Graduate Masters qualification will be added advantage. A pre-entry Certificate as issued by National School of Government is compulsory for appointment to the Senior Management Service (SMS) Knowledge And Skills: Strong management and leadership skills. Good communication and interpersonal skills. Problem solving skills. Knowledge of related policies, regulations, protocols, directives and legislations. Computer literacy and Numeric skills. Presentation Skills

**DUTIES** : Manage the rendering of clinical dental services at all health facilities in the District, including, CHCs and the community health facilities/clinics. Ensure appropriate management and treatment of dental patients. Ensure quality oral health care to patients (whole spectrum), i.e. extractions under general anesthetic's, infection control, waste management, etc. Ensure appropriate referral of patients. Manage the integration of oral health services with the other health programs in the district. Take responsibility to develop policies and SOPs for the Oral Health services in the district. Perform Oral health work in the district. Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children). Participate in oral health month activities (i.e. Screening, Health talks, etc.). Conduct service need index screening at schools (i.e. Cleaning of teeth, Extractions, etc.). Management of resources and effective utilization of human resource. Quality work, training and development, PMDS Ensure alignment of budget to demand and procurement plans. Monitoring and evaluation of Oral health data in line with Operational Performance Plans.

**ENQUIRIES** : Me N J Ramarou-Makhoali Tel No: (051) 447 2194  
**APPLICATIONS** : To Be Send To: The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ Pink Building, FSPC Complex, No 4 President Brand Street, Bloemfontein.  
**FOR ATTENTION** : Mr T A Mokoqo

**POST 19/136** : **MEDICAL SPECIALIST: PSYCHIATRY: GRADE 1-3 REF NO: H/M/6**

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

**CENTRE** : Free State Psychiatric Complex, Bloemfontein  
**REQUIREMENTS** : MBCHB Degree post graduate qualification that allows registration with HPCSA as Medical Specialist in Psychiatry: Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge And Skills: Evidence of research capability. Experience in lecturing students.

**DUTIES** : Provision of strategic leadership by participating in the strategic and operational management of Mental Health Clinical Services in the Free State Psychiatric Complex and Free State Province including development and outreach programs. Ensure provision of compassionate and quality clinical services in the Psychology Division to mental health care users. Strengthening information and knowledge management system to optimize performance and

research capacity. Establishing and maintaining of effective Teaching and learning, research supervision, engaged scholarship, leadership, leadership and administration of both undergraduate and post graduate programs in the Department of Psychiatry and Faculty of Health Sciences at the University of the Free State (UFS) in line with the professional bodies. Build a strategic and dedicated workforce that is responsive to service demands.

**ENQUIRIES** : Prof P J Pretorius Tel No: (051) 051 4079 448/9214  
**APPLICATIONS** : to be send to: The Chief Executive Officer, FSPC Private Bag X20607, bloemfontein, 9300.  
**FOR ATTENTION** : Me N V Mokopanele

**POST 19/137** : **ASSISTANT MANAGER: NURSING PNA-7 REF NO: H/A/8**

**SALARY** : R562 800 per annum (OSD)  
**CENTRE** : Free State Psychiatric Complex, Bloemfontein  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge and Skills: Knowledge of the Public Services Act and Regulations, public Finance Management Act (PFMA) and Mental Health Care Act of 2002. Demonstrate an in-depth understanding of nursing legislation and related legal ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Knowledge of OSD for nurses. Computer literacy, driver's license. Diploma/Degree in Nursing Administration will be an added advantage.

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on healthcare. Develop/establish and maintain constructive working relationships with Nursing and other stakeholders (i.e. inter professional, inter sectoral and multi – disciplinary teamwork). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources. Demonstrate an in-depth understanding of nursing legislation and legal and ethical nursing Practices and how this impact on service delivery. Oversight of compliance with patient safety issues, provide assistance and support to Ideal Health Facility Framework. Support the implementation of DHIS system.

**ENQUIRIES** : Me M J Mafereka Tel No: (051) 407 9207  
**APPLICATIONS** : To Be Send To: The Chief Executive Officer, FSPC Private Bag X20607, Bloemfontein, 9300.  
**FOR ATTENTION** : Me N V Mokopanele

**POST 19/138** : **OPERATIONAL MANAGER: PNB-3 REF NO: H/O/11 (X5 POSTS)**

**SALARY** : R562 800 per annum (OSD)  
**CENTRE** : Free State Psychiatric Complex, Bloemfontein  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1-year in Advanced Child/Adult Psychiatry, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification Knowledge and Skills: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Knowledge of OSD for Nurses. Driver's license. Nursing Administration will be an added advantage.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the specialty unit. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility Demonstrate a basic understanding of HR and financial policies and practices.

**ENQUIRIES** : Me M J Mafereka Tel No: (051) 407 9207  
**APPLICATIONS** : To Be Send To: The Chief Executive Officer, FSPC Private Bag X20607, Bloemfontein, 9300.  
**FOR ATTENTION** : Me N V Mokopanele

**POST 19/139** : **OPERATIONAL MANAGER: PNB-3 REF NO: H/O/15 (X3 POSTS)**

**SALARY** : R562 800 per annum (OSD)  
**CENTRE** : Mangaung Metro District  
**REQUIREMENTS** : Basic i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post – basic qualification. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal clinic realization program Strong management and leadership skills. Computer literacy.

**DUTIES** : Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resources and related policies.

**ENQUIRIES** : Me N J Ramarou-Makhoali Tel No: (051) 447 2194  
**APPLICATIONS** : To Be Send To: The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ Pink Building, FSPC Complex, No 4 President Brand Street, Bloemfontein.  
**FOR ATTENTION** : Mr K P Mafabatho

**POST 19/140** : **CLINICAL NURSE PRACTITIONER: PNB-2 REF NO: H/C/22**

**SALARY** : R471 333 per annum (OSD)  
**CENTRE** : Mangaung Metro District  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred. Current registration with the South African Nursing Council Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal clinic realization program Strong management and leadership skills. Computer literacy.

**DUTIES** : Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resources and related policies.

**ENQUIRIES** : Me N J Ramarou-Makhoali Tel No: (051) 447 2194  
**APPLICATIONS** : To Be Send To: The District Manager, Mangaung Metro PO Box 441, Bloemfontein, 9300 or hand deliver @ Pink Building, FSPC Complex, No 4 President Brand Street, Bloemfontein  
**FOR ATTENTION** : Mr K P Mafabatho

**POST 19/141** : **CHIEF DIETICIAN: GRADE 1 REF NO: H/D/4**

**SALARY** : R466 119 per annum (OSD)

**CENTRE** : Free State Psychiatric Complex, Bloemfontein

**REQUIREMENTS** : 4 Year Degree B.Sc. Dietetics/B. Nutrition or post Graduate Diploma in Dietetics which allows Registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA. Knowledge and Skills: Skills required: Communication skills. Analytical. Numerical Financial management). Planning and organization. Problem solving. Team approach. The ability to use essential equipment, Scales, Calipers, Height measuring tools, Computer. The ability to compile complex audit reports on clinical findings as well as management inquiries. Experience in nutrition and food service financial management and budgeting. Ability to work in a multi - disciplinary team. Active participation in planned programs/plans to enhance involvement, capacity building, open communication and participative management in the Allied Health Professional Services Division, Dietetics sub division as well as Food services. Division in the Free State Psychiatric Complex. Good record management skills. Experience in nutrition and food service management and personnel supervision.

**DUTIES** : Deliver professional dietetic and food service services to ensure optimal nutrition intake by planning, nutritionally analyzing and implementing menus for therapeutic and normal diets for all ages to mental health service users. Recipe development and recipe standardization for therapeutic and normal diets of all ages to mental health service users. Maintain optimal Quality Management through the adherence to quality and hygiene standards according to the relevant legislation as well as measures to maintain client satisfaction. Practice good management principles by providing relevant training and supervision to staff and students. Deliver and supervise clinical dietetics services to in and outpatient of the Free State Psychiatric Complex. Deliver dietetic services in the Employee assistance program. Implementing strict financial control measures. Participate in intra and inter departmental collaboration with relevant stake holders including department of agriculture, ECD centers and old age homes. Liaison with nutrition specialist and suppliers. Information & Risk management and management of resources. Ongoing professional development in fields of dietetics and nutrition. Contribute to policy development. Administrative functions required by the job

**ENQUIRIES** : Me M Moore Tel No: (051) 407 9482/9319

**APPLICATIONS** : To Be Send To: The Chief Executive Officer, FSPC Private Bag X20607, Bloemfontein, 9300.

**FOR ATTENTION** : Me N V Mokopanele

**POST 19/142** : **CHIEF OCCUPATIONAL THERAPIST: GARDE 1 REF NO: H/O/12**

**SALARY** : R466 119 per annum (OSD)

**CENTRE** : Free State Psychiatric Complex, Bloemfontein

**REQUIREMENTS** : 4 year Baccalaureus or Baccalaureus Scientiae degree in Occupational Therapy. Current registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy, independent practice. Valid driver's license. At least 3 years' experience after registration with the Health Professionals Council of South Africa as Occupational Therapist in independent practice. South African citizen Knowledge and Skills: Computer Literacy. Ability to work in a multi - disciplinary team Active participation in planned programs/plans to enhance involvement, capacity building, open communication and participative management in the Allied Health Professional Services Division. Good record management skills. Experience in occupational therapy program management and personnel supervision.

**DUTIES** : Development, management and implementation of effective and efficient clinical occupational therapy services to ensure compassionate and quality Occupational Therapy Services rendered according to the OT scope of practice and Mental Health Care Act. Manage quality assurance projects in Occupational Therapy service delivery. Training and supervision to relevant staff and students of different professions. Participate in intra and inter departmental collaboration with relevant stake holders including the University of the Free State, licensed NGO's and Rehabilitation services. Participate in information & risk management in Occupational Therapy. Management of

allocated resources (consumables and equipment). Ongoing professional development in Occupational Therapy. Policy development when required Administrative functions required by the job and the area practice profile.

**ENQUIRIES** : Me M Moore Tel No: (051) 4079 482/9319  
**APPLICATIONS** : To Be Sent To: The Chief Executive Officer, FSPC Private Bag X20607, Bloemfontein, 9300.  
**FOR ATTENTION** : Me T Mokopanele

**POST 19/143** : **CLINICAL PROGRAM COORDINATOR: PNA-5 REFNO: H/C/14**

**SALARY** : R444 276 per annum (OSD)  
**CENTRE** : Phekolong Hospital, Bethlehem  
**REQUIREMENTS** : Degree/ Diploma in nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Diploma/Certificate in Infection Prevention and Control. A minimum of 7 years' appropriate/ recognizable in nursing experience after registration as Professional Nurse with SANC in General Nursing. Current registration with the South African Nursing Council SANC. Knowledge and Skills. A thorough knowledge of Basic Principles of Infection Prevention and Control. Ability to impart knowledge related to safe practices of infection Prevention Control.

**DUTIES** : Conduct Infection Prevention and Control training to all categories of personnel, especially with matters that relate to their work environment. Collates data regarding hospital acquired in any given month in order to ensure that it remains below national norm. Develop strategies aimed at preventing and maintaining the rate of hospital acquired infections as informed by identified micro-organisms and their mode of spread e.g. contamination, droplet (air-borne). Monitors environmental hygiene and works (newly CCSD Operator) where applicable in close collaboration with the house-keeping services to ensure adherence to proper cleaning techniques at all times. Monitor frequent changing of air filters by technical services, at least six monthly intervals and keep proper record thereof. Organize campaigns that are aimed at improving the knowledge and skills of personnel with regard to infection prevention and control e.g. hand wash, wound dressing etc. Conduct spot checks/unannounced visits into the departments to ensure that safe infection prevention and control practices are adhered to and upheld at all times during encounters with patients e.g. observing the aseptic technique during performance of invasive procedures. Interacts with stakeholders (external), which are mainly concerned with introduction of the latest equipment, material or methods of infection prevention and control. Development, implementation and reviewing of policies related to infection prevention and control. Orientation and induction on infection prevention and control to all newly appointed personnel so that they are acquainted with the organizational culture of the institution. Develop quality improvement projects as informed by challenges identified that would otherwise pose threat to the well-being of the beneficiaries of the service. Acts on advisory capacity to hospital management about the latest developments in field of infection prevention and control and improved methods of embarking upon activities with resultant better outcomes.

**ENQUIRIES** : Me M M E Rakheta Tel No: (058) 303 5123  
**APPLICATIONS** : To The Chief Executive Officer, Phekolong/Nketoana Complex, Private Bag X1, Bethlehem, 9700 or hand delivered @ HR Offices, Phekolong Hospital, Bethlehem.

**FOR ATTENTION** : Mr P P Radebe

**POST 19/144** : **OPERATIONAL MANAGER: PNA-5: PAEDIATRICS REF NO: H/O/8**

**SALARY** : R444 276 per annum (OSD)  
**CENTRE** : Phekolong Hospital, Bethlehem  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing. Current registration with the South African Nursing Council SANC. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Knowledge and Skills: Be able to work under pressure. Have good communication skills and valid driver's license. Computer literacy.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope



of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Able to develop contracts, build and maintain a network or professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES** : Me M M E Rakhethla Tel No: (058) 303 5123  
**APPLICATIONS** : To The Chief Executive Officer, Phekolong/Nketoana Complex, Private Bag X1, Bethlehem, 9700 or hand delivered @ HR Offices, Phekolong Hospital, Bethlehem.  
**FOR ATTENTION** : Mr P P Radebe

**POST 19/145** : **OPERATIONAL MANAGER: PNA-5: PATIENT CARE REF NO: H/O/7**

**SALARY** : R444 276 per annum (OSD)  
**CENTRE** : Phekolong Hospital, Bethlehem  
**REQUIREMENTS** : Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. Current registration with the South African Nursing Council SANC. A minimum of 7 years' appropriate/ recognizable in nursing experience after registration as Professional Nurse with SANC in General Nursing. Knowledge and Skills be able to work under pressure. Have good communication skills and valid driver's license. Computer literacy.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Able to develop contracts, build and maintain a network or professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES** : Me M M E Rakhethla Tel No: (058) 303 5123  
**APPLICATIONS** : To The Chief Executive Officer, Phekolong/Nketoana Complex, Private Bag X1, Bethlehem, 9700 or hand delivered @ HR Offices, Phekolong Hospital, Bethlehem.

**FOR ATTENTION** : Mr P P Radebe

**POST 19/146** : **CLINICAL PROGRAM COORDINATOR: PNA-5: QUALITY ASSURANCE REF NO: H/C/17**

**SALARY** : R444 276 per annum (OSD)  
**CENTRE** : Free State Psychiatric Complex, Bloemfontein  
**REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Ability to work independently under pressure. Knowledge of Information Management

systems. Knowledge of legislation pertaining to Skills Development and training procedures. Knowledge of Infection Control procedures.

**DUTIES** : Provide Strategic Support and Operational Coordination for Quality Assurance at FSPC. Ensure the monitoring and evaluation for the implementation of the Regulated Norms and Standards for Health Establishments and co-ordination- and implementation of the Quality improvement plans (QIP). Facilitate the conducting of the Patient Experience of Care Survey and analysis of data. Co-ordination of the clinical audit system which include clinical audits. Ensure the implementation and monitoring of the Patient Safety Incidents- and Complaints Management programs. Facilitate the conducting of Annual Self Assessments, development and monitoring of Quality Assurance. Improvement plans. Maintain standards and norms of nursing practices to promote the healthcare status of healthcare users. Reengineer mental health services to create access to quality health services relating to monitoring of Batho Pele Principles, Patient Rights and Waiting time. Coordination of Risk management, Health and safety and other compliance standards at FSPC. Manage and utilize resources in accordance with relevant directives and legislations. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery.

**ENQUIRIES APPLICATIONS** : Me JM Seboko Tel No: (051) 051 409230 /236

**FOR ATTENTION** : To Be Send To: The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300.

**POST 19/147** : **CLINICAL PROGRAM COORDINATOR: PNA-5: NURSING TRAINING REF NO: H/C/18**

**SALARY CENTRE REQUIREMENTS** : R444 276 per annum (OSD)  
: Free State Psychiatric Complex, Bloemfontein  
: Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Qualification in Nursing Education and Psychiatry Nursing Science. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Ability to work independently under pressure. Knowledge of Information Management systems. Knowledge of legislation pertaining to Skills Development and training procedures. Knowledge of Infection Control procedures.

**DUTIES** : Coordinate and promote implementation of Training and Development. Facilitate and oversee the development of operational or business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programs. Maintain standards and norms of nursing practices to promote the healthcare status of healthcare use. Develop and implement quality assurance programs, guidelines, protocols, norms and standards. Utilize Information Technology (IT) and other management information systems to manage information for the enhancement of service delivery Establish, maintain and participate in inter professional and multi – disciplinary teamwork that promotes effective and efficient healthcare. Manage and utilize resources in accordance with relevant directives and legislations.

**ENQUIRIES APPLICATIONS** : Me JM Seboko Tel No: (051) 051 409230 /236

**FOR ATTENTION** : To Be Send To: The Chief Executive Officer, FSPC Private Bag X20607, Bloemfontein, 9300.

**POST 19/148** : **CLINICAL PROGRAM COORDINATOR: PNA-5 REF NO: H/C/24**

**SALARY CENTRE REQUIREMENTS** : R444 276 per annum. (OSD)  
: Mangaung Metro District  
: Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practices by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices.

**ENQUIRIES** : Me N J Ramarou-Makhoali Tel No: (051) 447 2194  
**APPLICATIONS** : To Be Send To: The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ Pink Building, FSPC Complex, No 4 President Brand Street, Bloemfontein.

**FOR ATTENTION** : Mr K P Mafabatho

**POST 19/149** : **CLINICAL PROGRAM COORDINATOR PNA-5: H/C/19**

**SALARY** : R444 276 per annum (OSD)  
**CENTRE** : MNCWH & Youth Health; Corporate Office  
**REQUIREMENTS** : Diploma/degree in nursing. Diploma in PHC/Community Health Nursing Science. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with the South African Nursing Council. A valid driver's license Knowledge and Skills: Experience in Youth Health Service/School Health Services.

**DUTIES** : Manage and coordinate the activities of Adolescent Youth Friendly Services (AYFS). Develop policies and guidelines on AYFS. Support the implementation of Integrated School Health Programme (ISHP). Lead relevant campaigns on ISHP and AYFS. Conduct training on ISHP and AYFS. Support other programmes on initiatives related to School and Youth Health. Compile relevant reports. Collaborate with the relevant strategic partners and government departments to strengthen ISHP & AYFS. Monitor & evaluate Youth School Health programmes.

**ENQUIRIES** : Mr F D Bohlale Tel No: (051) 408 1281  
**APPLICATIONS** : Must Be Send To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

**FOR ATTENTION** : Me P Mpu

**POST 19/150** : **PROFESSIONAL NURSE: PNB-1: OCCUPATIONAL HEALTH REF NO: H/P/7**

**SALARY** : R383 226 per annum (OSD)  
**CENTRE** : Free State Psychiatric Complex, Bloemfontein  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Registration with the South African Nursing Council (SANC) as Professional Nurse. 1 Year post basic qualification in Occupational Health Nursing Science. Knowledge And Skills Ability to work independently under pressure. Knowledge of Occupational health nursing science. Knowledge of legislation pertaining to Occupational Health & Safety Act and COIDA. Dispensing certificate.

**DUTIES** : Conducts physical assessments to diagnose common medical conditions and chronic ill health presented at the occupational health facility. Conducts a health surveillance to identify and evaluate health needs of workers in the workplace. Identifies and analyses hazards and evaluates their effects on workers and the workplace. Facilitate and oversee the development of occupational health programs. Provide professional and technical support for the provision of quality client care through proper management of relevant programmes. Maintain standards and norms of Nursing practices to promote the healthcare status of healthcare workers. Plans and manages healthcare within the occupational health environment to provide care within ethical norms. Promotes health communication and health literacy for behaviour change. Designs programmes that support a positive lifestyle and individual efforts to lower the risk of disease and injury. Plans, implements and evaluates health promotion campaigns within a team approach. Compiles/Conducts Occupational Risk Exposure Profiles (OREP) at pre-employment, periodic and exit levels of interventions. Manages occupational injuries and diseases in order to minimise residual deficit. Utilise Information Technology (IT) and other

management information systems to manage information for the enhancement of service delivery. Identifies the need for EAP for the following health related issues: HIV, STI, alcoholism, substance abuse, chronic diseases, psychosocial conditions, shift work, vulnerable groups such as healthcare workers, violence and executive health management and advises on or refers employees to EAP. Manage and utilize resources in accordance with relevant directives and legislations.

**ENQUIRIES** : Me M J Mafereka Tel No: (051) 407 9207  
**APPLICATIONS** : To Be Send To: The Chief Executive Officer, FSPC Private Bag X20607, Bloemfontein, 9300.  
**FOR ATTENTION** : Me N V Mokopanele

**POST 19/151** : **PROFESSIONAL NURSE: PNB-1 REF NO: H/P/8 (X5 POSTS)**

**SALARY** : R383 226 per annum (OSD)  
**CENTRE** : Free State Psychiatric Complex, Bloemfontein  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Proof of Registration with the South African Nursing Council (SANC) as Professional Nurse. 1 Year post basic qualification in Advanced Adult/Child Psychiatry. Knowledge And Skills: Knowledge of the legal framework appropriate for nursing practice. Good communication skills and interpersonal relations. Knowledge of Mental Health Act, procedures and legislation.

**DUTIES** : Provide more complex and advanced comprehensive nursing treatment and care to patients in specialty unit in a cost effective, efficient and equitable manner. Give direction and supervision for the implementation of the Nursing plan (clinical practice /quality patient care) as a shift leader. Implement standards, practices, criteria and indicators for quality Nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to Nursing and Health Care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure that a holistic nursing care service is delivered to all patients in a cost effective, efficient and equitable manner by the unit. Ensure compliance to professional and ethical practice. Demonstrate an understanding of nursing legislation a related legal and ethical nursing practices.

**ENQUIRIES** : Me M J Mafereka Tel No: (051) 407 9207  
**APPLICATIONS** : To Be Send To: The Chief Executive Officer, FSPC Private Bag X20607, Bloemfontein.  
**FOR ATTENTION** : Me N V Mokopanele

**POST 19/152** : **CLINICAL NURSE PRACTITIONER: PNB-I: GRADE I REF NO: H/C/23**

**SALARY** : R383 226 per annum (OSD)  
**CENTRE** : Mangaung Metro District  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council (SANC) as Professional Nurse Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.

**DUTIES** : Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply Knowledge of human, finance and information resource and related policies.

**ENQUIRIES** : Me N J Ramarou-Makhoali Tel No: (051) 447 2194  
**APPLICATIONS** : To Be Send To: The District Manager, Mangaung MetroPO Box 441, Bloemfontein, 9300 or hand deliver @ Pink Building, FSPC Complex, No 4 President Brand Street, Bloemfontein.

**FOR ATTENTION** : Mr K P Mafabatho

**POST 19/153** : **CLINICAL NURSE PRACTITIONER: PNB1: THEATRE REF NO: H/P/9**

**SALARY** : R383 226 per annum (OSD)

**CENTRE** : Albert Nzula Hospital, Trompsburg

**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Proof of current registration with the South African Nursing Council (SANC) as Professional Nurse theatre specialty qualification with an experience more than a year post registration with the SANC. A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General nursing. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer literacy. Must be willing to work shifts. Ability to provide holistic care.

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

**ENQUIRIES** : Me M E Motloheloa Tel No: (051) 492 2151

**APPLICATIONS** : To Be Send to: The Chief Executive Officer, Albert Nzula Hospital Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg.

**FOR ATTENTION** : Me D K Lekwala

**POST 19/154** : **OCCUPATIONAL THERAPIST: GRADE 1-3 REF NO: H/O/13**

**SALARY** : Grade 1: R317 976 per annum (OSD)  
Grade 2: R372 810 per annum (OSD)  
Grade 3: R439 164 per annum (OSD)

**CENTRE** : Free State Psychiatric Complex, Bloemfontein

**REQUIREMENTS** : 4 year Baccalaureus or Baccalaureus Scientiae degree in Occupational Therapy. **Grade 1:** Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: Minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Experience: Minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Valid driver's license Knowledge And Skills: Computer Literacy, Ability to work in a multi - disciplinary team Active participation in planned programs/plans to enhance involvement, capacity building, open communication and participative management in the Allied Health Professional Services Division. Good record management skills.

**DUTIES** : Effective and efficient implementation of clinical occupational therapy services to ensure compassionate and quality Occupational Therapy Services rendered according to the OT scope of practice and Mental Health Care Act. Participate in quality assurance projects in Occupational Therapy service delivery. Training and supervision to relevant staff and students Participate in intra and inter departmental collaboration with relevant stake holders including the University of the Free State, licensed NGO's and Rehabilitation services. Participate in information & risk management in Occupational Therapy.

Management of allocated resources (consumables and equipment). Ongoing professional development in Occupational Therapy. Contribute to policy development when required. Administrative functions required by the job and the area practice profile.

**ENQUIRIES** : Me M Moore Tel No: (051) 4079 482/9319  
**APPLICATIONS** : To Be Send To: The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300.  
**FOR ATTENTION** : Me T Mokopanele

**POST 19/155** : **OCCUPATIONAL THERAPIST REF NO: H/O/14**

**SALARY** : R317 976 per annum (OSD)  
**CENTRE** : Albert Nzula Hospital, Trompsburg  
**REQUIREMENTS** : Baccalaureus Degree *in* Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) in Occupational Therapy. Experience: none after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Sound knowledge and skill in OT diagnostic and therapeutic procedures. Skill and knowledge in the use of OT equipment and assistive devices. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem- solve, and apply analytical processes to patient care. Supervisory skills for junior staff and students. Knowledge of patients' rights and Batho Pele Principles. Soft skills.

**DUTIES** : Provision of effective and comprehensive assessment and treatment for all patients. Assessment, manufacture, and issue of assistive devices including supportive seating and wheelchairs/buggies. Comprehensive care giver training, patient education and related concerns. Perform outreach services when required. Conduct group work/therapy and/ or block therapy as identified. Confidential and ethical multidisciplinary approach and treatment of patients. Provide expert advice for environmental redesign, conduct home & school visits and other community visits when required. Administrative work related to patient care: report writing, statistics, meetings, case conferences, legal reports as needed e.g. Disability grants, medico-legal, work, insurance. Quality assurance: clinical guidelines, teaching and training, audits (core standards, infection control and prevention, ideal hospital etc.) Effective communication with all stakeholders (patients, NGOs, caregivers, etc.). Ensure professional development in line with patient care profile. Perform all delegated clinical and management responsibilities within applicable legislation. Support the manager in all transformative changes and additional management tasks as needed.

**ENQUIRIES** : Dr T S Mkanete Tel No: (051) 4922321  
**APPLICATIONS** : To Be Send to: The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg.  
**FOR ATTENTION** : Mr T G E Finger

**POST 19/156** : **SPEECH THERAPIST AND AUDIOLOGIST REF NO: H/S/13**

**SALARY** : R317 976 per annum (OSD)  
**CENTRE** : Albert Nzula Hospital, Trompsburg  
**REQUIREMENTS** : Baccalaureus Degree in Speech Therapy and Audiology. Registration with the Health Professions Council of South Africa (HPCSA) in Speech Therapy and Audiology. Experience: none after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Sound knowledge and skill in speech therapy and audiology diagnosis and treatment. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solve, and apply analytical processes to patient care. Supervisory skill for junior staff and students. Soft skills.

**DUTIES** : Provide effective speech therapy and audiology services for inpatients and external stakeholders (e.g. outpatients, non-governmental organizations, home-based projects). Provision of comprehensive speech and audiology screening, diagnostic assessment and therapeutic management to all patients. Develop, monitor & evaluate intervention programs. Host health education and training workshops, facilitate support services (e.g. caregiver support groups) and perform outreach when required. Provide training, support and monitoring to develop, monitor and evaluate screening programs (e.g. ototoxicity, Early Hearing Detection & Intervention (EDHI), ear & hearing care). Assume effective administrative responsibilities: report writing, statistics, audits, performance appraisals, meetings, legal report writing, labour relations, leave, policy development, etc. Perform outreach services when required. Conduct group work/ therapy and/ or block therapy as identified. Confidential and ethical multidisciplinary approach and treatment of patients. Provide expert advice for environmental redesign, conduct home & school visits and other community visits when required. Quality assurance: clinical guidelines, teaching and training, audits (core standards, infection control and prevention, ideal hospital etc.). Effective communication with all stakeholders (patients, NGOs, caregivers, etc.). Ensure professional development in line with patient care profile. Perform all delegated clinical and management responsibilities within applicable legislation. Support the manager in all transformative changes and additional management tasks as needed.

**ENQUIRIES** : Dr T S Makanete Tel No: (051) 4922321

**APPLICATIONS** : To Be Sent To: The Chief Executive Officer, Albert Nzula Hospital, , Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg.

**FOR ATTENTION** : Mr T G E Finger

**POST 19/157** : **MEDICAL ORTHOTIST PROSTHETIST GRADE 1 (X2 POSTS)**

**SALARY** : R317 976 per annum (OSD)

**CENTRE** : Orthotic and Prosthetic Services  
Bethlehem Ref No: H/O/9  
Welkom Ref No: H/O/10

**REQUIREMENTS** : A National Diploma in Medical Orthotics and Prosthetics or higher qualification. Valid registration with Health Professions Council of South Africa. Knowledge and Skills Good communication, interpersonal, planning and organizing skills. The candidate has to possess basic computer Literacy skills in Ms-Word, MS-Excel, database system, etc. Driver's license code (8) EB.

**DUTIES** : Clinical evaluation and measuring of patients for Orthotic and prosthetic Devices. Designing of orthotic and prosthetic devices. Fitting of Orthotics and Prosthetics assistive devices. Provide in service training to students for experiential learners in manufacturing of Orthotic and Prosthetic devices. 5. Participate in continuous professional development programmes.

**ENQUIRIES** : Mr J Stallenberg Tel No: (058) 3035123

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

**FOR ATTENTION** : Me L Adolph

**POST 19/158** : **DENTAL ASSISTANT REF NO: H/D/5**

**SALARY** : R168 429 per annum (OSD)

**CENTRE** : Albert Nzula Hospital, Trompsburg

**REQUIREMENTS** : Appropriate qualification or prescribed in-service training (with a duration of less than 2 years) that allows for the required registration with HPCSA as a Dental Assistant. Grade 1: Experience; None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with HPCSA where applicable in the relevant profession. Knowledge and Skills Good communication skills. Ability to work under pressure. Good interpersonal relationships.

**DUTIES** : To assist the Dentist/ Oral Hygienist/ Dental Therapist in the treatment of patients. Thorough preparing and cleaning of the surgery theatre and rural clinics before and after patients were treated to ensure optimal service delivery. Identification of instruments and preparation of instrument trays for specific procedures. Restocking surgical equipment as well as the handling of administration tasks, updating of statistics and the planning of daily

appointments. Complete patient record cards including charting during examination.

**ENQUIRIES**  
**APPLICATIONS**

- : Dr T M Katametsi Tel No: (051) 4922321
- : To Be Send To: The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg.
- : Mr T G E Finger

**FOR ATTENTION**



**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

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

- APPLICATIONS** : Applications must be submitted on a duly online completed Z83 form [www.gauteng.gov.za](http://www.gauteng.gov.za)
- FOR ATTENTION** : Human Capital management
- CLOSING DATE** : 24 August 2020
- NOTE** : It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Preference will be given to people with disabilities. Applications should be submitted strictly online at [www.gauteng.gov.za](http://www.gauteng.gov.za) and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity (no postal or hand delivery applications will be accepted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Following the interview and exercise, the selection panel will recommend SMS candidates to attend a generic management competency assessment. The certificate for entry into SMS and full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Preference will be given to female applicants for SMS posts. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 19/159** : **CHIEF DIRECTOR: BACK 2 BASICS REF NO: REFS/005651**  
Chief Directorate: Back 2 Basics
- SALARY** : R1 251 183 per annum (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus NQF7 in Public Administration/Local Government/ Development Management or relevant field of study. Coupled with a minimum of 5 years' experience at a senior managerial level working in local Governance and Municipal level in the public service, and 3 years proven hands-on experience in managing B2B program. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Honesty and Integrity; Knowledge and understanding of legislative and Policy framework governing the Local Governance and Municipalities in the Public Service; Knowledge and understanding of processes and systems regulating the Local Governance and Municipal practices in the Public Service; Knowledge and understanding of Departmental Strategic focusing on Local Governance and Municipal priorities; Strategic Management skills; Project Management skills; Financial Management skills; Conflict management skills; Interpersonal Skills; Planning and Organizing skills; Leadership Skills; Coordination Skills; Facilitation Skills; Analytical Skills; Knowledge Management skills; Project monitoring and evaluation.
- DUTIES** : Advise, coordinate and monitor the implementation local government performance improvement programme in the province and municipalities; Provide strategic advice and support in the implementation of local government performance improvement programme; Manage the coordination of stakeholders within and outside of government in support of local government improvement programme; Monitor performance of provincial COGTA Departments and their municipal support programmes; Facilitate development and coordinate implementation of support packages and interventions to address immediate performance challenges; Oversee

		management of complaints and correspondence from citizens, ministry, presidency and parliament.
<b><u>ENQUIRIES</u></b>	:	Caiphus/ Andy, cell: (071) 474 7078/51
<b><u>POST 19/160</u></b>	:	<b><u>DIRECTOR: BACK 2 BASICS REF NO: REFS/005652</u></b> Chief Directorate: Back 2 Basics
<b><u>SALARY</u></b>	:	R1 057 326 per annum (all-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus NQF7 in Public Administration/Local Government/ Development Management or relevant field of study. Coupled with a minimum of 5 years' experience at a middle managerial level working in local Governance and Municipal level in the public service and 3 years proven hands-on experience in managing B2B program. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Honesty and Integrity; Knowledge and understanding of legislative and Policy framework governing the Local Governance and Municipalities in the Public Service; Knowledge and understanding of processes and systems regulating the Local Governance and Municipal practices in the Public Service; Knowledge and understanding of Departmental Strategic focusing on Local Governance and Municipal priorities; Strategic Management skills; Project Management skills; Financial Management skills; Conflict management skills; Interpersonal Skills; Planning and Organizing skills; Leadership Skills; Coordination Skills; Facilitation Skills; Analytical Skills; Knowledge Management skills; Project monitoring and evaluation.
<b><u>DUTIES</u></b>	:	Provide support to province and implement policies and programmes to improve performance of municipalities; Coordinate and monitor implementation of performance plans in municipalities; Coordinate stakeholders within and outside government in support of local government improvement programme; Collaborate and participate in provincial B2B coordinating structures to monitor and report municipalities performance; Management of complaint's and correspondence from parliament, presidency and citizens; Facilitate support action plans and intervention to address immediate performance challenges in a municipality; Assist the department in coordinating reports on B2B action plans by local municipalities; Collate, consolidate and report on progress by municipalities on the B2B programme; Support in particular Municipalities that are in distress on B2B matters acting on behalf of the department; Regularly hold meetings with the concerned municipalities to facilitate the B2B action plans; Conduct any other function in relation to B2B as directed by the MEC, HOD and/or their delegate; Report to the MEC, HOD and/or their delegate on the status of Local Government in relation to the B2B programmes
<b><u>ENQUIRIES</u></b>	:	Caiphus/ Andy, Cell: (071) 474 7078/51
<b><u>POST 19/161</u></b>	:	<b><u>DIRECTOR: DISASTER MANAGEMENT REF NO: REFS/005748</u></b> Directorate: Disaster Management
<b><u>SALARY</u></b>	:	R1 057 326 per annum (all-inclusive package)
<b><u>CENTRE</u></b>	:	Midrand
<b><u>REQUIREMENTS</u></b>	:	Matric plus NQF7 in Disaster Management, coupled with a minimum of 8 years' experience in Disaster Risk Management or a risk related field and 5 of the 8 years' experience must be in a middle managerial level. A post graduate degree will be an added advantage. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Problem management skills; Analytical and logical thinking; Good communication Skills; Project Management skills; Client Orientation and Customer Focus; Leadership and Facilitation skills; People management skills; Planning and organizing skills; Report writing skills; knowledge of programme and project management; Policy analysis and development; Knowledge and application of Disaster Management legislation; knowledge of the departmental

**DUTIES**

- : policies, priorities and processes; Understanding of public service legislation and systems; Flexibility and ability to work under pressure; Honesty and integrity; Attention to detail; Confidentiality; Work overtime and be on stand-by to respond to incidents and disasters in the province; Knowledge of Microsoft packages and a valid driver's license. Must be ambulatory.
- : Manage arrangements for the development and adoption of integrated disaster management policy in Gauteng; Supervise the execution of disaster management policy between the province, metropolitan and district municipalities; Oversee co-operation with the national and provincial spheres, neighbouring provinces and international role players; Ensure the functionality of disaster management centers in the province; Manage Intergovernmental structures for disaster management in the province; Manage the development and implementation memoranda of underrating; Ensure effective Disaster risk assessment and risk reduction process in the province; Generate Provincial Indicative Disaster Risk Profile; Monitor, updating and disseminating disaster risk information; Supervise disaster risk assessment quality controls; Manage Disaster management planning including development and review of Disaster management framework and disaster management plans in the province; Ensure Scoping and development of disaster risk reduction plans, projects as well as the inclusion of disaster risk reduction efforts in other structures and projects; Ensure Integration of disaster risk reduction with spatial development planning; Supervise the incorporation of disaster risk reduction planning into integrated development planning; Supervise the Implementation and monitoring of disaster risk reduction programmes and initiatives; Ensure the Progressive application of disaster risk reduction strategies, techniques and measures by provincial organs of state, municipalities and other key stakeholders; Manage disaster operations during sports and recreational events in the province; Manage pre-disaster response activities including early warning and Dissemination of early warnings; Manage disaster response activities including Assessments, classification, declaration and review of a disaster; Supervise Disaster impact assessments, revises and reporting; Ensure Integrated disaster response and recovery and rehabilitation operation; Coordinate disaster management funding activities for the province; Management disaster risk reduction funding and projects; Manage post disaster funding initiatives including grants; Provide advice to municipalities, sectors and other stakeholders; Supervise disaster risk reduction, Provincial Security and Events, Monitoring and Evaluation committees; Manage distribution of disaster relief for the province; Develop and implement Policies, regulations and Standard Operating Procedures for disaster response for province; Manage PDMC operations; Manage staff performance; Manage staff leave plan; Manage staff training and development; Coordinate activities of the directorate; Manage conflict in the team.
- : Caiphus/ Andy, Cell: (071) 474 7078/51

**ENQUIRIES**

**OTHER POSTS**

**POST 19/162**

- : **DEPUTY DIRECTOR: DISASTER MANAGEMENT REF NO: REFS/005259**  
Directorate: Disaster Management

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

- : R733 257 per annum (all-inclusive package)
- : Johannesburg
- : Matric plus NQF7 in Disaster Management, Humanitarian Studies, Sustainable Development or relevant field of study. Coupled with a minimum of 5 years working experience in Disaster Management. 3 of the 5 years must be in a supervisory level. A post graduate qualification will be an added advantage. Competencies: knowledge of the Disaster Management legislation and the implementation thereof, Skills to develop and manage the implementation of Disaster Management policies, Communication skills, problem solving, analytical thinking, Organisational skills, Project Management skills, Ability to work under pressure, Computer Literacy and a valid driver's license. Must be ambulatory.

**DUTIES**

- : Manage and co-ordinate disaster response and recovery in the province as and when required on a 24 hour basis; Manage and provide support to the municipalities and sector departments during incidents and disasters; Manage the coordination of different stakeholders (Sector departments, private sector and other entities) during incidents or disasters; Manage the coordination of disaster relief during incidents disasters and incidents in the province; Manage

response to incidents and disasters in the Province; Participate in Provincial Joint Operation Centre and Municipal Joint Operation Centre; Manage disaster impact assessments during and after disasters or incidents or disaster; Manage physical verification of damaged infrastructure following an incident in the province; Manage declaration and classification processes of disasters in the province; Manage post disaster reports and reviews; Manage the facilitation of post disaster funding in the province; Manage the implementation of disaster projects in the province. Manage the facilitation and implementation of post disaster rehabilitation and reconstruction plans and projects in the province; Provide advice to municipalities, sectors and other stakeholders; Participate in disaster risk reduction, Provincial Security and Events, Monitoring and Evaluation committees ;Manage distribution of disaster relief for the province ;Develop disaster response and funding guidelines ; Develop and implement Standard Operating Procedures for disaster response for the PDMC; Developing and coordinating disaster risk assessment processes (Micro & Macro); as well as reports for the province; Assist with the development of disaster management plans for the province and assisting sector departments to develop plans; Assist with development of disaster management frameworks for the province and assisting municipalities to develop disaster management framework; Develop seasonal, events and disaster response plans and other relevant Contingency for the Provincial Disaster Management Centre; Conduct preparatory workshops for disaster response activities in the Province Implement disaster response plans ;Coordinate Contingency plans and response plans from the municipalities, sector departments and other public entities ; Management of staff.

- ENQUIRIES** : Caiphus/ Andy, Cell: (071) 474 7078/51
- POST 19/163** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: REFS/005207**  
Directorate: Intergovernmental Relations
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive package)  
: Johannesburg  
: Matric plus NQF level 7/ B-Tech in Public Administration, Law, Arts, Social Sciences or Development Studies or relevant qualification, coupled with a minimum of 5 years appropriate relevant experience in a municipality or supporting municipalities with at least 3 years at a supervisory level. A post-graduate degree would be an added advantage. Competencies: a proven track record in working with or in a municipality; a proven track record of designing, implementing, monitoring and closing of projects; Excellent working knowledge of Windows including the use of Microsoft Word, PowerPoint, Excel, electronic diary management, email and Internet; Excellent written and verbal communication skills; Knowledge of reporting procedures, procurement directives and procedures, compilation of management reports, planning and organising, and subject knowledge; Organisation and ability to operate computers; Good interpersonal relations; Ability to apply problem solving techniques; Project management skills; Ability to formulate and analyse policy; Analytical thinker; Good verbal exchange of information requiring difficult explanation and tact; Ability to prepare routine notes, minutes, memoranda and letters; Ability to work as part of a team and build the team; Presentation and facilitation skills; Ability to think innovatively and bring innovative ideas and approaches to the table that may impact existing policies/methods and understanding; A driver's license is essential.
- DUTIES** : Drive the Intergovernmental Relations Strategy of the Department and the provincial IGR agenda; Coordinate political and technical IGR structures by contributing to setting the agenda and tracking resolutions; Support municipalities in implementing their IGR strategies; Develop an support plan to enhance municipal capacity in IGR and design monitoring tool to identify gaps and areas for targeted support; Coordinate quarterly meetings of IGR practitioners to assist municipalities in sharing best practice, enhancing the skills of IGR practitioners and identify areas of collaboration between municipalities and sector departments; Collaborate with the Municipal IDP Directorate to ensure seamless development within the province avoiding duplication and wastage of government resources; Facilitate the development of memoranda of understanding between the spheres of government and sector departments; Monitor the MEC/MMC forums of sector departments, measure its outcome and its impact on municipalities; and Align and ensure

effectiveness of municipal IGR structures; Develop an implementation plan and monitoring tool; Coordinate quarterly meetings of IGR practitioners; Coordinate quarterly meetings of the MEC/MMC; Align and ensure effectiveness of municipal IGR structures; Develop and Manage Strategic Partnerships within and outside the department; Continuously engage, communicate and liaise with customers and identify changes in their needs and expectations; Foster and maintain positive and productive inter-governmental relations both internally and externally; Promote strategic partnerships with relevant professional, academic, business, industry and public entities aimed at supporting the department to implement its programmes and develop its staff; Participate in relevant fora for the benefit of the department, including but not limited to meetings and workshops called by the Department of Cooperative Governance, Office of the Premier, other sector departments.

**ENQUIRIES** : Caiphus/ Andy, Cell: (071) 474 7078/51

**POST 19/164** : **DEPUTY DIRECTOR: CORPORATE GOVERNANCE REF NO: REFS/005179**  
Directorate: Risk Management

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive package)  
: Johannesburg  
: Matric plus NQF level 7/ B-Tech in Internal Audit or relevant qualification, coupled with a minimum of 3-5 years Internal Audit experience at a supervisory level. Competencies: Understanding of the Public Finance Management Act; Knowledge of King IV on Corporate Governance, Public Service Act, Treasury Regulations and Extensive auditing skills; Good business process mapping skills; good working knowledge of Microsoft Office and MS Project; Knowledge and understanding of accounting principles, practices and concepts; Overview of BAS system and other financial management systems. Knowledge of accounting legislations including the Treasury Regulations; Customer management skills; Strong leadership skills; Strong consulting and advisory skills; Business acumen; Supervisory ability; Report writing skills; Coaching and training skills; Results/quality management; Innovation/continuous improvement; Problem solving; Analytical; Initiative; Interview skills; Team work ability; Ability to meet deadlines; Innovative; Ability to take ownership of tasks.

**DUTIES** : Facilitate and coordinate external audits, compliance and risk audits, IT audits and Performance audits in line with the audit plan from the Gauteng Provincial Treasury and Auditor General plan; Develop response action plans for internal and external audit findings based on recommendations and follow up to ensure that management implements the agreed actions; Draft committee charters and monitoring the functionality of the committees established; Assess the adequacy of key internal controls; Review the quarterly performance report and the portfolio of evidence for validity, reliability, accuracy and completeness; Review of the Standard Operating Procedures for different units; Input in the development of 3 years audit plans; Maintain effective working relations with all the departmental operating management; Develop the compliance Risk Register; Monitor the implementation of the risk register; Promote operational efficiency, minimise errors and threats by providing an independent, objective assurance and advisory service to evaluate and improve the effectiveness of internal controls and the integrity of financial and other information; Develop a comprehensive, practical program of coverage for assigned areas; Manage the activities of officials assigned to the review of various organisational and functional activities; Execute internal control reviews in compliance with the Corporate Governance methodology; Maintain effective working relations with all the departmental operating management and other Stakeholders.

**ENQUIRIES** : Caiphus/ Andy, Cell: (071) 474 7078/51

**POST 19/165** : **ASSISTANT DIRECTOR: DISASTER MANAGEMENT REF NO: REFS/005180**  
Directorate: Disaster Management

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (plus benefits)  
: Midrand  
: Matric plus NQF6/National Diploma in Disaster Management or related field, coupled with a minimum of 3 years' experience in Disaster Management. A four years qualification, two years supervisory experience and a registration

with a recognised Disaster Management Professional Body will be an added advantage. Competencies: knowledge of the disaster management legislation and the implementation thereof; skills to develop disaster management policies; communication skills; problem solving; analytical thinking; organisational skills, project management skills, ability to work under pressure, computer literacy and a valid driver's license.

**DUTIES** :

Establishment and maintenance of an integrated institutional capacity for disaster management at provincial and municipal level, inclusive of the advisory forum, disaster management centres and drafting of Disaster Management Policies and Frameworks. Assist with developing and implementing provincial disaster risk reduction policies, plans and programs. Ensure municipalities and relevant stakeholders develop and implement integrated disaster management plans in accordance with approved disaster management legislation. Ensure effective and appropriate disaster response and recovery by implementing a uniform approach to the dissemination of early warnings, averting or reducing the potential impact of respect of personal injury, health, loss of life, property, infrastructure, environments and government services. Implement immediate integrated and appropriate response and relief measures when significant events or disasters occur or are threatening to occur. Gather or collect information and compile assessment reports during and/or after incidents/disasters. Assist with development and implementation of a comprehensive information management and communication system, assist with the establishment integrated communication links with all disaster risk management role players. Promote a culture of risk avoidance among stakeholders by capacitating role players through integrated education, training and public awareness programmes informed by scientific research. Assist and advise municipalities and provincial departments with the process of accessing funds for Disaster Management. Supervise Senior Administrative Officers in maintaining and co-ordinating disaster response and planning structures in the municipalities of Gauteng. Write memorandum, reports and other required correspondence. Attend and participate in workshops conferences and seminars. Arrange and initiate Disaster Management workshops/training for the Province. Assist municipalities with the establishment and maintenance of volunteer structures. Manage and co-ordinate disaster response and recovery on a 24-hour basis.

**ENQUIRIES** :

Caiphus/ Andy, Cell: (071) 474 7051/78

**POST 19/166** :

**ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT COORDINATION**  
**REF NO: REFS/005181 (X2 POSTS)**  
 Directorate: Community Development

**SALARY** :

**CENTRE** :

**REQUIREMENTS** :

R376 596 per annum (plus benefits)  
 Ekurhuleni and Sedibeng  
 Matric plus NQF level 6/ National Diploma in Development Work or equivalent qualification, coupled with 3 - 5 years community work experience. Competencies: supervisory skills; management skills; computer skills; communication skills; facilitation skills, problem solving skills, organisational skills, project management skills, secretariat skills, analytical skills, performance and development management skills, public participation skills, public relations and events management skills; knowledge of the PFMA; understanding of the Municipal Structures Act, Municipal Systems Act and Municipal Financial Management Act. A valid driver's license.

**DUTIES** :

Supervise the work of Community Development Workers (CDW's) as well as coaching and mentoring; Report to the directorate the work of the CDWs; Convene regular meetings with CDWs for briefing and reporting purposes on progress, problems experienced; Network with high level officials in municipalities and other government departments; Ensure that the unit's budget is aligned to the PFMA; Participate in the design and implementation of strategic plans, vision and operational plans; Align the unit's vision and mission to that of the department; Establish working relations with external stakeholders, all spheres of government and various directorates within the department; Facilitate strategic intervention to ensure efficient service delivery; Compile reports that assist other government departments to identify shortcomings; Manage and coordinate the establishment of Intergovernmental Fora (IGF); Monitor daily and weekly reports from the CDWs and compile monthly, quarterly and annual reports; Advise CDW's on immediate possible solutions to community problems; Offer human resources support to CDWs by

identifying their training needs and ensuring that they make use of Employee Assistance Program services when necessary; Compile reports on volatile wards and submit them to the department; Conduct environmental scans in preparation for MEC's imbizos; Network with other government departments on advocacy communication material; Assist in the layout design of the CDW Programme material; Facilitate information dissemination to communities and all government departments; Ensure that door to door targets are met; Compile data gained from door to door visits and submit to all government departments; Secure resources for CDWs e.g. stationary, tracksuits and business cards; Prepare agendas and secure venues for staff cluster meetings.

**ENQUIRIES**

:

Caiphus/ Andy, Cell: (071) 474 7051/78

**POST 19/167**

:

**ASSISTANT DIRECTOR: ORGANISATIONAL PERFORMANCE REF NO: REFS/ 005182**

Directorate: Strategic Planning, Programme Management and Organisational Performance

**SALARY**

:

R376 596 per annum (plus benefits)

**CENTRE**

:

Johannesburg

**REQUIREMENTS**

:

Matric plus NQF level 6/ National Diploma in Public Management/ Strategic Management or relevant qualification, coupled with 4-5 years strategic planning experience in public service environment. Competencies: Strategic Planning Skills; Reporting skills; Analytical skills; Monitoring skills; Facilitation skills; Interpersonal skills; Monitoring and evaluation skills; Planning and organizing; Leadership skills; People Management skills; Communication skills; Coordination and facilitation skills; Detail orientated; Problem solving skills; Knowledge and understanding of Strategic Planning framework, systems, procedures and processes applicable in the Public Service; Knowledge and understanding of Departmental key priorities, strategic objective, goals and reporting framework.

**DUTIES**

:

Assist and support with the compilation of a Departmental Strategic Plan, Departmental Annual Performance Plan and Departmental Operational Plan; Assist, organise and support consultation sessions with programme managers; Capture and record inputs provided for the strategic plan; Schedule follow up sessions with programme managers on the implementation of the strategic plan; Assist and support strategic planning follow up sessions; Capture corrective action on the implementation of strategic plan; Compile work plan of senior admin officer; On-going mentoring and coaching of SAO; Manage the work of SAO; Compile quarterly progress reports of SAO; Review quarterly progress reports of SAO; Attend and provide inputs in all meetings, workshops and information dissemination sessions; Compile accurate reports for all meetings workshops and information dissemination sessions; Facilitate and guide management in the development of strategic objectives and performance indicators; Structuring strategic plans, APPs and operational plans in accordance to the framework and guidelines provided; Capture and articulate inputs in order to interpret it correctly into objectives or indicators.

**ENQUIRIES**

:

Caiphus/ Andy, Cell: (071) 474 7078/51

**POST 19/168**

:

**ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: REFS/ 005745**

Directorate: Human Capital Management

**SALARY**

:

R376 596 per annum (plus benefits)

**CENTRE**

:

Johannesburg

**REQUIREMENTS**

:

Matric plus NQF level 6/ National Diploma in Human Resource Management/development or relevant qualification, coupled with a minimum of 3 years' experience in performance management environment. Competencies: Knowledge of Public Service Performance Management legal framework, HR Policies, Public Finance Management Act (PFMA), Public Service Coordinating Bargaining Council (PSCBC), General Public Service Sector Bargaining Council (GPSSBC) Resolutions and collective agreements impacting on PMDS implementation; Good interpersonal skills; Assertive; Good planning and organisational skills; Self-driven and high levels of initiative; Customer service orientated; Excellent team player; Attention to detail; Confidentiality; Tact and discretion; Professional approach and conduct; Computer Literacy; Ability to handle stress; Report writing skills; Mediation and counselling; Basic Practical Accounting.

<b><u>DUTIES</u></b>	:	Facilitate the signing of Performance Agreements by all employees on salary levels 1 – 16 by 31 April annually, linked to the financial year; Capture all SMS Performance Agreements on PERSAL system and compile report on non-compliance of filing Performance Agreements on e-PMDS by SL 1 to 12 employees; Analyse probationary reports to determine first time participants on the system; Facilitate the filing of mid-term Performance Reviews and annual performance assessments by SMS and SL 1 to 12 employees e-PMDS; Capture SMS Performance Reviews and annual performance assessments on PERSAL system and assist to compile the non-compliance report; Compile mid-year annual assessments and annual assessment poor performance report of SMS members for submission to DPSA; Facilitate the submission of the HODs performance agreement to the Public Service Commission and DPME on the stipulated due dates; Assist to coordinate the annual performance assessment process of the HoD in consultation with the OoP and DPME; Capture final assessment scores to determine eligibility for performance rewards; Compile business unit's pre and post-moderation performance scores verification letters for moderation committee and approval by heads of unit, respectively; Compile the pre-payment exception reports to and request the post-payment exception reports from Gauteng e-Government to verify accuracy and eligibility of incentives paid to employees; Initiate corrective action for non-payment of performance rewards to qualifying employees; Confirm validity of performance evidence submitted in motivation of highly effective performance rating; Prepare finance mandates for payment of performance cash bonus; Prepare Human Resource Administration (HRA) Forms 6 and 11 for payment of pay-progression; Prepare letters of appointment of the moderation committee members and oversee logistical arrangements for the assembly (meetings) of the moderation committees; Prepare packs for moderation committee meetings; Conduct PMDS internal workshops as and when required; Formulate an effective filing and tracking system to enable easy retrieval of information; Provide secretarial and logistical support for specific Performance Management meetings and workshops; Logistical arrangements for meetings and workshops organised (refreshments, data projector, attendance registers, meeting agendas and venue bookings); Assist to draft PMDS Guidelines and procedure manuals.
<b><u>ENQUIRIES</u></b>	:	Caiphus/ Andy, Cell: (071) 474 7078/51
<b><u>POST 19/169</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: REFS/005746</u></b> Directorate: Human Capital Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (plus benefits) Johannesburg Matric plus NQF level 6/ National Diploma in Human Resource Management or relevant qualification, coupled with a minimum of 3 years' experience in the field of Conditions of Service, Service Benefits in the Public Service. Competencies: Knowledge and Understanding of Legislative and Policy Framework regulating Conditions of Service and Service Benefits, Leave Administration and PILIR Administration process in the Public Service; Knowledge and Understanding of procedures, process and systems in the implementation of Conditions of Service and Service Benefits, Communication Skills: Written: complex notes/memos/reports; Verbal: exchange of information requiring difficult explanations; Extensive knowledge of PERSAL, ESS and HR prescripts, Good understanding of PSCBC resolutions ,Management Skills; People Skills; conflict resolution Skills; Reporting Skills; Negotiation Skills; Planning and organising skills; Project management skills; Presentation skills; Problem solving skills; Operational planning skills; 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; ability to build strong client relationship and ability to perform multiple tasks and work overtime where necessary. A valid driver's license.
<b><u>DUTIES</u></b>	:	Monitor the development, review, implementation and management of administering processes in Conditions of Service and Service Benefits; Facilitate, drafting, revision and implementation of procedures manuals and policies governing Conditions and Service benefits. Monitor and supervise the information dissemination on new and revised directives and PSCBC Resolutions regulating Conditions of Service and Service benefits; Provide problem solving mechanisms on queries and disputes arising from



implementation in conditions of service and service benefits; Check the correctness of transactions before submission to e-Government for implementation; Monitor and audit the implementation of conditions of service and service benefits; Prepare and provide responses to legislature questions and audit queries on the administration and implementation thereof; Develop and monitor the system of administrating leave and other policy documents relating to leave administration; Provide analysis of leave reports; Monitor the communication of revised national resolutions and directives regulating the interpretation and implementation of leave; Prepare and provide responses to questions and audit queries on the administration and utilisation of leave; Provide advice to management and staff on the utilisation of leave; Manage the receiving and recording of PILIR applications; Manage the provision of feedback to staff on rejected/approved applications; Manage the quality preparation and submission of PILIR applications to Health Risk Manager; Attend meetings with the designated Health Risk Manager on PILIR cases; Attend meetings/bi-lateral at relevant Provincial and National PILIR committees and structures; and prepare and provide reports on the utilisation and financial implications of PILIR in the department; Monitor the implementation of Operational Plans of the unit; Conduct performance reviews and assessments for staff; Identify and implement staff development plans; Implement and monitor staff leave plans. Identify Human Resources risks and develop service improvement mechanism in line with the business needs.

- ENQUIRIES** : Caiphus/ Andy, Cell: (071) 474 7078/51
- POST 19/170** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: REFS/ 005747**  
Directorate: Human Capital Management
- SALARY** : R376 596 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus NQF level 6/ National Diploma in Organisational Development/Management Services/Human Resource Management or relevant qualification, coupled with a minimum of 3 years' experience in the field of Organisational Development. Competencies: Work study investigation skills; Change management skills; Establishment administration skills; Job profiling skills; Job evaluation skills; Analytical skills; Report writing skills; Consultation skills; Communications skills; Project management skills; People management skills; Inter-personal skills; Knowledge and Understanding of work study, change management, job profiling, job evaluation, establishment, administration systems, procedures, processes and practices applicable in the Public Services; Knowledge and understanding of the departmental organisational development and change management challenges, processes and procedures. A valid driver's license.
- DUTIES** : Facilitate and coordinate organisational development and change management functions in the department; Facilitate the profiling of newly defined posts; Facilitate the re-profile of redefined posts; Facilitate the process of re-profiled posts to incumbents; Monitor the archive and maintain records on all job profiles; Facilitate and coordinate the job profiles for advertising, performance contracting, evaluation of posts and generic queries on posts; Identify existing posts due for evaluation; Prepare and submit pre-interview questionnaires for evaluation of identified posts; Follow-up on the implementation of job evaluation mandates; Prepare and facilitate a job evaluation panel on evaluated posts; Prepare and submit motivation for implementation of job evaluation results; Monitor and communicate the implementation of job evaluation mandates; Communicates revised national job evaluation circulars and directives to staff in the department; Identify post establishment errors; Prepare and submit motivation for implementation of proposed amendments; Submit mandates on establishment changes for implementation on Persal; Monitor and communicate the implementation establishment mandates to programme managers; Identify work study requirements; Prepare and submit motivation for implementation of work study interventions; Submit and monitor the implementation of work study mandates; Communicate the implementation of work study mandates to programme managers; Coordinate and participate in optimum post and staff utilisation in the department; Input towards the development of change management strategy for projects of change; Implement change management plan; Facilitate pre go-live support to users; Facilitate the institutionalise of change;

- Prepare a close-out report on change management; supervise staff performance and development; Supervise staff leave and training; Input towards development of business plan and operational plan for the unit; Supervise performance and appraisal of employees.
- ENQUIRIES** : Caiphus/ Andy, Cell: (071) 474 7078/51
- POST 19/171** : **ADMIN OFFICER: SECURITY MANAGEMENT REF NO: REFS/005424**  
Directorate: Security and Facilities Management
- SALARY** : R208 584 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus NQF Level 5 in Security Management offered by the State Security Agency (SSA) as well as a PSIRA Grade A Security Certificate coupled with working experience in security field of which 5 years is in investigation of security breaches. Competencies: excellent Communication and report writing skills, Customer care and ability to identify and solve security related problems. Knowledge of Minimum Information Security Standards (MISS), Minimum Physical Security Standards (MPSS), The Protection of Personal Information (POPI) Act, Public Finance Management Act 1 of 1999; The Criminal Procedure Act 51 of 1977; Security procedures Control of Access to Public Premises and Vehicles Act 53 of 1985, etc. A valid driver's license is a must.
- DUTIES** : Supervision of inhouse and contract security personnel, ensure compliance with Service Level Agreement (SLA) by contract security officers, develop security duty list for inhouse security personnel where necessary, conduct after hours security inspections, ensure that inhouse security personnel enter into performance contract/agreement. Manage departmental office keys, Draft security registers, assist with security evaluation, Investigation and reporting of security breaches and leakage of sensitive information to the ASD: Security Management and relevant security authorities (SAPS and SSA). Ensure protection of state assets (personnel, information, documents and properties). Ensure taking of candidates' fingerprints after their interviews and submission to the State Security Agency (SSA) for screening thereof. Continuous liaison with SSA in respect of preemployment screening of applicants, screening of service providers and vetting of officials.
- ENQUIRIES** : Caiphus/ Andy, Cell: (071) 474 7078/51

#### DEPARTMENT OF HEALTH

**ERRATUM:** kindly note that the post of Assistant Director: Radiographer (Radiography) (X1 Post) and Chief Diagnostic Radiographer Grade 1(Radiography) (X2 Posts) for Chris Hani Baragwanath Academic Hospital advertised in Public Service Vacancy Circular 18 dated 28 July 2020,had no reference numbers the reference number of the posts has been amended as follows: Assistant Director: Radiographer (Radiography) X1 Post Ref No: CHBAH 300 and Chief Diagnostic Radiographer Grade 1(Radiography) X2 Posts Ref No: CHBAH 301. There is no need to re-apply as the applications will be considered. Enquiries: Ms. NG Tsoeu Tel No: (011) 933-8434. Closing Date: 31 August 2020 **GAUTENG DEPARTMENT OF HEALTH: ODI HOSPITAL:** Kindly note that the following post was advertised in Public Service Vacancy Circular 16 dated 26 June 2020.The post directorate and duties has been changed from Clinical Manager's office to Chief Executive Officer's office with the following Ref No: ODI/11/06/2020/07). The closing date was the 10 July 2020.The new Ref: No: for this post is ODI/06/08/2020/01.

#### OTHER POSTS

- POST 19/172** : **MEDICAL SPECIALIST: FAMILY PHYSICIAN REF NO: TDHS/A/2020/40 (X1 POST)**  
Directorate: Family Medicine
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)
- CENTRE** : Tshwane District Health Services (Refentse CHC)

**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). Grade 1: Less than 5 years relevant experience as Medical Specialists in a normal Specialty. Grade 2: At least 5 years, but less than 10 years relevant experience as Medical Specialists in a normal Specialty, Grade 3: 10 years and more relevant experience as Medical Specialists in a normal Specialty. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed.fammed). Basic medical degree (MBCHB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of the Witwatersrand (Wits) as a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Other Skills / Requirements: Other Skills / Requirements: Computer Literacy with an understanding of Ms Word, Exel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to Work Under Pressure. Valid Drivers License.

**DUTIES** : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.

**ENQUIRIES** : Dr. SL Phoshoko Tel No: (012) 451 9224/5

**APPLICATIONS** : Applications must be submitted at [TshwaneHR@gauteng.gov.za](mailto:TshwaneHR@gauteng.gov.za)

**NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 21 August 2020

**POST 19/173** : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: CHBAH 298 (X1 POST)**  
Directorate: Nursing: Medicine and Psychiatry

**SALARY** : R949 482 per annum (All-inclusive package)

**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. The incumbent must be in possession of a Diploma/Degree in Nursing Education and Nursing Administration/ Nursing Management obtained from a recognized Institution. Registration with the South African Nursing Council for the current year. A valid driver's license is essential. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at Assistant Manager Nursing. Competencies/Knowledge/Skills: Computer literacy (Ms Word, Ms Excel), Knowledge of the application of Health and Public Service related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial and supply chain management policies, guidelines and practices. Sound knowledge of government regulations, policies and acts. Project management skills. Team building skills,

people management skills and interpersonal relations skills. Communication skills (verbal & written), organization skills, problem solving- and interventional skills. Ability to conduct and prepare training and presentations. Must be able to work under pressure.

**DUTIES**

: Provide strategic leadership towards realization of both institutional and departmental goals and objectives. Utilization of human resources efficiently, effectively and economically. Create and maintain a working and learning environment that will foster growth and improvement in nursing practice and health care services. Create and maintain a working inter-professional and multi-disciplinary relationship with nursing and other stakeholders. Coordinate the review of nursing interventions through comprehensive and on-going assessment and risk analysis. Utilize information technology and other information management systems to enhance service delivery. Coordinate the provision of Nursing Education and In-service Education and compliance to nursing practice. Ensure advocacy for the patients, nursing ethos and professionalism. Develop and monitor the implementation of guidelines, programs and regulations pertaining to nursing care. Establish and participate in an inter-professional and multi-disciplinary team for effective and efficient service delivery. Support nursing and health care research to improve the quality of care. Lead the implementation of the National imperatives to improve health services. Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by Central Hospitals, including the overall management of nursing services (i.e. operational, human resource and finance of the hospital/institution). Ensure compliance to professional and ethical practice. Realization of ideal hospital. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

**ENQUIRIES**

: Mr Mr. N.B. Mulaudzi Tel No: (011) 933 9779

**APPLICATIONS**

: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

**NOTE**

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). 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). 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**

: 31 August 2020

**POST 19/174**

: **DEPUTY MANAGER NURSING REF NO: EHD2020/08/03**

Directorate: PHC

Re-Advertisement: Applicants who previously applied are advised to re-apply as their previous applicants will not be considered.

**SALARY**

: R843 618 – R949 482 per annum (Inclusive remunerative package)

**CENTRE**

: Ekurhuleni Health District: NSDR

**REQUIREMENTS**

: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma /degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A Minimum of 9 years appropriate/ recognizable experience in nursing after

**DUTIES**

registration as Professional nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate /recognizable experience at management level. Computer literacy and Driver's license is essential. Skills: Presentation and report writing skills, Leadership skills, Planning and organizing skills. Problem solving and communication skills and financial management skills. Ability to work under pressure.

: Provide guidance and leadership towards the realization of strategic goals and objectives of the Sub-district: Establish the strategic direction of the component to ensure alignment with its business plans by participating in the development of the District and sub-district plan. Facilitate and oversee the development of PHC operational/business plans and demand plans to give strategic direction to the division by managing and coordinating the activities of the division. Implement all priority programs in the sub-district. Provide professional, technical and management support for the provision of quality patient care through proper management of Primary Health Care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Conduct staff meetings to disseminate information such as new developments on policies, circulars. Participate and respond to queries and questions from relevant structures with regard to complaints on staff conduct on patients. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task teams at various levels. Develop a good working relationship within the department and relevant stakeholders. (City of Ekurhuleni & Partners). Participate with members of the health team in decision making pertaining to health care delivery. Participate in the development of DHP and DHER. Ensure facilities are accredited with the Ideal clinic status and national core standards by ensuring that status determination is done at least twice in a year. Human Resource: Analyze staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: Ensure that budget spending is maximized in line with strategic Objectives. Manage and control material resources and assets.

**ENQUIRIES**

: Mrs E Mashigo Tel No: (011) 876-1814

**APPLICATIONS**

: Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400.

**FOR ATTENTION**

: Human Resource Manager

**NOTE**

: Applicant will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid. The candidate will be indirectly reporting to the Deputy Manager Nursing of the Sub District. No S&T and resettlement allowance will be paid.

**CLOSING DATE**

: 21 August 2020

**POST 19/175**

: **ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: EHD 2020/08/02**  
Directorate: Primary Health Care

**SALARY**

: R614 991 - R692 166 per annum (plus benefits)

**CENTRE**

: Ekurhuleni Health District (Ethafeni CHC)

**REQUIREMENTS**

: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 10 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty ((Clinical Health Assessment, Diagnosis, Treatment and Care). or Advanced Midwifery and Neonatal). At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, valid driver's license and computer skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as

- well as PHC Management policies and practices. Knowledge of norms and standards and quality assurance principles.
- DUTIES** : Coordinate, supervise and monitor all services in the facility. Ensure adherence to Batho Pele principles. Ensure accreditation of facilities to ideal clinic and national core standards. Develop operational plans and ensure implementation of policies and guidelines. Ensure availability and implementation. Monitor performance of facility HIS indicators against set targets. Develop quality improvement plans to address gaps. Ensure correct data management, appraisal and development of staff. Be able to utilize minimum resources optimally adhering to PFMA. Demonstrate effective communication with all relevant stakeholders, submit reports, and attend meetings. Form part of the sub-district management team and assist with the appraisal of Provincial staff in Local Government facilities. Oversee provincial personnel in Local Authority facilities in the surrounding area regarding to all issues pertaining to province. Able to work in multidisciplinary team. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms E. Mashigo Tel No: (011) 876 - 1814
- NOTE** : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
- CLOSING DATE** : 21 August 2020
- POST 19/176** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2020/08/01**  
Directorate: PHC
- SALARY** : R562 800 – R633 432 per annum
- CENTRE** : Nokuthela Ngwenya CHC (ESDR)
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.
- DUTIES** : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.
- ENQUIRIES** : Ms N.C Skosana Tel No: (011) 737 - 9768
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, hand delivery to 40 Catlin Street Germiston Attention: Human Resource Manager.

**NOTE** : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE** : 21 August 2020

**POST 19/177** : **ASSISTANT MANAGER NURSING (GENERAL) REF NO: ODI/24/07/2020/01**

**SALARY** : R562 800 per annum (plus benefits)

**CENTRE** : Odi District Hospital

**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with SANC as a Professional Nurse Diploma in Midwifery is also required. Diploma/Degree in Nursing Administration will be an added advantage. Registration with SANC as a Professional Nurse, proof of current registration. A minimum of eight (8) years recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least two (2) of the period referred above must be appropriate recognizable experience at management level (less than 1 year from experience for candidate appointed from outside the public service after complying with the registration requirements, Knowledge of nursing care processes and procedures, nursing statues and other relevant legal frame works such as Nursing Act, Health Act and Occupational Health and Safety Act.

**DUTIES** : Overall management of the office administration function. Provide secretarial/receptionist support serves to the CEO's Office. Compliance to Batho- Pele principles and customer care practice. Take minutes during the meetings and compile minute's files. Coordinate logistical arrangements for meetings when required. Consolidate the reports for the CEO's Office. Managing the office diary and arranging appointments. Receiving visitors and documents management. Liaise with relevant stakeholders. Assist with relevant procurement of goods and services. Handle and maintain office records. Management of the CEO's to do list. Photocopying, binding, and scanning, of the documents. Keep abreast with the processes and procedures that apply in the office of the CEO.

**ENQUIRIES** : Ms. E. P Ntsie Tel No: (012) 725 2312

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

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

**CLOSING DATE** : 28 August 2020

**POST 19/178** : **OPERATIONAL MANAGER (MOU) REF NO: TDHS/A/2020/38 (X1 POST)**  
Directorate: Nursing

**SALARY** : R562 800 – R633 432 per annum (Plus Benefits)

**CENTRE** : Tshwane District Health Services (Refentse CHC)

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (Advanced midwifery and Neonatal nursing science), with duration of at least 3 years accredited with SANC in terms government notice no 212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management. Computer literacy and a valid driver's license are essential. Demonstrate knowledge of legislations relevant to the health care services.

**DUTIES** : Management of the facility by providing comprehensive Mother and child health care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage labour related issues. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the

multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services.

**ENQUIRIES** : Mr. SR Makua Tel No: (012) 451 9121 or 079 872 6077

**APPLICATIONS** : Applications must be submitted at [TshwaneHR@gauteng.gov.za](mailto:TshwaneHR@gauteng.gov.za)

**NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 21 August 2020

**POST 19/179** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2020/39 (X1 POST)**  
Directorate: Nursing

**SALARY** : R562 800 – R633 432 per annum (Plus Benefits)

**CENTRE** : Tshwane District Health Services (Refentse CHC)

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 3 years accredited with SANC in terms government notice no 212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management. Computer literacy. A valid driver's license is essential. Demonstrate knowledge of legislations relevant to health care services. Other Skills/ Requirements: Other Skills/Requirements: Computer Literacy with an understanding of Ms Word, Exel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to Work Under Pressure. Code 8 Drivers License

**DUTIES** : Management of the facility by providing comprehensive Primary Health Care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage labour related issues. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services.

**ENQUIRIES** : Mr. SR Makua Tel No: (012) 451 9121 or 079 872 6077

**APPLICATIONS** : Applications must be submitted at [TshwaneHR@gauteng.gov.za](mailto:TshwaneHR@gauteng.gov.za).

**NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 21 August 2020

**POST 19/180** : **ASSISTANT DIRECTOR: NUCLEAR MEDICINE RADIOGRAPHER GRADE 1 REF NO: CHBAH 292 (X1 POST)**  
Directorate: Nuclear Medicine  
Re-advertisement applications who previously applied are encouraged to re-apply.

**SALARY** : R517 326 per annum (Plus benefits)

**CENTRE** : Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS** : Appropriate B Tech degree or National Diploma in Radiography. Registration with the Health Professions Council of South Africa (HPCSA) in Nuclear Medicine Radiography. Four (4) Years' appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Basic knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities



- and supervisory skills. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : Render effective patient centered Nuclear Medicine service for in- and outpatients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr. K Purbhoo Tel No: (011) 933-0843/8502
- 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 or Email to: Chbah.recruitment@gauteng.gov.za.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). 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). 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** : 31 August 2020
- POST 19/181** : **OPERATIONAL MANAGER (GENERAL) NIGHT DUTY REF NO: TDH 010/2020 (X1 POST)**  
Directorate: Nursing
- SALARY** : R444 276 - R500 031 per annum (plus benefits)
- CENTRE** : Tshwane District Hospital
- REQUIREMENTS** : Grade12:Basic qualification accredited with the South African Nursing Council as a professional nurse in terms of Government Notice R425 qualification(i.e. degree/diploma in Nursing or equivalent qualification that allows registration with SANC as a professional nurse and proof of current registration. Experience in patient care. Computer literate (MS Excel, MS Word and MS Power Point )A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Less one year from experience for candidates appointed from outside public service after complying with registration requirements. Strong leadership, good communication and sound interpersonal skills are necessary.

- DUTIES** : Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Demonstrate an in-depth knowledge of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards determine by the relevant health facility. Able to manage own work time and that of subordinate to ensure proper nursing service in the hospital. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a supporting tool to enhance service delivery. Work as part of multidisciplinary team to ensure good nursing team. Demonstrate effective communication with patients, supervisors, junior colleagues and other health professionals including more complex report writing when required. Work effectively and amicably at a supervisory level with persons of a diverse Intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of ideal hospital/National Core Standards targets. Ensure that participation in research related activities are evident in the practice. Maintain constructive working relationship with nursing and other stakeholders. Be in charge of the hospital in the absence of the Senior Managers.
- ENQUIRIES** : Mr Budzwa TF Tel No: (012) 354 – 7600
- APPLICATIONS** : Applications must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.
- CLOSING DATE** : 21 August 2020
- POST 19/182** : **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIVES) REF NO: TDHS/A/2020/42 (X9 POSTS)**  
Directorate: Nursing
- SALARY** : Grade 1: R383 226 – R444 276 per annum
- CENTRE** : Tshwane District Health Services (Refentse CHC)
- REQUIREMENTS** : Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (Advanced midwifery and Neonatal nursing science) accredited with SANC in terms government notice no 212, with proof of current registration. Other Skills/ Requirements: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC. At least 1 year of the 4 years must be experience in a maternity unit. Must be willing to work shifts (Day and night).
- DUTIES** : Provide optimal and holistic specialized nursing care in accordance with the set standards and professional/legal framework. Execute duties and functions of an advanced midwife with proficiency in support of the aims and strategic objectives of the institution and within the prescripts of all applicable legislation. Maintain clinical competence and uphold principles of nursing care within the legal requirements. Participate in institutional and cluster perinatal morbidity and mortality meetings. Provide holistic nursing care to patients in a midwife obstetric unit in a cost effective, efficient and equitable manner. Lead a team of midwives and ensure ongoing education and staff training in PMTCT, BFHI, ESMOE, etc. Maintain accurate and complete patient records. Ability to work independently in all sections of the unit. Ensure implementation of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. Ensure and oversee the effective utilization of resources. Ensure the implementation of the National Regulated norms and standards and Batho Pele principles. Act as shift leader in the unit in absence of the unit manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report. Participate in training, research, supervision and management of students and junior nurses.
- ENQUIRIES** : Mr. SR Makua Tel No: (012) 451 9121 or 079 872 6077
- APPLICATIONS** : Applications must be submitted at [TshwaneHR@gauteng.gov.za](mailto:TshwaneHR@gauteng.gov.za)
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached.

No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 21 August 2020

**POST 19/183** : **PROFESSIONAL NURSE GRADE 1 SPECIALTY (TRAUMA) REF NO: TDHS/A/2020/41 (X1 POST)**  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R383 226- 444 276 per annum plus benefits  
: Tshwane District Health Services (Refentse CHC)  
: Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC. A post basic qualification with duration of at least one year accredited with SANC in Trauma Specialty. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing.

**DUTIES** : Perform both clinical and administrative duties as required as per SANC requisites. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients supervisors other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope practice and standards as determined by the institution and other regulating bodies

**ENQUIRIES APPLICATIONS NOTE** : Mr. SR Makua Tel No: (012) 451 9121 or 079 872 6077  
: Applications must be submitted at [TshwaneHR@gauteng.gov.za](mailto:TshwaneHR@gauteng.gov.za)  
: Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 21 August 2020

**POST 19/184** : **MIDDLE MANAGER REF NO: CHBAH 299 (X1 POST)**  
Directorate: Security

**SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum (Level 09) (plus benefits)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Grade 12. A three-year National Diploma/B Degree in Security Management, Security Risk Management. Investigation qualification will be added as advantage. A PSIRA Grade B registration certificate. Must be PSIRA registered. Drivers license, Minimum of 3-5 years' supervisory experience. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act, Public Finance Management Act (PFMA), Occupational Health and Safety Act, Private Security Industry Regulations Act, Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), National Core Standard (NCS). Skills and competences: Sound written and verbal communication skills, Project management skills, Analytical thinking skills, Contract management. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette. Must be able to work under pressure, take initiative, work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Ability to function independently and work extended hours when necessary. Should not have a criminal record. Experience in a security and investigation environment. A Firearm Competency Certificate will be an added advantage. Applicant should be prepared to

<b><u>DUTIES</u></b>	: undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage. : Ensure the implementation of the MPSS (Minimum Physical Security Standard) and the Department of Health's National Core Standard. To manage the Investigation and security operational units. Conduct security threats and risk assessments in his/her area of responsibility. Report security breaches internally and to the South African Police Service. Investigate reported security breaches and the compilation of reports. Ensure the safety of State property, employees, visitors and patients in the hospital on a 24 hour bases. Conduct site inspections. Conduct administrative functions. Management of security equipment. Searching of missing patients in various locations and provision of reports. Assist with the management of riots and strikes. Enforcement of security policies and procedures. Adhere to timelines. Ensure that the rights of employees, patients and visitors are protected. Perform other duties as allocated by the supervisor. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment). Liaise with the SAPS and all other stakeholders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr. LJ Mnisi Tel No: (011) 933 9549 : 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 or Email to: Chbah.recruitment@gauteng.gov.za.
<b><u>NOTE</u></b>	: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). 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). 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.
<b><u>CLOSING DATE</u></b>	: 31 August 2020
<b><u>POST 19/185</u></b>	: <b><u>MIDDLE MANAGER REF NO: CHBAH 297 (X1 POST)</u></b> Directorate: Office of the CEO
<b><u>SALARY CENTRE REQUIREMENT</u></b>	: R376 596 – R454 920 per annum (Level 09) (plus benefits) : Chris Hani Baragwanath Academic Hospital (CHBAH) : Grade 12 plus appropriate Diploma/Degree in Office Administration/Public/Business Administration or other related field. Minimum 3-6 years' experience at supervisory/team leader level. Experience as a Personal Assistant/ Executive Support will be an added advantage. Valid driver's license. Experience in management and executive support. Computer literacy (Ms Word, Excel, PowerPoint, Microsoft Office, virtual meetings coordination, analytical capacity leadership, people management, programme project management, financial management, decision making, negotiation and communication skills (verbal and written).
<b><u>DUTIES</u></b>	: Executive support in the Office of the CEO: Maintain and enhance the image of the Office of the CEO by providing professional cordial and good client services. Maintain and manage the diary of the CEO. Efficient day to day management of the Office of the CEO. Coordinate the logistics for the

management meetings and other events that are hosted by the office. Efficient document management in the office. Ensure prompt implementation of decisions taken in executive management meetings. Identify and escalate risks within the office. Accurate and timely submissions for the Office of the CEO: Coordinate the compilation of ad-hoc, monthly, quarterly and annual reports for the Office of the CEO. Assure quality of submissions made to internal and external stakeholders. Confidentiality and safekeeping of documentation in the office. Ensure that all queries, legislature questions are responded to timeously by relevant managers and submissions are reviewed before submission to external and internal stakeholders. Coordinate the development and preparation of management and program performance agreements. Projects implemented through office of the CEO. Monitor activities and projects implemented through CEO's Office. Monitor and provide written reports on activities and projects managed through CEO Office. Follow-up on execution of action plans for resolutions from management meetings. Human and Material Resource management: Manage resources according to the regulations of the department and the institution. Relieve other middle managers in the Office of the CEO. Manage performance and development of subordinates.

**ENQUIRIES  
APPLICATIONS**

: Ms. S Masote Tel No: (011) 933 0181  
 : 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 or Email to: Chbah.recruitment@gauteng.gov.za.

**NOTE**

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). 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). 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**

: 31 August 2020

**POST 19/186**

: **DIAGNOSTIC RADIOGRAPHER REF NO: TDHS/A/2020/43 (X5 POSTS)**  
 Directorate: Rehabilitation Services

**SALARY  
CENTRE  
REQUIREMENTS**

: Grade 1 R317 976 –R361 872 per annum  
 : Tshwane District Health Services (Refentse CHC)  
 : Grade 12 plus National Diploma/Degree in Diagnostic Radiography. Current proof of registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer must be attached. Appropriate/recognizable experience in Radiography after registration with the Health Professions Council of South Africa as a Radiographer. Knowledge of CT Scanner will be an advantage. Good communication, organizational and conflict resolution skills. Other Skills / Requirements: Computer Literacy with an understanding of MS Word, Excel, Access, Power Point. Good Communication Skill. Ability to Work Under Pressure. Drivers License.

**DUTIES**

: Select the exposure factor with due cognizance of all factors. Expose and Process X-rays and ensure X-rays are taken and meet high professional Status. Make sure that regulations pertaining to radiation; protection and Safety

are adhered to and that budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates; plan; Organize and supervise the provision of general and specialized Radiography Services and students. Must be able to work independently without supervision. Must be willing to cover a 24-hour duty roster; that is work shifts: night duty; weekends; Public Holidays.

**ENQUIRIES** : Mr. T J Mokhopa Tel No: (012) 451 9107/9124 or Ms. E Zitha Tel No: (083) 288 6946

**APPLICATIONS** : Applications must be submitted at [TshwaneHR@gauteng.gov.za](mailto:TshwaneHR@gauteng.gov.za)  
**NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 21 August 2020

**POST 19/187** : **ADMINISTRATION OFFICER REF NO: TDHS/A/2020/45**  
 Directorate: Support services

**SALARY** : R257 508 per annum  
**CENTRE** : Tshwane District Health Services (Refentse CHC)  
**REQUIREMENTS** : Grade 12 or equivalent qualification. 2-3 years relevant experience in a health facility. Computer literacy. Good communication skills verbal and written. Good customer service skills. This position requires an individual who is strongly able to provide administrative support in a team. The candidate must be consistent and confident in managing a busy workload. Must possess high level typing skills and the ability to use own initiative to meet deadlines. Knowledge of District health information systems will be an advantage. Other Skills/Requirements: Other Skills / Requirements: Computer Literacy with an understanding of MS Word, Excel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to Work Under Pressure. Code 8 Drivers License.

**DUTIES** : The incumbent will be responsible for ensuring accuracy of daily data integration Collection of raw data form different service points or registers into the computer. Capture data daily in different systems used by the department. Preparing daily, weekly, monthly and quarterly statistics as required. Ensure accurate data is collected and reported on time. File and retrieve patient's files. Manage and Supervise juniors staff, like admin Clerks and Data Capturers. Ensure that patient's records are properly secured. Perform basic unit /office administrative work.

**ENQUIRIES** : Mr. SR Makua Tel No: (079) 872 6077  
**APPLICATIONS** : Applications must be submitted at [TshwaneHR@gauteng.gov.za](mailto:TshwaneHR@gauteng.gov.za)  
**NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 21 August 2020

**POST 19/188** : **PERSONAL ASSISTANT REF NO: TDH09/2020**  
 Directorate: CEO's Office

**SALARY** : R257 508 - R303 339 per annum (Level 07) (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Grade 12 with Secretarial Management Assistant /Office Administration Qualification plus a minimum of 3yrs secretarial experience. Computer literate and proficient in Microsoft Office Word, Excel and Power Point Outlook) plus ability to work independently. Recommendations office organization skills. General filling skills communicate effectively verbal and written) shortlisted candidate will be expected to undergo a typing and computer literacy test. This post requires mature people who are able to work under pressure and handle stress very well. Able to maintain confidentiality at all times.

**DUTIES** : Organization skills: manage the office of the CEO, manage all incoming and outgoing correspondences, maintaining filing system(electronically)and physically)managing the diary of the Manager, arranging meetings communication skills receive and reply to all communications, phone Fax e-

- mail etc. Use Computer skills for filling, statistics and database .General typing Making photocopies, ordering and maintain stationery .And equipment organizing and storing paperwork, documents and computer based.
- ENQUIRIES APPLICATIONS** : Dr. S Nkusi Tel No: (012) 354 – 7653  
: Applications must be submitted on a Z83 form certified copies of CV, ID Qualifications to be attached, Applications should be submitted at Tshwane District Hospital, Private Bag X179, Pretoria, 0001.
- CLOSING DATE** : 21 August 2020
- POST 19/189** : **CHIEF ADMIN CLERK: PATIENT ADMINISTRATION REF NO: TMRH-CAC-01 (X1 POST)**  
: Directorate: Corporate Service
- SALARY CENTRE REQUIREMENTS** : R257 508 – R 303 339 Per annum plus benefits  
: Thelle Mogoerane Regional Hospital  
: Grade 12 certificate or equivalent, with Minimum of 5 -10years' experience in Patient Administration or Tertiary Qualification with minimum of 3 years' experience in Patient Administration. Must be computer literate. Have good communication, verbal and reporting skills, good planning and organizing skill, have good knowledge of prescripts governing patient administration, PFMA, Treasury regulations, Public service Acts, UPFS, Records Management Acts, PAIA and National core standards. Knowledge of Batho Pele Principles. Ability to work under pressure. Be prepared to work shifts including. Public holidays and weekends.
- DUTIES** : General management of staff and all activities relevant to patient care in the Patient administration. Manage Patient Administration according to all relevant Acts, prescripts and policies. Management of Records in line with Relevant Prescripts, Records Management Acts and PAIA. Manage downtime in accordance with downtime policy. Manage mortuary. Manage Porters. Ensure maintenance and effective use of equipment. Plan, coordinates and provide effective administrative support for all operational functions. Manage proper booking system. Contract, appraise and train staff in accordance with PMDS. Submit daily and monthly reports to management. Attend to grievances, complains, conflicts and queries in the department and apply disciplinary measures where necessary. Perform any other duties delegated by the supervisor.
- ENQUIRIES APPLICATIONS** : Mr. Patrick Ntuli Tel No: (011) 891 7001  
: Applications should be submitted to Thelle Mogoerane Regional Hospital, through the following email address: [TMRH.Vacancies@gauteng.gov.za](mailto:TMRH.Vacancies@gauteng.gov.za), No hand/post-delivery will be accepted.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Thelle Mogoerane Regional 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. No S & T and resettlement allowance will be paid.
- CLOSING DATE** : 21 August 2020
- POST 19/190** : **RESIDENCE MANAGER REF NO: TMRH-RM-01 (X1 POST)**  
: Directorate: Corporate Services
- SALARY** : R257 508 – R303 339 per annum plus benefits

- CENTRE REQUIREMENTS** : Thelle Mogoerane Regional Hospital  
 : Grade 12 certificate or equivalent, with Minimum of 5 years' experience in the relevant field or Tertiary Qualification with minimum of 3 years relevant experience in the relevant field. Understanding of administration and support services. Understanding of the relevant legislation and policies such as PFMA. Public Service Regulations. Good report writing, interpersonal relations, communication and planning skills. Knowledge of Batho Pele Principles. Computer literacy and be able to work under Pressure. Public hospital administration will be an added advantage.
- DUTIES** : Managing of residence buildings, grounds, gardens, stock, appliances and facility. Manage residence of staff. Conduct performance appraisal of staff under supervision and encourage strong team work. Ensure the delivery of stock and that of the residence and ensure that is neat, clean and safe at all times. Regularly update of inventories of stock, furniture and equipment. Oversee delivery of all events and functions at the residence. Provide a project management style function from a conception of events or functions. Ensure accommodation for household tenants/guests is of a high standard and offer a quality stay for visitors. Maintain and update information on services and support for residence, guests, visitors and users. Maintain a thorough overview of all maintenance, repairs and other. Liaise with corporate services Managers, nursing personnel, doctors and other personnel. Conduct regular meetings to give feedback and updates on the status of the residence on accommodation committee. Ensure all clients are paying renting and lodging fees timeously. Submit timeously the documents of terminating community service nurses and medical interns. Allocate and manage accommodation and parking for Medical comm. Serve, medical interns, Doctors and Nursing community service and provide reports as expected. Management of core hours and adherence to quality assurance standards. Provide monthly reports for all activities performed for the unit.
- ENQUIRIES APPLICATIONS** : Mr. Patrick Ntuli Tel No: (011) 891 7001  
 : Applications should be submitted to Thelle Mogoerane Regional Hospital, through the following email address: [TMRH.Vacancies@gauteng.gov.za](mailto:TMRH.Vacancies@gauteng.gov.za), No hand/post-delivery will be accepted.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Thelle Mogoerane Regional 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. No S & T and resettlement allowance will be paid.
- CLOSING DATE** : 21 August 2020
- POST 19/191** : **PHARMACIST ASSISTANT POST BASIC REF NO: TDHS/A/2020/44 (X5 POSTS)**  
 Directorate: Pharmacy
- SALARY CENTRE REQUIREMENTS** : Grade 1: R208 383 – R234 738 per annum.  
 : Tshwane District Health Services (Refentse CHC)  
 : Grade 12 or equivalent qualification, appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Proof of payment for current annual registration. At least 3 years appropriate



experience as Pharmacist Assistant (Post-basic). Other Skills/Requirements: Self-discipline, knowledge of relevant legislation, regulations, policies, implementation and information management, quality assurance and improvement programmes. Leadership, communication skill (verbal and written). Problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines.

**DUTIES** : Order, Receive and record all stock from regional pharmacy. Management of stock in accordance with the pharmacy SOP's and filling of stock cards. Undertake stock counts and report stock levels to on the electronic systems as required. Provide information to management. Participate in bi-annual stock take. Work under direct/ indirect supervision of a Pharmacist. Dispense medication to patients according to guidelines.

**ENQUIRIES** : Ms. Michelle Haines Tel No: (012) 356 9200  
**APPLICATIONS** : Applications must be submitted at [TshwaneHR@gauteng.gov.za](mailto:TshwaneHR@gauteng.gov.za)  
**NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 21 August 2020

#### **DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**APPLICATIONS** : Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 31 August 2020  
**NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

#### **MANAGEMENT ECHELON**

**POST 19/192** : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT SERVICES**  
**REF NO: REFS/005915**

**SALARY** : R1 521 591 per annum (All-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric plus an undergraduate qualification (NQF 7) and a postgraduate qualification (NQF 8) in Human Resource Management/Business Management / or any other equivalent at NQF Level 8 as approved by SAQA. Possess a Pre-entry SMS Certificate. At least 8 – 10 years relevant experience at Senior Management Service (SMS) level. Knowledge, experience and understanding of the Constitution; Public Service Act/Regulations; Labour Relations Act; Public Finance Management Act (PFMA); Public Administration Management Act and Related Regulations; Government Planning and Reporting Frameworks; Medium Term Strategic Framework; Human Settlements prescripts & frameworks; Human Resources Prescripts & Large- scale human resource planning; Provincial Growth & Development Strategy (PGDS); National Development Plan: Vision 2030. Competencies: Strategic capability and leadership, Programme and project management, Accountability, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Client Orientation and Customer Focus, People

management and empowerment, Problem solving and Analysis, Communication, Honesty and Integrity. Attributes: Good interpersonal relations. Ability to work in a stressful environment. Ability to meet strict deadlines and to manage multiple tasks while maintaining priorities. Political sensitivity. Ability to create high performance culture. Focused, logical and organised. Reliable and consistent. Strong management and leadership.

**DUTIES** : Ensure strategic management is implemented to achieve an integrated service delivery oriented organisation. Ensure good governance and accountability are embedded in the implementation of business operations. Guide and oversee the management and monitoring of human resource management services provision. Provide effective and timely communication and engagement with stakeholders across the value chain (communities, media). Provide strategic advice, leadership and direction in the provision of legal services. Management of the business unit.

**ENQUIRIES** : Ms A Mogaswa Tel No: (072) 313 8052

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

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

**NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

**ERRATUM:** Kindly note that the post of a Social Work Manager: Probation and Canalisation with Ref No: SD/2020/07/01, Centre: Johannesburg Metro Region) which were advertised in the Public Service Vacancy Circular 17 dated 17 July 2020, The requirements and duties have been amended as follows: Requirements: Degree in Social Work with 10 years relevant/recognizable experience in Social Work – Probation, child protection and statutory social work after registration as a Social Worker with the SACSSP. Submission of valid registration certificate and current registration with the SACSSP. A valid driver's license. Knowledge of all relevant Public Service prescripts, Policy on Financial Awards to Service Providers, The Constitution of Republic of South Africa, Legislation International Instruments as well as Policies relevant to social dynamics, human behaviour, social systems and Social Work empowerment interventions. Skills and Competencies: Decision Making, Planning and organizing, administration, networking, communication (written and oral), co-ordination, analytical thinking, computer literate, monitoring and evaluation, problem solving, report writing, financial management, project management and ability to compile complex report skills. Duties: Facilitate and manage the statutory service delivery, focusing on Probation, Victim Empowerment, Gender Based and Human Trafficking Services. Manage cases of children and youth in conflict with the law, preparation of court cases and oversee the allocation of cases to Probation Officers for investigation. Ensure the effective implementation and monitoring of programmes with adherence to policies and legislative mandates. Facilitate stakeholder capacity building and manage stakeholder relations Manage staff training, development and performance. Manage implementation of the diversion programmes. Manage the provision of home based Supervision programmes. Manage the social crime awareness and prevention programmes. Perform the administrative functions required in the unit. And the post of Assistant Director: Tender and Contracts with Ref No: SD/2020/07/14 (Centre: Johannesburg Head), the number of posts has been amended to (3) three posts instead of one (1): the Closing Date is 14 August 2020 and the post of a Deputy Director: HRM and Auxiliary Services with Ref No: SD/2020/07/07 (Centre: Sedibeng Region) which was advertised in the Public Service Vacancy Circular 18 dated 28 July 2020, the requirements and duties have been amended as follows: Requirements: A 3-year Tertiary qualification in HRM or Administration with 4-

5 years' experience in the field of HR and Administration environment. Knowledge and understanding of Human Resource legislative, policy, procedures and processes applicable in the public service. Procedures and system in the public services. A valid driver's license. Skills and Competencies: Good communication, management, dispute resolution, conflict resolution, negotiation, excellent planning and organizing skills. Duties: Co-ordinate Human Resource Management functions. Co-ordinate the administration of service benefits and conditions. Co-ordinate recruitment and labour relations functions. Co-ordination of regional records management system and management of service point cluster managers. Manage Fleet functions and activities. Manage Facilities functions and activities related Cleaning Services, Security Services, Switchboard, Building Maintenance and Leases Management. Coordinate OHS functions and activities. Oversee service delivery improvement plans for all service point clusters. Align the service points to Departmental decentralization plan. Overall Management directorate. Manage operational plan of the unit. Manage performance, Training, development and absenteeism of staff. Provide units quarterly, monthly and Ad-hoc reports. Manage operational plan of the unit. Closing Date: 31 August 2020. All the post that were advertised in circular Number 18 has been withdrawn Please consider the posts that were published on circular 17 dated 17 July 2020.

#### MANAGEMENT ECHELON

- POST 19/193** : **CHIEF DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: SD/2020/08/01**
- SALARY** : R1 251 183 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 SMS guidelines per annum).
- CENTRE REQUIREMENTS** : Head Office (Strategic Planning, Monitoring and Evaluation)  
: Degree (NQF 7) in Strategic Management/ Public Management qualification plus a minimum of 5 years' senior management experience. Attach the Senior Management Services Pre-Entry Certificate and a valid driver's licence. Skills and Competencies: Excellent strategic capability and leadership skills, outstanding programme and project management as well outstanding written and oral communication and writing skills. Strong financial management, service delivery innovation, client orientation and customer focus skills are essential and good people management, strategic management, project and programme management skills. Extensive knowledge and understanding of and experience in the fields of legislative and policy frameworks governing the Public Service iro strategic planning, monitoring and evaluation, sector and departmental service delivery programmes, Strategic Plans, Priorities and Service Delivery Models are non-negotiable.
- DUTIES** : Coordination of the Monitoring and Evaluation and Strategic Planning functions. Oversee the enhancement, management and maintenance of performance monitoring systems, evaluation frameworks, tools and systems. Facilitate organisational performance reviews and evaluations, strategic planning sessions and manage all organisational reporting functions inclusive of annual reporting. Oversee the strategic planning process. Oversee and manage the budget, compliance monitoring and reporting of the Chief Directorate and all other resources to the Chief Directorate (budget and expenditure, performance and staffing, etc).
- ENQUIRIES APPLICATIONS** : Mr H Pillay Tel No: (011) 227 0067  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr Hayden Pillay, Tel- (011) 227 0067 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** : 21 August 2020

#### DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

- APPLICATIONS FOR ATTENTION** : E-mail to: [SACR.Recruitment@gauteng.gov.za](mailto:SACR.Recruitment@gauteng.gov.za)  
: Mr. Jeffrey Gawe Tel No: 011 355 2633
- CLOSING DATE** : 21 August 2020

**NOTE** : Applicants must apply using Z83 form and attach CV and certified copies of qualifications, ID and Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

#### **OTHER POSTS**

**POST 19/194** : **DEPUTY DIRECTOR: CREATIVE ARTS (SOUTHERN CORRIDOR) REF NO: REFS/008261**  
Directorate: Creative Arts

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive package)  
: Johannesburg  
: Diploma / Degree in Arts / Project management/Public Management. 3-5 years' relevant experience of which 3 years should be in Middle management position. A good knowledge and understanding of the principles, policies and best practice applications for creative arts administration within Arts environment. An understanding of community arts management. Skills: Strategic planning; Policy analysis and development; Planning and organizing; Decision making; Project management; Communication; Computer literate; Interpersonal relations, budgeting and supply chain management.

**DUTIES** : Develop, review and implement policies; Manage planning, development, coordination of arts and culture programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grants-in-Aid; Monitor the promotion of creative arts in the Corridors; Create enabling environment for local and provincial programs. Nurture and develop talent; Manage the strategic objective of creative arts in communities; Host and retain major events cultural events in the province; Cultivate, facilitate and promote a conducive environment which allow Gauteng to excel in creative arts; Manage the promotion of social cohesion, nation building and national identity in the province.

**ENQUIRIES** : Vivien Khanye Tel No: (011) 355 2720

**POST 19/195** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF: REFS 00/5363**  
Directorate: Office of The Head Of Department

**SALARY CENTRE REQUIREMENTS** : R733 259 per annum (plus benefits)  
: Johannesburg  
: Minimum diploma/ degree in Business administration or Public administration (NQF Level 7). 3 – 5 years' experience in an executive/managerial support environment, experience in Project Management, Financial Management and Administrative procedures. Basic knowledge of Public service policies and procedures, functioning of Provincial and National Government and Administrative office procedures of which 3 years should be in an Assistant or Middle Management position. Basic knowledge of MS Word, Excel and Powerpoint. Skills: Report writing, decision making, analytical skills, negotiation, financial management, planning, people management, problem solving, good verbal and written communication, computer literacy, stakeholder and partnership management. Knowledge: Public Service legislation, Intergovernmental Relations Management and Minimum Information Security Standards (MISS).

**DUTIES** : Monitor and control office of the HOD expenses against the allocated budget. Manage and maintain a system of protection of information within the office of the HOD. Manage and provide administrative protocol services at key departmental events. Liaise with internal and external stakeholders. Coordinate and consolidate submission of EXCO, MINMEC and legislature reports. Provision and co-ordination of secretarial services to the Executive Management, Senior Management Teams, and other consultative forums of the Department. Supervision of staff in the office of the HOD. Manage the overall day to day administration and ensure smooth running of the office of the HOD.

**ENQUIRIES** : Ms. Christinah Molubi Tel No: (011) 355 2606

**POST 19/196** : **DEPUTY DIRECTOR: MUSEUMS & MONUMENT REF NO: REFS/005264**  
Sub-Directorate: Museums & Monument Services

**SALARY** : R733 257 per annum (All-inclusive package)

**CENTRE  
REQUIREMENTS**

: Johannesburg  
: Applicants must be in a possession of a three-year (3) Degree/National Diploma in the field of Arts or Humanities. Post Graduate qualification will be an added advantage. A minimum of 3-5 years' experience in museum and heritage management. Knowledge and understanding of all relevant Legislations in museum and heritage environment. A valid driver's license. Skills: Organizing. Ability to operate computer (hardware and software). Problem solving. Conflict resolution. Project management. Policy analysis and development. Policy/objectives formulation. Budgeting. Facilitation. Research. Analytical thinking. Ability to relate different matters which have common denominators. Interpersonal relationships. Maintaining discipline. Knowledge: Basic financial procedures that must be followed during (e.g. receiving of funds) payments on behalf of the State. Financial regulations and instructions which must be during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. Basic HR matters such as what resources are available, what training are available, following labour relations practices/guidelines. Maintaining discipline and motivating personnel. Assist in merit assessment etc. and general supervisory functions. HR Management practices, legal issues, negotiations, dealing with conflict. Assist career planning and utilization of personnel. How to supply training which are normally supplied in the day to day in house training of sub-ordinates. Compilation of management reports. Reporting procedures. Research/ analyzing. Administration procedures relating to specific working environment including norms and standards. Procurement directives and procedures. How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packages. Detail knowledge of the operation/utilization of specific computer packages and efficient utilization of hardware and software.

**DUTIES**

: Monitor the development of museums in the Province. Liaise with Academic institutions on museum development. Monitor and ensure adherence to policies. Develop and manage museum systems. Manage and provide advice on exhibitions in museums.

**ENQUIRIES**

: Ms. Vivien Khanye Tel No: (011) 355 2720

## DEPARTMENT OF HEALTH: KWAZULU-NATAL

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

## OTHER POSTS

- POST 19/197** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 27/2020**  
Anaesthetic Unit
- SALARY** : Grade 1: R1 728 807 - R1 834 890 per annum (All inclusive salary packages)  
Grade 2: R1 890 363 - R2 066 988 per annum (All inclusive salary packages)  
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospital Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesia, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesia Unit, A minimum of 3 years' appropriate experience as a Medical Specialist in Anaesthetic Unit after registration with the HPCSA as a Medical Specialist in Anaesthesia, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.
- DUTIES** : Deputize the Head Clinical Department of Anaesthetic Unit. Participate in the co-ordinate of Anaesthetic Unit services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervisee allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards
- ENQUIRIES APPLICATIONS** : Dr S. Sewpersad Tel No: (084) 418 3496  
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1<sup>st</sup> Floor Admin Block
- FOR ATTENTION NOTE** : Mr M.P Zungu  
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies

of certified copies. Persons with disabilities should feel free to apply for the 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.

- CLOSING DATE** : 28 August 2020 (Late applications will not be accepted)
- POST 19/198** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 28/2020**  
Internal Medicine Unit
- SALARY** : Grade 1: R1 728 807 - R1 834 890 per annum (All inclusive salary packages)  
Grade 2: R1 890 363 - R2 066 988 per annum (All inclusive salary packages)  
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine Unit, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine Unit, A minimum of 3 years' appropriate experience as a Medical Specialist in Internal Medicine Unit after registration with the HPCSA as a Medical Specialist in Internal Medicine Unit, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.
- DUTIES** : Deputize the Head Clinical Department of Internal Medical Unit. Participate in the co-ordinate of Internal Medical Unit services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervise allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
- ENQUIRIES** : Dr R.S Moeketsi Tel No: (035) 901 7260/ 7273

- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1<sup>st</sup> Floor Admin Block.
- FOR ATTENTION NOTE** : Mr M.P Zungu  
: 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, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the 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 results 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.
- CLOSING DATE** : 28 August 2020 (Late applications will not be accepted)
- POST 19/199** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1, 2, 3 REF NO: NGWE 29/2020**  
Psychiatry
- SALARY** : Grade 1: R1 728 807 - R1 834 890 per annum (All inclusive salary packages)  
Grade 2: R1 890 363 - R2 066 988 per annum (All inclusive salary packages)  
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Tertiary qualification in the Health Science (MBChB). Current registration with the Health Professions Council of South Africa as a Medical Specialist in Psychiatry. Grade 1:No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Psychiatry after registration with the HPCSA as Medical Specialist in Psychiatry and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist in Psychiatry after registration with the HPCSA as Medical Specialist in Psychiatry and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain. Provide after-hours coverage in Psychiatry and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Adhere to all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service.
- ENQUIRIES APPLICATIONS** : Dr PD Milligan Tel No: (072) 235 6480  
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1<sup>st</sup> Floor Admin Block.
- FOR ATTENTION** : Mr M.P Zungu



- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the 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.
- CLOSING DATE** : 28 August 2020 (Late applications will not be accepted)
- POST 19/200** : **MEDICAL MANAGER REF NO: CTH02/2020 (X1 POST)**
- SALARY** : R1 173 900 per annum All-inclusive package plus 13<sup>th</sup> Cheque. Other Benefits: 22% rural allowance and compulsory commuted overtime.
- CENTRE** : Ceza-Thulasizwe District Hospital
- REQUIREMENTS** : MBCHB Degree plus current registration with HPCSA as a Medical Practitioner. Minimum of three ( 3) years' experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. NB-Please attached certificate of service. Recommendations: Diploma in HIV Management, Diploma in O&G, Communicable diseases medicine, child health/pediatrics or a degree in Family Medicine, Computer literacy and valid driver's license. Knowledge, Skills and Competencies: Broad clinical knowledge, competency and skills in general clinical domains such as medicine, paediatric, obstetrics and gynecology and surgery. Knowledge of relevant health and public service related legislation, Policies and procedures. Knowledge of strategic documents e.g. SDG, APP, DHP, DHER, etc. Knowledge and experience in District Health System. Knowledge of ethics. Knowledge of Health Information System and Decision making skill. Good communication, leadership, team building and motivation, computer skills. Good supervisory, planning and organization skills. Knowledge of Employee Performance Management Development System (EPMDS).
- DUTIES** : Manage the provision of safe, ethical and high quality Medical and allied health care at Ceza-Thulasizwe Hospital and associated PHC Facilities. Provide support and supervision to all Medical and Allied health staff (including pharmacy, radiology, rehabilitation, dietetics, Oral health, social work, optometry, and psychology). Actively participate in the institutional strategic and operational planning and monitoring and evaluation processes. Manage and facilitate the formulation of Medical and allied health service policies and procedures and ensure that these are in line with the current statutory guidelines, regulations and code of ethics. Ensure the provision and development of protocols and guidelines to Medical and allied health personnel by: Strengthening clinical governance in the institution; and ensuring cost effective and efficient use of resources-including human and financial resources and monitoring and control of blood product and laboratory investigations. Plan, manage and control of Plan, manage and control of resources allocated to Medical and allied health. Manage performance of medical and allied health staff. Ensure regular skills audits and ensure staff development and training. Maintain discipline and deal with grievances and Labour related issues in Terms of the laid down procedures, in medical and allied health section. Assist with information management and analysis. Ensure accurate records are maintained for all health records in accordance with legal and statutory regulations for the continuity of care. Monitor and control overtime in medical and allied health sections. Ensure HR policies and regulations are implemented. Assist with pro-active recruitment of medical and allied health

professionals. Conduct clinical and record audits, morbidity and mortality and perinatal mortality reviews. Conduct service assessments and ensure medical and allied health sections participate in quality improvement projects and surveys to improve clinical quality and patient satisfaction. Assist with analyzing Adverse Events. Ensure compliance with National Core Standards and Ideal Clinic Realization Model. Provide leadership to clinical risk. Deal with medico-legal issues e.g. reports, clinical privileges, risk management. Full participation in management, financial and human resource committees of the institution. Develop Integrated Primary Health Care Service in Ceza Sub District. Assist with quarterly reviews of programmes. Be a member of management meetings e.g. Executive Management Committee (Exco), Extended Management meetings, Clinic and Hospital Cash Flow meetings, Institutional Health Technology, Quality, Infection Prevention and Control, Health and Safety and Disaster Management, etc.

**ENQUIRIES** : Mr S.P. Zulu Tel No: (035) 8325163  
**APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza-Thulasizwe District Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, Ceza Hospital before 16h00 on or before the closing date.

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

**CLOSING DATE** : 28 September 2020

**POST 19/201** : **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 30/2020**  
 Maxillo Facial

**SALARY** : Grade 1: R1 106 040 per annum (All inclusive salary packages)  
 Grade 2: R1 264 623 per annum (All inclusive salary packages)  
 Grade 3: R1 489 665 per annum (All inclusive salary packages)  
 (This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE** : Ngwelezana Tertiary Hospital  
**REQUIREMENTS** : Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Maxillo Facial. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Maxillo Facial, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Maxillo Facial and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Maxillo Facial and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of

<b><u>DUTIES</u></b>	: Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics. : Provide specialist care to patients requiring services within your specific domain Provide specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Maxillo Facial. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District and Regional Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr RS Moeketsi Tel No: (035) 901 7260 / 7273 : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1 <sup>st</sup> Floor Admin Block.
<b><u>FOR ATTENTION NOTE</u></b>	: Mr M.P Zungu : 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, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the 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 results 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.
<b><u>CLOSING DATE</u></b>	: 28 August 2020 (Late applications will not be accepted)
<b><u>POST 19/202</u></b>	: <b><u>MEDICAL SPECIALIST - (GRADE 1,2,3) REF NO: GS 36/20</u></b> Component – Obstetrics & Gynaecology
<b><u>SALARY</u></b>	: Grade 1: R1 106 040 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form. Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form. Grade 3: R1 467 651 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.
<b><u>CENTRE</u></b>	: Greys Hospital, Pietermaritzburg

<b><u>REQUIREMENTS</u></b>	:	A qualification in Health Science: PLUS Current registration with the Health Professions Council of South Africa as a Specialist Obstetrician and Gynaecologist. Knowledge, Skills, Training and Competency Required: Sound clinical knowledge and experience in Obstetrics and Gynaecology Specialist Obstetrics and Gynaecology surgical skills Colposcopy skills Possess adequate skills to be able to carry out minimally invasive surgery in Gynaecology Knowledge of Human Resource Management, Information Management and Quality Assurance Programmes Knowledge of current Health and Public Service Legislation, Regulations and Policies Knowledge of medical ethics, Knowledge of budget control, epidemiology and statistics <b>Grade 1:</b> Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. <b>Grade 2:</b> Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. <b>Grade 3:</b> Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology.
<b><u>DUTIES</u></b>	:	Participate in the delivery of 24-hour in and out- patient Obstetrics and Gynaecology service within the Pietermaritzburg Metropolitan Hospitals Complex Participate in the delivery, supervision and support of Obstetrics and Gynaecology services within all hospitals in the Pietermaritzburg tertiary drainage area. Participate in the development and ongoing provision of under- and post graduate teaching of Obstetrics and Gynaecology in Pietermaritzburg Assist Head of Department by providing administrative assistance and in the development of clinical protocols, and its implementation. Assist with staff development, evaluation and progress reporting. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills.
<b><u>ENQUIRIES</u></b>	:	Dr TD Naidoo Tel No: (033) 8973292
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION</u></b>	:	Mrs. M. Chandulal
<b><u>NOTE</u></b>	:	Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 36/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/203</u></b>	:	<b><u>MANAGER PHARMACEUTICAL SERVICES REF NO: ETH 11 /2020</u></b>
<b><u>SALARY</u></b>	:	R1 089 693 – R1 173 900 per annum (An all-inclusive salary package)
<b><u>CENTRE</u></b>	:	EThekweni District Office
<b><u>EQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate) Standard 10 or (Vocational National Certificate), Bachelor's Degree in Pharmacy Certificate and/or Card of registration as a pharmacist with the South African Pharmacy Council (SAPC), Current registration with the SAPC as a Pharmacist (Proof of payment of the 2020 Annual Fee payable to the South African Pharmacy Council must be attached), A Minimum of 3 years' public sector experience as the Assistant Manager: Pharmaceutical Services (Proof must be attached), Unendorsed 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 3 years' management experience in the District Health System with involvement of PHC Clinics support. 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 priorities issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.
<b><u>DUTIES</u></b>	:	Partake in the development, implementation and monitoring of pharmaceutical policy (including standard operating procedures), systems and norms. Facilitate the implementation of the Essential Medicine Programme of South Africa in the District. Support the provision of optimal Pharmaceutical Services in the District whilst ensuring legislative compliance by all facilities within the district. Assist with the implementation of the medicines availability monitoring systems and intervention to improve medicine availability at facilities within the District. Provide technical support to the District Health Management Team, Health Programmes and Pharmaceuticals and Therapeutics Committees (including associated sub-committees). Assist with the implementation of Special Projects (pharmaceutical aspects). Ensure effective, efficient and economically management of resource allocated to eThekweni District. Manage the Central Chronic Medicine Dispensing and Distribution (CCMDD) programme for the district. Monitor expenditure on pharmaceuticals within the district in order to ensure rational use of medicine budget to accommodate the needs of the District. Provide guidance, support, expert advice and reports to senior management on pharmaceutical services, practices and products.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs TBT Sakyi – Director: EThekweni District Office Tel No: (031) 240 5309
	:	Direct your application quoting the relevant reference number to: The Human Resource Manager EtheKweni District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, EtheKweni District Office, Private Bag X 54138, Durban, 4000.
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
<b><u>CLOSING DATE</u></b>	:	24 August 2020
<b><u>POST 19/204</u></b>	:	<b><u>MEDICAL OFFICER - (GRADE 1, 2, 3) REF NO: GS 35/20 (X1 POST)</u></b> Component: Obstetrics & Gynaecology
<b><u>SALARY</u></b>	:	Grade 1: R821 205 per annum Grade 2: R938 964 per annum Grade 3: R1 089 693 per annum All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus Commuted Overtime which is subject to the needs of the Department. Incumbents will have to sign the commuted overtime contract form.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greys Hospital, Pietermaritzburg
	:	Minimum Requirements: MBChB Degree PLUS Current registration with the HPCSA as a Medical Practitioner. <b>Grade 1:</b> Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service,

as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Recommendations Appropriate clinical experience depending on the grade for which you are applying Post community service experience in Obstetrics and Gynaecology will be an added advantage Knowledge, Skills, Training and Competency Required: Sound knowledge of general medicine and in the discipline of Obstetrics and Gynaecology Ability to deal with medical and obstetrical/gynaecology emergencies Sound knowledge of the PMTCT programme as determined by national guidelines and policies Sound knowledge of medical ethics Sound knowledge of legislation relating to the practice of Obstetrics and Gynaecology in South African, such as the Health Act, the Choice of Termination of Pregnancy Act, the Children's Act etc. Ability to perform termination of pregnancy will be an added advantage. Good communication, team building and motivation skills Basic computer literacy.

**DUTIES** : The incumbent will be required to rotate between the Grey's / Northdale Hospitals Woman's Health Complex for a stipulated period e.g. three (3) months at a time. To provide holistic medical care to patients seeking medical attention at the institutions. To be able to assess, manage and follow up patients according to departmental policies To ensure the provision of safe, ethical and high quality medical care. To be able to contribute to the realization of the departmental strategic goals. Manage medical and obstetrical/gynaecological emergencies. To participate in after-hours medical service as per call roster, this is essential. To participate in Monitoring & Evaluation programme with relation to patient care delivery Assist with the supervision and support of Junior medical officers, CSOs and interns in the department. Provide Outreach assistance as may be required under the supervision of the Metropolitan Head of Obstetrics and Gynaecology Impart surgical skills to Medical Officers and interns in the Department Accept responsibility for continuous professional development to keep up to date with new developments in the field of Obstetrics and Gynaecology Participate in the departmental academic programmes and meetings.

**ENQUIRIES** : Dr TD Naidoo Tel No: (033) – 8973292

**APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

**FOR ATTENTION** : Mrs. M. Chandulal

**NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 36/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

**CLOSING DATE** : 21 August 2020

**POST 19/205** : **MEDICAL OFFICER - (GRADE 1,2,3) REF NO: GS 37/20**  
Occupational Health/Employee Wellness Centre  
Component: Occupational Health/Employee Wellness Centre

**SALARY** : Grade 1: R821 205 per annum  
Grade 2: R938 964 per annum

Grade 3: R1 089 693 per annum

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Commuted overtime is subject to the needs of the hospital (the Occupational Health department / Employee Wellness Centre does not require the incumbent to work commuted overtime within the Department/ Centre). If commuted overtime is required to be worked (dependent on the needs of the hospital in a Department other than the Employee Wellness Centre, and dependent on the experience, skills and competencies of the incumbent and, the employee will be required to sign a commuted overtime contract form (reviewed annually).

**CENTRE  
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg

: Minimum Requirements: A tertiary qualification (MBCHB) or equivalent, registered with the Health Professional Council of South Africa (HPCSA) Registration with the HPCSA as an independent Medical Practitioner Proof of current (2020-2021) registration with the HPCSA as an independent Medical Practitioner Proof of Work Experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Recommendations Diploma in Occupational Health or equivalent qualification Relevant (occupational health/ occupational medicine) experience Computer literacy – Microsoft Office software package Knowledge, Skills, Training and Competency Required: General clinical management of staff presenting with medical and surgical conditions. OHS and other relevant legislation, policies, regulations General Occupational Health and Safety knowledge and skills Risk management, risk assessments, including disaster preparedness and management OPEP, HIV/AIDS in the workplace, other related occupational health medicine issues WCA, RAF, COIDA, Hazchem, hierarchy of controls Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to OHS and Occupational Medicine Problem-solving, decision-making and conflict-resolution proficiency. Excellent communication (verbal and written) and time management skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the OHS Act, COIDA, Hazardous Biological Agents regulations, National Health Act, Children's Act, Promotion of Access to Information Act, PFMA, SCM regulation.

**DUTIES**

: Manage clinical activities of occupational health clinic Assist with the management of the occupational health clinic, including ensuring necessary equipment and consumables are available and functional. Develop and maintain a SHE Quality program with standards and protocols Risk management, health risk assessments; surveys to identify high risk areas, make recommendations Medical Surveillance Programme; Pre-placement / baseline medicals; Exit medicals, Statutory medicals, Executive medicals; Fitness assessments Participation in and/or chairing OHS and other relevant meetings Devise and manage health and safety awareness programmes Advise and assist with recommendations on occupational hygiene, ergonomics, identification and control of health and safety hazards Programmes for promotion, maintenance and restoration of employee well-being Generate and maintain relevant OHS statistics and reports Induction /orientation and ongoing employee training on Occupational Health and Safety Collaboration with OHS, IPC, Environmental health teams, including occupational health nurses, safety representatives, safety manager, etc. Work

with the Disaster Management Committee, and manage and maintain agile disaster management preparedness, including helping with co-ordination and hosting external disaster drills. Maintain close liaison with the Department of Occ. Medicine at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic facilities. Assist Medical Management with National Core Standards/Ideal Hospital Realization and Maintenance Framework preparations, audits, inspections, reports, etc.

- ENQUIRIES** : Dr. E. S. Marais Tel No: (033) 897 3324
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 36/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
- CLOSING DATE** : 21 August 2020
- POST 19/206** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 32/2020**  
General Surgery
- SALARY** : Grade 1: R821 205 per annum (All inclusive salary packages)  
Grade 2: R938 964 per annum (All inclusive salary packages)  
Grade 3: R1 089 693 per annum (All inclusive salary packages)  
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Preference will be given to candidates with ATLS certificate and FCS Primary Exam. **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.
- DUTIES** : Provide medical services in urology unit. Active participation in quality improvement. Provision of outreach programmes and acceptance of referrals from our catchment areas. Undertake regular ward rounds, clinic and after hours duties as per the rooster. Attend to patients requiring emergency urology procedures. Provide advice to District/Regional Hospitals. Attend to meetings and workshops. Adhere to correct channels of communication.
- ENQUIRIES** : Dr G. Oosthuizen Tel No: (076) 4875998
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1<sup>st</sup> Floor Admin Block.
- FOR ATTENTION** : Mr M.P Zungu
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document,



educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the 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.

- CLOSING DATE** : 28 August 2020 (Late applications will not be accepted)
- POST 19/207** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NURS 43/2020 (X1 POST)**
- SALARY** : R733 257 per annum (All-inclusive remuneration package)
- CENTRE** : Edendale Hospital
- REQUIREMENTS** : Grade 12 Certificate, National Diploma/Degree in Human Resource Management/Public Management and Administration/Human Sciences with majors in Human Resource Management, Plus five(5) years managerial experience in Human Resource Management, Proof of current and previous experience in a HR environment endorsed by the HR Department or the relevant employer. Recommendations: Certificate: MS Office Software Applications i.e. MS Word, Excel, PowerPoint and Outlook. Knowledge, Skills, Training, Competencies Required: Project Management, Strategic and Planning skills, Develop and Annual Workforce Plan within Budgetary Constraints, Broad knowledge of HR Practices, HR Development and Planning, Employee Health Wellness Programmed, Excellent Management, Facilitation, Communication and Interpersonal skills, Expert knowledge of Legislative and Policy framework informing the areas of operation, Ability to work in Multi-disciplinary team at a Senior Management Level, Ability to prioritize issues and other work related matters in order to comply with tight deadlines, Extensive knowledge of Computerized Personnel and Salary Systems(PERSAL), MS Packages and applications thereof.
- DUTIES** : Ensure effective management of institutional resource, Manage the effective utilization of all resources (human and material) in the unit. Manage and supervise effective utilization of all resources in the unit, Ensure effective implementation of infection control and prevention practices by all staff including support service and cleaning staff, Supervise implementation of health care delivery policies, procedures, clinical governance, Operational and Strategic Plans aimed at improving service delivery, Facilitate and ensure the implementation of Department Priorities, National Core Standard and Ideal Hospital Realization and Maintenance Framework, Monitor and evaluate staff performance(PMDS), Ensure effective data management, Ensure ethics and professionalism is maintained, Demonstrate effective communication with staff, patients, colleagues, and clinicians(multidisciplinary team), Exercise control over discipline grievance and labour related issues, Develop/establish and maintain constructive interpersonal relations with members of EXCO, MANCO and others, Effective participation in complaints management and patient Safety incident committees.
- ENQUIRIES** : Mrs. N. T. Nxaba Tel No: (033) 395-4567
- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
- FOR ATTENTION** : Mr T. C. Manyoni
- NOTE** : Employment Equity: preference will be given to any person with disability regardless of race and gender, African male, Coloured male.
- CLOSING DATE** : 21 August 2020

<b><u>POST 19/208</u></b>	:	<b><u>ASSISTANT MANAGER NURSING ( MCWH) REF NO: EMS/20/2020</u></b> Component: Maternal & Child Women's Health (MCWH)
<b><u>SALARY</u></b>	:	R614 991 per annum, Plus 13 <sup>th</sup> Cheque, Medical Aid (Optional) and Home Owner allowance (employee must meet prescribed requirements).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Emmaus Hospital Senior certificate/Grade 12 Diploma/Degree in general Nursing leading to registration with SANC as a professional Nurse and Midwifery. 1 year Diploma in Advance Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science of which 3 years must be managerial experience. Institutional Degree/Diplomas must also be submitted for all qualification submitted. Proof of current registration with SANC Certificate of service endorsed by HR component in Nursing Administration. Recommendation Diploma/Degree in Nursing Administration Knowledge & Skills Demonstrate effective communication with patient , supervisors, other health professionals and junior colleagues including more complex report writing when required work as part of multidisciplinary team at unit level to ensure good nursing care by nursing team work efficiency and amicably at a supervisory level with persons of diverse intellectual culture racial or religious difference able to manage own work, time and that of junior colleagues to ensure proper nursing service in thee unit Demonstrate an in-depth understanding of legislation & related legal and ethical nursing practice and how this impacts on service delivery.
<b><u>DUTIES</u></b>	:	Provide antenatal, labour, post-natal and women health services. Provide pediatric preventive, curative and school health services. Implement standard practice criteria and indicators for maternal & child care. Create and maintain a complete and accurate nursing record for individuals health care users. Facilitate and conduct perinatal and mortality meetings. Participate in health promotion and illness prevention initiatives. Maintain a constructive working relationship with the multidisciplinary team. Maintain a plan to improve the quality of maternal & child care. Monitor Performance Management and Development System (PMDS). Ensure the observation of in patients on 24 hours basis & that appropriate intervention processes are initiated timeously. Ensure implementation of National and Provincial guidelines. Ensure effective utilization of all resources in the department. Participate in implementation of NCS, norms and standard. Participate in Sukuma Sakhe Project.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. P.P.J Van Der Plank Tel No: (036) 488 1570 (ext. 8204) 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 (Ms. A.N Ngubane) Emmaus Hospital.
<b><u>FOR ATTENTION NOTE</u></b>	:	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 certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) 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.
<b><u>CLOSING DATE</u></b>	:	21 August 2020 at 16:00
<b><u>POST 19/209</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY): OPERATING THEATRE REF NO: SAP 15/2020</u></b>
<b><u>SALARY</u></b>	:	R562 800 – R633 432 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowance (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	St Apollinaris Hospital

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) or equivalent qualification PLUS; 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 Medical and Surgical Nursing Science (Operating Theatre Nursing) with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: A minimum of nine (9) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least five (5) years of the period referred to above must be appropriate/recognizable experience in Operating Theatre after registration in Medical and Surgical Nursing Science (Operating Theatre Nursing) Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as , Nursing Act, Health Act, Occupational Health and Safety Act, Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.
<b><u>DUTIES</u></b>	:	Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources. Co-ordination of the provision of effective and training research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	should be directed to Ms NN Somhlahlo Tel No: (039)8338013/8000
<b><u>FOR ATTENTION NOTE</u></b>	:	Direct your application quoting the relevant referencenumber to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263 Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00. Human Resources Section Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised are African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
<b><u>CLOSING DATE</u></b>	:	24 August 2020
<b><u>POST 19/210</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: SPECIALTY (OBSTETRICS) REF NO: NDH 17/2020</u></b> Cluster: Nursing Department
<b><u>SALARY</u></b>	:	R562 800 – R633 432 per annum. Benefits 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Northdale Hospital: Pietermaritzburg Senior Certificate/Grade 12, Current SANC Receipt (2020), Diploma or Degree in General Nursing and Midwifery, Current registration with SANC as a general nurse, A Post Basic Nursing qualification with duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science, A minimum of 09 years appropriate/recognizable experience after registration as a Professional Nurse and Midwife, with the SANC. Five (5) years of the

period referred to above, must be appropriate/recognizable experience after obtaining a 1 year post basic qualification. 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 Recommendation: Broad clinical knowledge in midwifery nursing science. Knowledge, Skills, Training And Competencies Required:- Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate a basic understanding of HR and financial policies and practices. Knowledge of the priority programs and the management thereof.

**DUTIES**

: Assist with the UN Millenium Development Goals example reducing child mortality and the Saving Mothers Initiative: Assist in planning, organizing and monitoring of objectives of the Maternity unit. Ensure the implementation of National Core Standards & six national quality priorities. Initiate and lead all obstetric programs ie. PPIP, PMTCT, CARMMA, MBFHI and ESMOE etc. Ensure effective participation in all hospital programs ie. IPC, QA etc. Demonstrate effective communication with patients, supervisors, other health. Professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse Intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery. Oversee and co-ordinate the integration of MCWH. Ensure timeous collection and submission of data. Monitor implementation of EPMDS. To rotate in Matrons office as part of career development. Relieve the ANM when on leave.

**ENQUIRIES  
APPLICATIONS**

: Mrs. J Webster Tel No: (033) 3879010  
 : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200 OR Hand Deliver to: 1389 Dr. Chota Motala Road, Pietermaritzburg, 3200

**FOR ATTENTION  
NOTE**

: Mrs. J Webster  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male.

**CLOSING DATE**

: 21 August 2020

<b><u>POST 19/211</u></b>	:	<b><u>OPERATIONAL MANAGER (MPILOYETHU) REF NO: EMS/17/2020</u></b>
<b><u>SALARY</u></b>	:	R562 800.per annum. Other benefits: Medical optional) 8% inhospitable allowance, 13 <sup>th</sup> cheque, Medical Aid (Optional). Home owners allowance (employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Emmaus District Hospital Standard 10 certificate/Grad 1 (Senior Certificate) .Degree/National Diploma in nursing that allow registration with SANC as professional Nurse and Midwife. A post basic Nursing qualification with a duration of at least one (1) year accredited with SANC IN Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. A Minimum of 9 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general of which at least 5 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care. Proof of current registration with SANC. Proof of previous and current work experience /Certificate of Service endorsed and stamped by Human Resource Department. Valid Driver's license EB (Code8) or C1 (Code 10).Knowledge & Skills Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedure, nursing statutes and other relevant legal framework. Ability to formulate patient care related policies, vision, mission and objective of the clinic. Communication and interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills. Insight into procedure and policies pertaining nursing care, computer skills in basic programmes. Knowledge of TB / HIV AIDS, MCWH and other Communication and Non- Communication Disease Programmes. Financial and budgetary knowledge and skills pertaining to the relevant resource under management.
<b><u>DUTIES</u></b>	:	Responsible for overall supervision in the provision of an integrated quality and comprehensive Primary Health Care service delivery to the community .Ensure improved outcome by promoting heath, prevention of diseases, curative and rehabilitative services to the client and community. Ensure PICT and adherence counselling is being provided to all clients in the facility. Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with the Batho Pele principles. Ensure the provision of primary prevention strategies and management of TB / HIV / AIDS,MCWH and other communicable and non-communication diseases. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the monitoring HR performance through EPMS .Support the realization and maintenance of Ideal Clinic programme (ICRM) and National Core Standards (NCS) in the facilities and ensure that facilities targets are met. Ensure data management is implemented and monitored. Support Operation Sukuma Sakhe activities. Maintain inter-sectoral collaboration with other government structures.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Ms.P.P. Van Der Plank Tel No: (036) 488 1570 Ext 8204 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 (Ms. A.N Ngubane) Emmaus Hospital.
<b><u>FOR ATTENTION NOTE</u></b>	:	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 certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) 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.
<b><u>CLOSING DATE</u></b>	:	21 August 2020 @ 16:00

<b><u>POST 19/212</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PHC) REF NO: NGWE 33/2020</u></b> Isiboniso Clinic
<b><u>SALARY</u></b>	:	R562 800 – R633 432 per annum (Grade 1) Plus 8% Rural Allowance, 13 <sup>th</sup> Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ngwelezana Tertiary Hospital
	:	Diploma/Degree in General nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred above must be appropriate/ recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Primary Health Care. Current registration with the SANC as a Professional Nurse. Proof of working experience (certificate of service) endorsed by Human Resource. Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters ant to comply with the time frames. High level accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
<b><u>DUTIES</u></b>	:	Provide effective and professional leadership within the clinic. Oversee and provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audit regularly. Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Assist in the development and implementation quality assurance programs, policies, operational plan, standard operating procedures and guidelines for clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/ establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinic. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshop as directed. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of departmental initiatives including provincial priorities. Design operational plan on implementation of CBM within given population. Endure implementation of DHMIS and SOP in order to produce quality data.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs B.J Kubheka Tel No: (035) 901 7224
	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1 <sup>st</sup> Floor Admin Block.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr M.P Zungu
	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the 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 in 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.

- CLOSING DATE** : 28 August 2020 (Late applications will not be accepted)
- POST 19/213** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: NGWE 34/2020**  
Umkhontokayise Clinic
- SALARY** : R562 800 - R633 432 per annum (Grade 1) Plus 8% Rural Allowance, 13<sup>th</sup> Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Diploma/Degree in General nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred above must be appropriate/ recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Primary Health Care. Current registration with the SANC as a Professional Nurse. Proof of working experience (certificate of service) endorsed by Human Resource. Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters ant to comply with the time frames. High level accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
- DUTIES** : Provide effective and professional leadership within the clinic. Oversee and provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audit regularly .Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Assist in the development and implementation quality assurance programs, policies, operational plan, standard operating procedures and guidelines for clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinic. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of departmental initiatives including provincial priorities. Design operational plan on implementation of CBM within given population. Ensure implementation of DHMIS and SOP in order to produce quality data.
- ENQUIRIES** : Mrs B.J Kubheka Tel No: (035) 901 7224
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1<sup>st</sup> Floor Admin Block.
- FOR ATTENTION** : Mr M.P Zungu
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document,

educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the 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.

- CLOSING DATE** : 28 August 2020 (Late applications will not be accepted)
- POST 19/214** : **OPERATIONAL MANAGER NURSING (PHC) GR1 REF NO: KDC 03 /2020 (X1 POST)**  
Component: Kwadukuza Clinic
- SALARY** : R562 800 per annum Plus 8% rural allowance. Benefits 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in General Nursing Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus current registration with SANC as General Nurse and Primary Health Care plus a minimum of 9 years appropriate/recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Good report writing and time management skills, understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentorship, team building, supervisory skills and coaching to his/her subordinates. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving skills, conflict handling and counseling. Co-ordination and planning skills, Ability to assist in formulation of patient care related policies. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Recommendation Valid Code EB Driver's license (Code8).
- DUTIES** : Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and National Core Standards in the facility. Support PHC re-engineering by ensuring that outreach teams are functional. Coordinate and manage the provision of the services to manage COVID 19 pandemic.
- ENQUIRIES** : Mrs R. Bhagwandin (Operational Manager Nursing: PHC Supervisor) Tel No: (032) 437 3600
- APPLICATIONS** : To be forwarded to: The District Director Human Resources Department, Ilembe Health District Office, Private Bag X 10620, Stanger 4450.
- FOR ATTENTION** : Human Resource Section



<b><u>NOTE</u></b>	:	directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. <u>Persons with disabilities should feel free to apply for the post</u>
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/215</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY) REF NO: SMK03/2020 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R562 800 – R633 432 per annum, basic salary,8% inhospitable allowance of basic salary,13 <sup>th</sup> cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
<b><u>CENTRE REQUIREMENTS</u></b>	:	St Mary's Kwa-Magwaza District Hospital (Ndundulu Clinic) Grade 12/ Senior Certificate, Basic R425 qualification (i.e Diploma / Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least one (1) year in Curative Skills in Primary Health Care accredited with the SANC. Current registration (2020) with the SANC as Professional Nurse. A minimum of nine (09) years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate /recognisable experience after obtaining one (1) year post basic qualification in the relevant specialty. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations .Good communication leadership interpersonal and problem solving skill. Knowledge of Code Of Conduct and Labour Relations. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skill . Skill in organizing planning and supervising. Knowledge of Batho Pele and Patient's Right.
<b><u>DUTIES</u></b>	:	Promote conducive working environment for staff and patients. To plan monitor and evaluate all clinical programs implementation in the clinic. To ensure that environment is free from hazards and risks. To assess National Core Standards Audits, and Waiting Times and Ideal clinic realization performance and give feedback to all stakeholders. Overall supervision of all clinical activities within the clinic. Ensure that all protective material is available to prevent hospital acquired infections by employees. Conduct Orientation to new personnel and monitor progress at work. Monitor data and statistics and report to the next level. Monitor all financial, physical and human resources. Conduct in – service education for staff and community. Develop quality improvement plans. Ensure that all notifiable conditions are identified and reported to all levels of care as required. Implement all amicable solutions to challenges encountered during audits and report to hospital management. Organization and monitoring of set objectives provided within the norms and standards of nursing profession and nursing. Ensure availability, functionality and servicing of all equipment in the unity. Promote quality of care through implementation of NCS.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs P.D.Buthelezi Tel No: (035) 450 8256 All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital Private Bag X808, Melmoth, 3835.

**FOR ATTENTION  
NOTE**

: Human Resource Manager  
: 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 the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.

**CLOSING DATE**

: 21 August 2020

**POST 19/216**

: **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY) REF NO: SMKH04/2020 (X1 POST)**

**SALARY**

: R562 800 – R633 432. per annum, basic salary,8% inhospitable allowance of basic salary,13<sup>th</sup> cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).

**CENTRE**

: St Mary's Kwa-Magwaza District Hospital (Mobile Clinic)

**REQUIREMENTS**

: Grade 12/ Senior Certificate, Basic R425 qualification (i.e Diploma/Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least one (1) year in Curative Skills in Primary Health Care accredited with the SANC. Current registration (2020) with the SANC as Professional Nurse. A minimum of nine (09) years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate /recognisable experience after obtaining one (1) year post basic qualification in the relevant specialty. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations .Good communication leadership interpersonal and problem solving skill. Knowledge of Code Of Conduct and Labour Relations. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skill . Skill in organizing planning and supervising . Knowledge of Batho Pele and Patient's Right.

**DUTIES**

: Promote conducive working environment for staff and patients. To plan monitor and evaluate all clinical programs implementation in the clinic. To ensure that environment is free from hazards and risks.. To assess National CORE Standards Audits, and Waiting Times and Ideal clinic realization performance and give feedback to all stakeholders. Overall supervision of all clinical activities within the clinic. Ensure that all protective material is available to prevent hospital acquired infections by employees. Conduct Orientation to new personnel and monitor progress at work. Monitor data and statistics and report to the next level. Monitor all financial, physical and human resources. Conduct in – service education for staff and community. Develop quality improvement plans. Ensure that all notifiable conditions are identified and reported to all levels of care as required. Implement all amicable solutions to challenges encountered during audits and report to hospital management. Organization

and monitoring of set objectives provided within the norms and standards of nursing profession and nursing. Ensure availability, functionality and servicing of all equipment in the unit. Promote quality of care through implementation of NCS.

- ENQUIRIES** : Mrs P.D. Buthelezi Tel No: (035) 450 8256
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital Private Bag X808, Melmoth, 3835.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : 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 the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.
- CLOSING DATE** : 21 August 2020
- POST 19/217** : **OPERATIONAL MANAGER GENERAL STREAM (GRADE 1) REF NO: SMKH 05/2020 (X1 POST)**
- SALARY** : R444 276 –R500 031 per annum. basic salary , 8% inhospitable allowance of basic salary, 13<sup>th</sup> cheque, Medical Aid (Optional ), Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : St Mary's Kwa-Magwaza District Hospital (Female Ward)
- REQUIREMENTS** : Grade 12/ Senior Certificate Basic R425 qualification (i.e Diploma /Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration (2020) with SANC as Professional Nurse. A minimum of seven (07) years appropriate recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current and previous experience endorsed by Human Resource Department. (not certificate of service). Knowledge of nursing care processes and procedures nursing status and other relevant legal framework such as Nursing Act ,Mental Health Act OH&S Act, Batho Pele and Patient's Right Charter, Labour Relations Act, Grievance procedure etc. Leadership organizational decision making and problem solving abilities. Interpersonal skills including public relations, regulations, negotiating, conflict handling and counselling. Financial and budgetary knowledge . good in- sight of procedure and policies pertaining to nursing care. computer skills in basic programs. Knowledge of SANC rules and regular scope of practice , labour relations and departmental policies.
- DUTIES** : Organization and monitoring of set objectives provided within the norms and standards of nursing profession and nursing act. Delegation of duties and ensuring its implementation. Ensure implementation and monitoring of EPMDS. Promote open and transparent communication. Direct and indirect supervision of all human resource in the unit. Order and monitor appropriate levels of consumables according to unit needs. Ensure availability and management of medicine including Potential Harmful drugs. Ensure

availability, functionality and servicing of all equipment in the unit. Exercise control measures for resources in the unit. Promote staff development and training. Proper data management within the unit. Promote professionalism and ethics within the unit. Promote quality of care through implementation of NCS.

- ENQUIRIES** : Mrs P.D.Buthelezi Tel No: (035) 450 8256
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : 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 the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za).The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.
- CLOSING DATE** : 21 August 2020
- POST 19/218** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (INFECTION CONTROL) REF NO: SMKH 02/2020 (X1 POST)**
- SALARY** : Grade 1: R444 276 – R500 031 per annum. basic salary, 8% inhospitable allowance of basic salary, 13<sup>th</sup> cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
- CENTRE** : St Mary's Kwa-Magwaza District Hospital (Monitoring & Evaluation)
- REQUIREMENTS** : Grade 12/ Senior Certificate, Basic R425 qualification (i.e Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration (2020) with SANC as Professional Nurse. A minimum of seven (07) years appropriate experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendations, Computer Certificate. Proof of current and previous experience endorsed by Human Resource Department (not Certificate of service). Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations. Good communication leadership interpersonal and problem solving skill. Knowledge of Code Of Conduct and Labour Relations. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skills. Skill in organizing planning and supervising . Knowledge of Batho Pele and Patient's Rights.
- DUTIES** : Promote infection prevention and control guidelines that protects employees from occupational risks and hazards. To plan monitor and evaluate all infectious prevention and control practices. To ensure that environment is infection free and cleanliness is maintained. To perform infection control and National Core Standards Audits, and waiting times and give feedback to all stakeholders. Overall supervision of all infection and prevention activities within the Hospital and Clinics. Ensure that all protective material is available to prevent Hospital acquired infections by employees. Conduct orientation to new

personnel and also to give in-service education of infection prevention and control for all staff and patients. Monitor Covid 19 statistics and report to the next level. Conduct disease surveillance. Monitor infection rate using relevant tools and generate reports. Conduct washing audits. Develop quality improvement plans. Ensure that all notifiable conditions are identified and reported to all levels of care as required. Ensure that hand wash drives for both staff and community is done annually. Implement all amicable solutions to challenges encountered during audits and report to hospital management. Organisation and monitoring of set objectives provided within the norms and standards of nursing profession and nursing. Ensure availability, functionality and servicing of all equipment in the unit. Exercise control measures for resources in the unit.

- ENQUIRIES** : Mrs P.D.Buthelezi Tel No: (035) 450 8256
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835
- FOR ATTENTION** : Human Resource Manager
- NOTE** : 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 the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKX 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.
- CLOSING DATE** : 21 August 2020
- POST 19/219** : **CLINICAL PROGRAMME COORDINATOR (HIV / AIDS) REF NO: ETH 12/2020 (X1 POST)**
- SALARY** : Grade 1: R444 276 per annum. 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : EThekwini District Office
- REQUIREMENTS** : 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 or management experience in a HAST unit. NIMART Training. 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.

<b><u>DUTIES</u></b>	: Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications. : 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 with the assistance of the HIV and AIDS trainer 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms ES Mbambo Deputy Director Clinical & Programmes Tel No: 031 2405313 : Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.
<b><u>NOTE</u></b>	: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
<b><u>CLOSING DATE</u></b>	: 24 August 2020
<b><u>POST 19/220</u></b>	: <b><u>CLINICAL PROGRAM CO-ORDINATOR GRADE1 (HIV/AIDS): REF NO: AMAJ07/2020 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: R444 276 per annum. Other Benefits: 13 <sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements claimable rural allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	: Amajuba Health District Office: Newcastle : Valid Grade 12 or National Senior Certificate plus Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC in receipt 2019 Minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in general nursing Proof of detailed current and previous work experience endorsed by Human Resource Recommendations Valid driver's license code B NIMART Certificate One year experience in HIV/ARV component knowledge, skills, training and competencies required:-Knowledge of finance as well as relevant acts and regulations. Sound management, negotiation, interpersonal and problem solving skills Good verbal and written communications skills. Good planning

<b><u>DUTIES</u></b>	:	and organizational skills Ability to make independent decision Extensive analytical skills and high levels of accuracy are requires. Work with the district management team to communicate the importance of the use of unique IDs to all facility staff to improve patient tracing and tracking. Monitor and support implementation of UTT Policy by all facilities Ensure that there is a process of linking all HIV positive patients to care Ensure that performance targets are set and communicated for all staff (Lay counsellors, data capturers, clerks, NIMART nurses, CHWs etc.) categories and monitor performance. Strengthen the functioning of Differentiated Care program (Fast Lane, Adherence Club and CCMDD). Support and monitor activation of new external Pick Up Points by facilities to improve access to drug collection, reduce facility workload and decrease waiting times Provide feedback to Operational Managers with recommendations for improvements Submit weekly facility visits and performance reports with recommendations to Provincial HAST manager Participate in the weekly nerve centre meeting.
<b><u>ENQUIRIES</u></b>	:	Ms M.P Langa Tel No: (034) 328 7000
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle.
<b><u>FOR ATTENTION</u></b>	:	Mr. VJ Khumalo Tel No: (034) 328 7000
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. Males are encouraged to apply and people with disability also should feel free to apply. Employment equity target for this post is African Male.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/221</u></b>	:	<b><u>CLINICAL PROGRAM CO-ORDINATOR GRADE1- COMMUNICABLE DISEASES CONTROL) CDC REF NO: AMAJ08/20209 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R444 276 per annum. Other Benefits: 13 <sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
<b><u>CENTRE REQUIREMENTS</u></b>	:	Amajuba Health District Office: Newcastle Valid Grade 12 or National Senior Certificate plus Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC in receipt 2019 Minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in general nursing Proof of detailed current and previous work experience endorsed by Human Resource Recommendations Valid driver's license code B Knowledge, Skills, Training And Competencies Required:-Knowledge of finance as well as relevant acts and regulations. Sound management, negotiation, interpersonal and problem solving skills Good verbal and written communications skills. Good planning and organizational skills Ability to make independent decision Extensive analytical skills and high levels of accuracy are requires.
<b><u>DUTIES</u></b>	:	Develop, implement and manages the District surveillance plan of all communication diseases. Ensure that all facilities are trained of notification medical conditions Ensure that reporting by the facilities is done as required

and all surveillance data is captured and transmitted to Provincial level timeously. Evaluate all District surveillance data / information of communicable diseases with regards to diseases trend and patterns on daily, weekly, monthly, quarterly yearly and advises the District management team accordingly. Analysis all reports receive, conducts, coordinates and manage case investigation / outbreak.

**ENQUIRIES** : Ms M.P Langa Tel No: (034) 328 7000  
**APPLICATIONS** : All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 Or Hand delivered to: 38 Voortrekker Street, Newcastle

**FOR ATTENTION** : Mr V.J Khumalo Tel No: (034) 328 7000  
**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. Males are encouraged to apply and people with disability also should feel free to apply. Employment equity target for this post is African Female.

**CLOSING DATE** : 21 August 2020

**POST 19/222** : **SESSIONAL MEDICAL OFFICER (GRADE 1, 2 & 3) REF NO: NDH 14/2020**  
Cluster: Medical - Covid 19 Care

**SALARY** : Grade 1: R410 800 per annum  
Grade 2: R470 080 per annum  
Grade 3: R544 960 per annum  
(01 X 20 HRS)

**CENTRE** : Northdale Hospital: Pietermaritzburg  
**REQUIREMENTS** : Senior Certificate/Grade 12, MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. **Grade 1:** Experience: Experience: Not Applicable. Foreign qualified candidates requires 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation: Appropriate experience in Orthopaedics in relation to Grade 2 and Grade 3 post would be an advantage Knowledge, Skills, Training And Competencies Required:- Clinical knowledge, competency and skills as a generalist at District Hospital level. Experience in General Medicine, Medical Outpatients, Antiretroviral therapy is a recommendation. Well versed with recommended PPE in relation to Covid 19. Good communication skills,



leadership and decision making qualities. Management and organizational skills. Ability to diagnose and manage common medical problems including emergencies in all disciplines of medicine. Knowledge and experience with respect to Covid19 care will be an added advantage.

**DUTIES**

: Manage patients presenting to district level OPD, In-patients services and Acute medical Emergencies. Ability to see patients with undifferentiated conditions that are suspected to be exposed to and/or symptomatic with Covid 19 signs and symptoms at the designated "Flu Clinic". Perform detailed history taking and examination including recommended swabbing in relation to Covid19. Ability to triage and appropriately manage suspected or Confirmed Covid 19 patients. Participate in PUI(Patient Under investigation) and Covid 19 ward rounds as delegated. Ensure that Clinical audits ,Standard Treatment Guidelines and quality assurance initiatives are implemented. Maintain clinical, professional and ethical standards related to these services. Ability to make clinical judgements and participate in the process of patient admissions or referral to higher level of care. Participate in training and supervision of junior staff including Interns and Medical Students. Perform duties as delegated by supervisor in all areas of Northdale hospital including support to Primary Health Care Services. Working times will be structured and the incumbent will be required to work at different times during the workday.

**ENQUIRIES**

: Dr. RM Chetty Tel No: (033) 3879088

**APPLICATIONS**

: All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200 OR Hand Deliver to: 1389 Dr. Chota Motala Road, Pietermaritzburg, 3200.

**FOR ATTENTION**

: Dr. RM Chetty

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male.

**CLOSING DATE**

: 21 August 2020

**POST 19/223**

: **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC): KWADABEKA COMMUNITY HEALTH CENTRE (HALLEY STOTT CLINIC) REF NO: KDC 04/2020 (X4 POSTS)**

Cluster: Primary Health Care

**SALARY**

: R383 226 per annum (An all Inclusive Salary) plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.

**CENTRE**

: Halley Stott Clinic

**REQUIREMENTS**

: Senior Certificate/Grade 12 or equivalent; Degree/Diploma) in General Nursing and Midwifery; Registration with SANC as a General Nurse and Midwife; Post-basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) or equivalent qualification with a duration of one year; A minimum of 4 years recognizable Professional Nurse experience after registration as a General Nurse; 2020 Certificate to Practice (SANC registration) from SANC as a General Nurse and Primary Health Care Nurse

(mere proof of registration will not be accepted); and Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or Delegated person. A valid Driver's License (Code 08/Code10). Competencies: Knowledge of nursing care processes and procedures, policies, relevant government prescripts and Nursing Act 50 of 1978 as amended. Planning, leadership, organizational, decision making and problem solving skills. Interpersonal skills, negotiating, conflict management and counselling. Knowledge of financial and Human Resource Management. Ability to function independently as a Clinical Nurse Practitioner. Ability to display Nursing Ethics and Professionalism in the workplace. Willingness to respond to patient's needs and expectations. Be prepared to work shifts, weekends, night duty and public holidays.

**DUTIES**

: Plan, organize and implement unit objectives in consultation with the Operational Manager Nursing/Clinic Facility Manager. Provision of an integrated quality and comprehensive Primary Health Care services by promoting Health, prevention of diseases, curative and rehabilitative services to the clients and community. Participate in implementation of clinical policies, procedures and guidelines at a PHC level. Implement and advocate for preventive and promotive health initiatives for clients in the facility and catchment area. Maintain intersectoral collaboration with other government structures. Ensure effective and efficient utilization of allocated resources. Provides primary prevention strategies and management of communicable disease and non-communicable diseases. Maintain accurate and updated records and data. Support colleagues and junior personnel to ensure proper nursing care in the area of practice. Provision of good quality care according to ideal Clinic Realization and Maintenance (ICRM) and National Core Standard (NCS). Ensure clinical intervention of clients, administration of prescribed medication and observation of patient's condition. Facilitate implementation of 90/90/90 strategy in critical indicators. Participate in multi-disciplinary team and quality assurance activities. Ensure availability of medication, essential equipment and supplies and proper utilization thereof. Provide PICT and adherence counselling to all clients. Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care. Collate, Analyze, and validate data prior to submission to supervisor. Participate in the development and implementation of quality improvement plans in the unit. Maintain client satisfaction, through quality service, innovation and nursing care by upholding relevant principles. Ensure staff development and performances by implementing EPMDs.

**ENQUIRIES**

: Mrs ZT Mazeka Tel No: (031) 714 3781

**APPLICATIONS**

: All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)

**FOR ATTENTION NOTE**

: Assistant Director: Human Resource Management Services  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.  
21 August 2020

**CLOSING DATE**

**POST 19/224**

**PROFESSIONAL NURSE (SPECIALTY) GRADE 1 OR 2 REF NO: SAP 14/2019**

**SALARY**

Grade 1: R383 226 - R444 276 per annum  
Grade 2: R471 333 - R579 696 per annum  
Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowance (employee must meet prescribed requirements)

**CENTRE REQUIREMENTS**

St Apollinaris Hospital  
Senior Certificate (Grade 12) or equivalent qualification PLUS; 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 Child Nursing Science with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019) Experience: **Grade 1:** A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with one year Post basic qualification in Child Nursing Science. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in Paediatric Ward After Obtaining 1 Year Post Basic Qualification In Child Nursing Science. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

**DUTIES**

Monitoring result of environmental surveys. Delegate duties and support staff in executing of patient care delivery. To do re-adjustment as required on shift to provide adequate nursing coverage. Assist in orientation and mentoring of all nursing staff and orientation of other staff. To assist in the planning and coordinating of training and promote learning opportunity for all nursing categories. To maintain code of conduct for the public services and the professional body. To complete patient related data and partake in research. To do re-adjustment as required on shift to provide adequate nursing coverage. Assess suitability of equipment and consumable for specialized areas. Assist in relief duties of the supervisor. Act as junior shift leader on both day and night shifts.

**ENQUIRIES APPLICATIONS**

Should be directed to Mrs NG Myeza Tel No: (039) 8338113/8000  
Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263. Human Resources Section, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.

**FOR ATTENTION**

**NOTE**

Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of foreign qualifications 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. "People with

disabilities should feel free to apply". The target group in terms of employment equity for posts advertised are African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

- CLOSING DATE** : 24 August 2020
- POST 19/225** : **PROFESSIONAL NURSE SPECIALTY (GRADE1-2) REF NO: SMKH 06/2020 (X1 POST)**
- SALARY** : Grade1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R444 276 per annum  
Basic salary, 8% inhospitable allowance of basic salary, 13<sup>th</sup> cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : St Mary's Kwa-Magwaza District Hospital (Maternity)  
: **Grade1:** Grade 12/ Senior Certificate. Basic R425 qualification (i.e. Diploma / Degree in General Nursing and Midwifery). Registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery. A post-basic nursing qualification (Maternity) with a duration of at least one (1) year accredited with the SANC. Proof of current registration 2020. A minimum of four (4) years appropriate experience after registration as Professional Nurse with the SANC in General Nursing. **Grade2:** A minimum of fourteen (14) years actual service and or appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in Maternity after obtaining the relevant 1 year post basic required for relevant specialty. Proof of previous and current experience endorsed by Human Resource Department (not certificate of service) Knowledge and experience of Public Service Policies, Acts and Regulations. Sound management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills.
- DUTIES** : Assist in planning and monitoring of the objectives of the unit. Provide therapeutic environment for staff, patient and public. Delegate duties to staff and support them in execution of holistic service delivery. Liaise and communicate with the multi-disciplinary team within the hospital. Assist with allocation of duties on day-to day basis for both day and night staff. Assist in record keeping and providing statistical information or training of staff. Assist in doing EPMDS for staff below him/ her. To order and monitor levels of consumables according to norm and standards. To check all equipment for functionality and refer those who need repairs. Do daily emergency trolley checking and replenishment. To complete patient related data in relevant tools. Relieve the operational manager duties and act as shift leader when on duty. To maintain professionalism and ethics in the equipment.
- ENQUIRIES APPLICATIONS** : Mrs E.T. Sithole Tel No: (035) 450 8203  
: All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital Private Bag X808, Melmoth, 3835.  
Human Resource Manager
- FOR ATTENTION NOTE** : 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 the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za).The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an

evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities

- CLOSING DATE** : 21 August 2020
- POST 19/226** : **PROFESSIONAL NURSE (SPECIALITY) GRADE 1 & 2: ADMISSIONS, ANTENATAL & LABOUR REF NO: PNS1/ADM/20 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 - R444 276 per annum  
Grade 2: R471 333 - R579 696 per annum  
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE REQUIREMENTS** : Addington Hospital: KwaZulu-Natal  
Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Speciality. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/Recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty: Certified copy of Degree/Diploma in General Nursing and Midwifery. Certified copy of Registration Certificate with SANC as a General Nurse and Midwife. Certified copy of current registration receipt (2020) with SANC. Certified copy of Post Basic qualification in the relevant Specialty: Advanced Midwifery and Neonatal Nursing Science accredited by the South African Nursing Council. Post Basic qualification in the relevant Specialty: Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Certified copies of letter of service stating relevant experience as a Professional Nurse. SAQA verification if applicable, obtainable from Human Resource Department. Recommendation: 1 – 2 years' experience in Neonatal would be an advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a Speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Participate in teaching of staff and mothers/relatives, and mentorship of junior staff and trainees. Implement plan of action in emergency situations according to protocols and guidelines. To attend monthly nursing and multidisciplinary meetings, and implement action plans Ensure MCWH and BFHI Programmes are properly

implemented. Conduct audits and implement quality improvement programmes. Uphold the Batho Pele Principles and Patient Rights Charter. Relieve the Operational Manager for short and long term absences. Adhere to Infection Prevention and Control Guidelines. Hours of Duty: 40 Hours per week. Shift work – Day and Night duty. Note: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.

- ENQUIRIES** : Matron B N Ndhlovu Tel No: (031) 327 2000
- APPLICATIONS** : All applications to be posted to: The Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity for the Post Is: African Male.
- CLOSING DATE** : 21 August 2020
- POST 19/227** : **PROFESSIONAL NURSE (SPECIALTY) PSYCHIATRY REF NO: PNS1\PSYCH/2020 (X 1 POST)**
- SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Advance Psychiatry Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Advance Psychiatry Nursing Science. Current registration receipt with SANC. In-Service applicants to produce SAQA verification, may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Psychiatry. Updated Curriculum Vitae with email address and current cell phone number must be indicated. Experience: A minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Recommendation: At least 1 – 2 years' Supervisory experience in a Psychiatric Unit. Must be indicated on certificate of service. Degree/Diploma in Nursing Management would be an advantage Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures. Knowledge of nursing status and relevant legal framework. Knowledge of Human Resource Policies. Operational Management, co-ordination, networking liaison skills. Good communication, interpersonal relations, problem solving, conflict management skills. Sound knowledge of disciplinary processes and grievance procedures. Planning and organizing report writing skills. People management and financial management skills. Change management. Knowledge of Occupation Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building supervisory skills. Basic computer literacy skills.

<b><u>DUTIES</u></b>	:	Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialised Psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensure provision of optimal, holistic, specialised care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participate in training and research with a view to increase body of knowledge in a specialised psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders i.e. inter-professional and multi-disciplinary team work. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures. Manage effectively the utilization and supervision of human, financial, physical and material resources and services Manage the disciplinary and grievance matters including monitoring and managing from absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Ensure performance reviews for all staff in the unit i.e. EPMDS. Participate in health promotion and illness prevention initiatives within the Institution. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.
<b><u>ENQUIRIES</u></b>	:	Mrs B N Ndhlovu Tel No: (031) 327 2000
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/228</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY) OPERATING THEATRE REF NO: PNS3\OT/2020 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R 471 333 per annum Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
<b><u>CENTRE</u></b>	:	Addington Hospital: KwaZulu-Natal
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Operating Theatre Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Operating Theatre Nursing Science. Current registration receipt with SANC (2020). In-Service applicants to produce SAQA verification if available may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Operating Theatre. Updated Curriculum Vitae with email address indicated. Experience <b>Grade 1</b> : A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and Midwife with the South African Nursing Council. A post-basic Qualification with a duration of at least 1 year in the relevant Speciality. Experience <b>Grade 2</b> : A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Recommendation: at least 1 – 2 years' experience in Operating Theatre Nursing would be an advantage. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.

- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.
- ENQUIRIES** : Matron B N Ndhlovu Tel No: (031) 327 2000
- NOTE** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.
- APPLICATIONS** : All applications to be posted to: The Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
- CLOSING DATE** : 21 August 2020
- POST 19/229** : **PROFESSIONAL NURSE (SPECIALTY) TRAUMA REF NO: PNS1\TRAUMA/2020 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum  
Grade 2: R 471 333 per annum  
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Speciality. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/Recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Degree/Diploma in General Nursing. Post Basic Diploma qualification in Trauma & Emergency Nursing Science OR Critical Care Nursing Science (Trauma). Registration Certificate with SANC as a General Nurse. Registration Certificate with SANC – Post Basic Trauma & Emergency OR Critical Care Nursing Science Trauma or General. Current registration receipt (2020) with SANC or proof of payment. Certified copies of letter of service stating relevant experience as a Professional Nurse General Nursing/ Professional Nurse Speciality. In-Services applicants to produce SAQA verification of qualification if applicable – may be obtained from your Human Resource Department. Detailed Curriculum Vitae – please indicate current mail address. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and



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

- ENQUIRIES** : Mrs B N Ndhlovu Tel No: (031) 327 2000
- APPLICATION** : 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** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.
- CLOSING DATE** : 21 August 2020
- POST 19/230** : **CLINICAL NURSE PRACTITIONER GR 1 & 2 REF NO: CNPS1\GATEWAY/2020**
- SALARY** : Grade 1: R383 226 per annum  
Grade 2: R 471 333 per annum  
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Speciality. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/Recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Minimum Requirements: Certified copies of Degree/Diploma in General Nursing and Midwifery. Certified copy of Registration certificate with SANC in General Nursing and Midwifery. Certified copy of certificate of one year Post Basic Qualification in the relevant specialty i.e. Clinical Health Assessment, Treatment and Care accredited by the SANC. Current Registration receipt with the South African Nursing Council (2020). Certified copies of letters of service stating relevant experience as a Professional Nurse Plus experience in the specialty- Primary Health Care applicable. SAQA verification from Human Resource Department if applicable. Recommendations: At least 1 - 2 year experience in a Primary Health Care setting would be an advantage. A valid driver's license (Code 08) would be a recommendation. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good verbal and written communication and report writing skills. Leadership, decision making and problem solving skills. Conflict management and negotiation skills.
- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Provide

quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and community. Assist in the accident and emergency department to screen and treat patients appropriately in order to reduce congestion and facilitate waiting times. Provide comprehensive, quality nursing care to adults and children in a cost-effective and efficient manner. Assist in planning, organizing and monitoring of objectives of the Primary Health Care facility. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Plan and organise own work and that of support personnel to ensure proper nursing care. Able to implement the institutional major incident (disaster) plan as required Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patient service and improve client satisfaction. Maintain accurate and complete patient records including monitoring and evaluation of management of care provided to the clients. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff and participate in meeting the training needs of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate levels of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Ensure accurate compilation of statistics as required for evaluation and future planning. Hours Of Duty: 40 Hours per week; Shift work – Day and Night duty.

- ENQUIRIES** : Mrs B N Ndhlovu 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** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.
- CLOSING DATE** : 21 August 2020
- POST 19/231** : **PROFESSIONAL NURSE (SPECIALTY) PAEDIATRIC NURSING REF NO: PNS3\PAEDS/2020 (X1 POSTS)**
- SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Child Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Child Nursing Science. Current registration receipt with SANC (2020). In-Service applicants to produce SAQA verification, this may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Child Nursing Science. Updated Curriculum Vitae with email address and current cell phone number indicated. Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Speciality. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/Recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frame works. Good verbal and written communication and report writing skills. Decision making

- and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.
- ENQUIRIES** : Mrs B N Ndhlovu 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** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.
- CLOSING DATE** : 21 August 2020
- POST 19/232** : **PROFESSIONAL NURSE: SPECIALTY-PAEDIATRICS REF NO: UNTU 12/2020**
- SALARY** : Grade 1: R383 226 - R444 276 per annum  
Grade 2: R471 333 - R579 696 per annum  
Plus 13th cheque  
Other benefits: housing allowance (employee must meet prescribed requirement) medical aid (optional) and rural allowance is 8%
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : Matric/Senior Certificate (grade 12 certificates) Certificate copy of identity document diploma / Degree in General Nursing with Midwifery Proof of current registration with SANC.1 year post basic qualification in child Nursing Science. NB: Certificates Of Service Endores by HR Department Must Be Attached  
**Grade 1:** Minimum of 4 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. **Grade 2:** Minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least 10 years of the period referred to above must be appropriate /recognizable experience in the specific specialty after obtaining the one year post basic qualification in pediatrics. Current registration receipt with SANC 2020.Certificate of service from current and previous employers stamped by human resource. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure etc. Good communication skills, Report writing skills, Facilitation skills, Coordination skills, Planning and organizing skills, Ability to function as part of a team. Decision making skills, Computer.
- DUTIES** : Provide and manage all resources within the unit cost effectively and ensure optimal service delivery. Participate in the analysis, formulation and monitoring of objective policies and procedures including quality improvement programs.

Participate in staff development using EPMSD system and other related programs and training. Maintain professional growth, ethical standards through the code of conduct for Public Service and Professional body. Provide direct and indirect supervision of all nursing and to give guidance. Assist in orientation, induction and monitoring of all nursing staff. Demonstrate effective communication within patients, supervisors, multi-disciplinary team and other clinicians, including report writing when required and patient's records. Provide comprehensive holistic specialized quality nursing care to patients' as a member of the multi-disciplinary team according to the identified needs within the professional legal framework. Provide support to nursing service by assistant with relief duties of the supervisors acting s junior shift leader on both day and night duty as required. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. Encourage and support child survival programs e.g. IMC, PMTCT, EPI, and KMC. Assist Operational Manager by participating in NCS Programs.

**ENQUIRIES**  
**APPLICATIONS**

: Mrs CN Ndandane Tel No: (033) 4441259  
: Please post to HR Manager: Mrs L.A Mkhize, Private Bag X216, Kranskop, 3268

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

**CLOSING DATE**

: 21 August 2020

**POST 19/233**

: **PROFESSIONAL NURSE: SPECIALITY (THEATRE) REF NO: NDH 16/2020 (X2 POSTS)**  
Cluster: Nursing Department

**SALARY**

: R383 226 – R444 276 per annum. Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)

**CENTRE**  
**REQUIREMENTS**

: Northdale Hospital: Pietermaritzburg  
: Senior Certificate/ Grade 12, Current SANC Receipt (2020), Diploma or Degree in General Nursing and Midwifery, Current registration with SANC as a general nurse, A Post Basic Nursing qualification with duration of at least one year accredited with SANC in one of the specialities, A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing and Diploma in Theatre Technique Knowledge, Skills, Training And Competencies Required:- Knowledge of Public Service Policies, Acts and regulations, Knowledge of SANC rules and regulations, Good communication, leadership, interpersonal and problem solving skills, Knowledge of Code of Conduct Labour Relations, Conflict management and negotiation skills, Ability to function well within a team, Skills in organizing, planning and supervising, Knowledge of Batho Pele principles and patients' rights charter.

<b><u>DUTIES</u></b>	:	Demonstrate a basic understanding of HR and financial policies and practices, Execute quality care in a specialized unit in accordance with the scope of practice and nursing standards, Must be able to handle surgical and obstetrical emergencies, Take lead in peri-operative care delivery, Partake in the resuscitation and stabilizing of critically injured and ill patients, Participation in implementation of National Core Standards, Participate in clinical audits and data management meetings, Ensure proper management and utilization of resources, Ensure accurate record keeping, Ensure self and staff development through in service training.
<b><u>ENQUIRIES</u></b>	:	Mrs. J Webster Tel No: (033) 3879010
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200 OR Hand Deliver to: 1389 Dr. Chota Motala Road, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs. J Webster
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/234</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE) REF NO: UNTU 02/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum. Other Benefits: 13 <sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)
<b><u>CENTRE</u></b>	:	Untunajambili Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or Standard Ten/ Grade 12 National Diploma/ in Finance / Supply Chain. Of which three years (03) must be in a supervisor level. A valid driver's license Code B (08) NB: The proof of current and previous work experience (Certificate of Service) endorsed and stamped by HR must be attached (compulsory Management and organizational skills. Good listening, writing and communication skills. Compute skills, MS Office, proficiency in Microsoft Excel. Good Leadership, management and decision making skills. Knowledge of current Health Public Service Policies, Regulations and Legislations including medical ethics, epidemiology and statistics .Extensive knowledge of BAS and knowledge of PERSAL System.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for both the hospital & clinics that fall under the hospital Improve Financial Management for the Hospital and the clinics. Ensuring the facility has an effective cash flow management system. Monitor the % of budget spent according to projection. Ensure that the Facility has an approved Procurement Plan and Improve Supply Chain Management. Ensure that department needs in strategic objectives and Budget is aligned to APP. Approved Bid Committee to ensure effective SCM processes. Ensure the implementation of the total quality management framework and compliance to National Core Standards. Ensure clearance of suspense account and proper debt management. Ensure effective functioning of Cash Flow Committee, Board of Survey, Quotation Committee and Loss Control Committee. Ensure that equipment, goods & services are procured in a cost effective way,

submission of report to Provincial SCM. Conduct analysis on expenditure trends and do budget estimates and link with service delivery outcomes. Maintain adequate availability and efficient utilization of staff in the finance section. Recruitment, selection and placement of personnel in his/her section. Staff performance assessed in terms of the departmental performance management systems. Ensure that staff are trained and developed to improve efficiency, accuracy and performance of the component. Ensure compliance with PFMA, Treasury Regulations, Public Service Act and Regulations. Conduct Internal Audit and Risk management. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resources mobilization. Timeous updating of bin and ledger cards to avoid stock losses. Cases of fraud or corruption are timeously disclosed to the accounting officer. Disclosures of interest/conflict of interest at appropriate structures/times for e.g. SCM Committees Develop & Implement and monitor measures designated to optimize the collection of revenue Checking Cash Analysis for accuracy and elimination of risk. Ensure Revenue Reconciliation statements are reported monthly. Advocating the use of all follow up procedures for recovering outstanding fees before accounts can be considered for write-off.

**ENQUIRIES  
APPLICATIONS**

: Mrs CN Ndandane Tel No: (033) 4441259  
 : Please post to HR Manager: Mrs L.A Mkhize, Private Bag X216, Kranskop, 3268

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

**CLOSING DATE**

: 21 August 2020

**POST 19/235**

: **ASSISTANT DIRECTOR: SYSTEMS REF NO: NDH 13/2020**  
 Cluster: Nursing Department

**SALARY**

: R376 596 – R443 601 per annum. Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)

**CENTRE  
REQUIREMENTS**

: Northdale Hospital: Pietermaritzburg  
 : Senior Certificate/ Grade 12, Appropriate Degree or 3 years National Diploma in Public Management Administration plus 3 Years Supervisory experience in systems Department. Valid Code EB driver's license Knowledge, Skills, Training And Competencies Required:- Knowledge of and experience in General Administration, Patient Administration and information System. Knowledge of relevant acts and regulations inclusive of Patient fees manual. Sound management, negotiation ,inter-personal, decision making-solving skills, Good verbal and written communication skills. Computer literacy in MS Word and Excel.

**DUTIES**

: Monitor the provision of all catering services and facilities by in service in order to ensure adherence and highest level of quality. Manage the following areas

to ensure optimal usage and cost effectiveness: Patient Records Administration and Mortuary, Auxiliary Services, Safety and Waste Management, Patient Records Administration, Mortuary Services, General Registry and Portering Services Telecommunication, Transport, Laundry Service, Staff Residence and Crèche. Implement and monitor effective hospital policies, protocols, practices within the day to day operational areas. Ensure compliance with all statutory regulations and by laws. Provide technical advice to the management team in respect of operations. Ensure that standby and emergency facilities are properly maintained. Ensure that an effective, up to date disaster and major incident management plan is maintained. Contribute as a member of a multidisciplinary team towards the effective management of the Hospital. Ensure effective co-ordination, management and quality of work of all functional components of systems department within the Hospital. Analyse alternatives for performing needed work including contracting out services and evaluate and recommend procedures/practices to improve operational efficiency. Ensure the effective, efficient and economical utilization of resources allocated to the institution including development of staff. Oversee the provisioning of all service provided by private companies to ensure compliance with service level agreement. Ensure the safety program requirements are adhered to by staff. Implement and monitor implementation of hospital policies, protocols and practices in all areas. Conduct risk and security analysis to inform the development of institutional risk management plan

**ENQUIRIES**  
**APPLICATIONS**

: Mrs. K Makhathini Tel No: (033) 3879010  
 : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200 OR Hand Deliver to: 1389 Dr. Chota Motala Road, Pietermaritzburg, 3200.

**FOR ATTENTION**  
**NOTE**

: Mrs. K Makhathini  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male.

**CLOSING DATE**

: 21 August 2020

**PROVINCIAL ADMINISTRATION: NORTH WEST  
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.*

- APPLICATIONS** : Applications quoting relevant reference, should be forwarded as follows:  
**Provincial Office**, Private Bag x 2068, Mmabatho, 2735 ,Witransd Hospital,  
 Private Bag x 253, Potchefstroom, 2520,  
**Mafikeng Provincial Hospital**, Private Bag x 2031, Mafikeng 2745  
**Klerksdorp/Tshepong Hospital Complex**, Private Bag X A14, Klerksdorp  
 2570  
**Dr Ruth Segomotsi Mompoti**, Private bag X 24, Vryburg, 8600  
**Bojanala District Office**, Private Bag X 82090, Rustenburg, 0300  
**Naledi Sub-district**, Private bag X 14, Vryburg, 8600
- FOR ATTENTION** : Mr K.M Motoko, Provincial Office, Tel No: (018) 391 4406  
 Ms E Mpolokeng, Witransd Hospital, Tel No: (018) 462 5744  
 Dr B.S Belle, Mafikeng Provincial Hospital, Tel No: (018) 384 0204  
 Dr M Dikhing-Mahole, Klerksdorp/Tshepong Hospital Complex, Tel No: (018)  
 293 4418  
 Mr R.M Matsepe, Dr Ruth Segomotsi Mompoti District Office Tel No: 053 928  
 0500  
 Mr E.M Mmusi, Bojanala District Office, Tel No: (014) 592 8906  
 Ms L.H Tshetu, Naledi Sub-District Office Tel No: (053) 928 0500
- CLOSING DATE** : 21 August 2020
- NOTE** : Applications must be submitted on the prescribed Application for Employment  
 form (Z83) which must be originally signed and dated. The application form  
 (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of  
 certificates, Identity Document and Driver's License (not copies of previously  
 certified copies).The Reference Number must be indicated in the column (Part  
 A) provided thereof on the Z83 form. NB: Failure to comply with the above  
 instructions will disqualify applicants. Persons with disabilities should feel free  
 to apply for the posts. The appointment is subject to positive outcome obtained  
 from the SSA to the following checks (security clearance, credit records,  
 qualification, citizenship and previous experience employment verifications).  
 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 Resident/ Work Permit holders must submit a  
 documentary proof together with their applications. It will be expected of  
 candidates to be available for selection interviews on a date, time and place as  
 determined by the Department.
- OTHER POST**
- POST 19/236** : **DEPUTY DIRECTOR: SALARIES REF NO: NWH 01/2020**
- SALARY** : R733 257 – R863 748 per .annum. (All inclusive MMS Package)
- CENTRE** : Provincial Office
- REQUIREMENTS** : Bachelor's Degree / National Diploma in Accounting/ Financial Management.  
 At least 5 years' relevant experience in Payroll/Salary management of which 3  
 years should be at management level (Assistant Director). Knowledge of  
 PERSAL and BAS (Successfully completed PERSAL Salary Administration  
 Course). Good interpersonal, analytical, communication, investigation and  
 report writing skills. Competencies: Ability to work independently and within a  
 team. Ability to meet deadlines. Financial Management background.  
 Knowledge of PFMA and Treasury Regulations including other Financial  
 Prescripts. Computer literacy (MS Word and Excel). A valid driver's license.
- DUTIES** : Manage the KPA of team members (HR Management and Development) and  
 to ensure effective functioning and performance of the Sub-directorate.  
 Departmental Payroll Management monitoring and monthly reporting on  
 payroll submission statistics. Managing the processing of salary related  
 payment including Subsistence and Travel claims. Managing of salary related



suspense and control accounts. Administration and monitoring of the bi-annual and annual reconciliation employees tax (PAYE). Monitoring of Payroll deductions and third party payments. Managing of Interdepartmental claims - payables and receivables.

**ENQUIRIES** : Ms S.S Motthamme Tel No: (018) 391 4640

**POST 19/237** : **DEPUTY DIRECTOR: DEMAND AND PURCHASING MANAGEMENT REF NO: NWH 02/2020**

**SALARY** : R733 257 – R863 748 per annum (All inclusive MMS Package)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : Appropriate Bachelor`s degree/National Diploma in Finance/Business Management/Supply Chain Management/Logistics Management. At least 5 years hands-on experience in Supply Chain Management/ Purchasing of which 3 years should be at management level (Assistant Director). Extensive knowledge of the PFMA Act, Treasury Regulations and prescripts on Supply Chain Management, PPPFA prescripts, Construction Industry Development Board (CIDB) Act and Prescripts. SCM Management Information Reporting, understanding of Demand Planning and Strategic Sourcing Principles. Experience in compilation of advanced Bid Specification, Bid Evaluation and Bid Reports /Submissions within turn – around and Management of Bids within validity periods. Experience in Compiling SCM related Contract Management Database , Action Plans, Calculations , Substantiated Interim and Annual Financial Statements and Disclosure Notes, responses to Audit Queries and proven track record of implementing Audit Solutions towards achieving unqualified audit opinion improved turn – around in SCM. Effective SCM Records Management. Strong report writing, spreadsheet, database and PowerPoint presentations. Ability to meet strict deadlines Analytical and innovative skills. Must be work focused, self-driven, goal oriented, excellent planning, organizing, advanced communication (written and verbal). Presentation skill, advanced report writing skills. Project Management, human resource and financial management skills. Computer literacy. A valid driver's license.

**DUTIES** : Managing performance of needs identification, business requirement analysis analyzing of past experience, frequency of needs and linking these to the Departmental Budget, and thereby using advanced Walker/Bas Management Information Reports. Assisting various Departmental Programs and Client offices in the annual compilation of compliant Institutional Demand/ Procurement Management Plans linked to their allocated Budgets. Preparing and Consolidation of the Integrated Annual Departmental Demand Management Plans for approval by the Accounting Officer, ensuring timeous submission to the relevant Treasuries and monitoring of implementation. Managing the secretariat Support Services to Departmental Bid Adjudication Committee, minutes, submissions for HOD approval and communications with clients and ensuring that every DBAC approval is having a proper Reference Number for audit purpose. Management of the department Walker Purchasing Sub Systems Controller Functions, support to client offices and co-ordination of walker Training. Manage the roll out and implementation of PRO-QUOTE System in the Department the sourcing of quotation, training Co-ordination and Compliance. Manage the quarterly and Annual Financial Statements, supporting documentation and Disclosure Notes for Demand and Purchasing Management and response to Audit Exceptions. Ensure that adequate and tailor made co-operative support programmes are in place to ensure sustainability and growth of SMME`s and co-operative in NWDOH through strategic sourcing methods and targeted procurement.

**ENQUIRIES** : Ms M.F Tsimane Tel No: (018) 391 4319

**POST 19/238** : **DEPUTY DIRECTOR: ACQUISITION AND CONTRACT REF NO: NWH 03/2020**

**SALARY** : R733 257 – R863 748 per annum (All inclusive SMS Package)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : Bachelor's degree/ National Diploma in Finance/ Business Management/ Supply Chain Management/ Logistics Management. At least 5 years relevant experience in the Supply Chain Management of which of 3 years' should be at management level (Assistant Director). Hands-on experience in Supply Chain Management Acquisition and Contract Management. Extensive knowledge of

the PFMA, Treasury Regulations and Prescripts of Supply Chain Management, PPPFA Prescripts, Construction Industry Development Board (CIDB) Act and Prescripts, Supply Chain Management, Management Information Reporting, understanding of Demand Planning and Strategic Sourcing Principles. Hands-on experience/exposure in managing Health Technology, Radiology Capital/Infrastructure tenders and tenders for maintenance of Hospitals and maintenance of Medical Equipment. Experience in compilation of advanced Bid Specifications, Bid Evaluation and Bid Adjudication committee reports/submissions within turn-around and management of Bid within validity periods. Experience in compiling Supply Chain Management related Contract Management Databases, Action Plans, calculations, substantiated interim and Annual Financial Statements and Disclosure Notes, Responses to Audit Queries and Proven track record of implementing Audit Solutions towards achieving unqualified audit opinion improved turn-around in Supply Chain Management. Effective SCM Records Management. Strong report writing and presentation skills. Ability to work independently and to meet strict deadlines. Analytical and innovative skills. Project Management, Human Resource Management and Financial Management skills. Computer literacy. A valid driver's license.

**DUTIES** : Provide overall management of the Sub – Directorate Acquisition and Contract Management Support Service and provide strategic management support, guidance and training to all Program Managers, Bid Committees, SCM Officials, Districts and Health. Giving effective contract management support services to the Health Branch and Health Infrastructure in accurate planning and implementing strategic Health Infrastructure, Medical and Health Technology Bids. Implement measures aimed enhancing SCM Risk Controls, preventing irregular expenditure and better audit results across the board in the Department: Timeous renewal of contracts and bid validity periods. Managing Contract Project Teams and Bid Project Plans implementation. Compiling SCM related Contract Management Databases, Action Plans, Calculations submitted Interim and Annual Financial Statements and Disclosure Notes, Responses to Audit Queries and proven track record of implementing Audit Solutions towards achieving unqualified audit opinion improved to turn-around in SCM. Effective SCM Records Management. Supply Chain Management Reports information and Statistical Reports for Provincial and National Treasury Provincial Public Accounts Committee and the Directorate Legal Services in SCM related matters. Ensure implementation of effective SCM Records Management across the Board in the Department.

**ENQUIRIES** : Ms M.F Tsimane Tel No: (018) 391 4319

**POST 19/239** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: NWH 04/2020**

**SALARY** : R733 257 – R863 748 per annum. (All inclusive MMS package)

**CENTRE** : Provincial Office

**REQUIREMENTS** : Bachelor's Degree/ National Diploma in Commerce/ Financial Management. At least 5 years' experience in Asset Management/ Inventory Management of which 3 years should be at management level (Assistant Director). Competencies: Knowledge of the following: policy development, financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/Instructions, Budgeting Process, Human Resource Management function, Industry trends and best practices per commodity groups, MCS guidelines. Skills of the following: Analytical thinking, strategic thinking and research and presentation. Computer literacy. A valid driver's license.

**DUTIES** : Provision of Assets Management Inventory, Disposals and Losses. Monthly Maintenance and updating of Departmental Asset Registers and accuracy. , that is, equipment, Buildings and vehicles registers.-Monthly Reconciliation of BAUD and BAS Asset reports. Management of movable and Fixed asset register, Buildings, Equipment e.g. Bar-coding, maintenance, monthly reconciliations of BAUD and BAS Asset Reports.-Regularly. Quarterly Asset Verifications. Monitoring of Compliance with regards to Norms and Standards across the Department and support to Districts. Ensure Inspection of Assets identified for Disposal and evaluate suitable method. Disposal of Assets on BAUD and BAS in accordance with Asset Management and Treasury Prescripts Ensure Inspection of Assets identified for Disposal and evaluate suitable method. Disposed Assets retired from the BAS Asset Management System. Ensure safeguarding of Assets to be disposed. Monthly Update of

Departmental Disposal Register on BAS. Management of Losses and Implementation of Asset Risk Strategy in the Department. Writing of submissions to the Accounting Officer for approval of recovery of losses or write offs in accordance with Treasury Regulations. Serving Notices of Intention to deduct to officials and processing of appeals in consultation with Legal Services to the Accounting Officer and concluding arrangements for repayment of Losses. Liaising with the Directorate Financial Management for implementation of debt Recovery through Persal. Monthly Updating of Loss Control Registers and Electronic Asset Register. Monthly updating of the fixed asset register, manually and on BAS. Consolidation of Annual Financial Reporting Support, Quality Control and subsequent compilation of Annual Financial Statements and Disclosure Notes for the following Components dealing with Assets.

**ENQUIRIES** : Mr R.L Moshe Tel No: (018) 391 4088

**POST 19/240** : **DEPUTY DIRECTOR: INSPECTIONS, ACCREDITATION AND CERTIFICATION (QUALITY ASSURANCE) REF NO: NWH 05/2020**

**SALARY** : R733 257 – R863 748 per annum. (All inclusive MMS Package)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : Bachelor's Degree/National Diploma in Health Sciences. At least 5 years' experience in Quality Assurance of which 3 years should be at management level (Assistant Director). Knowledge of the National Core Standards and Ideal Health Facilities Realization and Maintenance programs and a good knowledge of Quality Assurance and Quality Improvement. Communication skills. Experience in Quality Improvement. Knowledge of Public Service and Administration prescripts. Computer literacy. A valid Driver's license.

**DUTIES** : Undertake facility inspections and assessments to monitor compliance to norms and standards. Conduct training on Quality Improvement methodologies. Liaise with the Office Health Standards Compliance and all stakeholders to facilitate, implementation and monitoring of standards. Develop necessary Standard Operation Procedures to facilitate compliance of health establishments to Norms and Standards. Support IHFRM and PPIHFRM teams at all districts. Establish and maintain a provincial multi-disciplinary quality improvement team. Monitor quality improvement projects. Provide quarterly reports to management on Ideal Health Facility Realisation and Maintenance and National Core Standards.

**ENQUIRIES** : Ms G.C Masiangoako Tel No: (018) 391 4411

**POST 19/241** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NWH 06/2020**

**SALARY** : R733 257 – R863 748 per annum (All inclusive MMS Package)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : Bachelor's Degree/ National Diploma in Human Resource Management/Public Management/Administration. At least 5 years' experience in Human Resource Administration of which 3 years should in Recruitment and Provisioning Unit at management level (Assistant Director). Persal Certificate in Personnel Administration and Leave Administration. Knowledge of Public Service Act, Public Service Regulations 2016, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act and Public Finance Management Act and Treasury Regulations. Skills and Competencies: report writing, good communication, planning and organizing, problem solving analysis, interpretation and application of policies, co-ordination, formal presentation, tactful and team building. Understandings of HR work procedures. Ability to work in a team and interact with management at the highest level. Knowledge of the budget process and administration. Computer literacy. A valid driver's license.

**DUTIES** : Provide Human Resource Administration services to the department. Administer attraction, recruitment, selection, appointment and exit of employees. Provide reports on Human Resource Administration. Maintain personnel records. Manage the Human Resource Administration Sub – Directorate. Manage the budget of the Sub – Directorate. Lead and direct a team of HR Practitioners. Develop, review and advise on HR Policies and Standard Operating Procedures. Develop operational plan for the Sub – Directorate. Advise on HR and complex matters pertaining to Occupation

		Specific Dispensation (OSD) Manuals on various categories of personnel. Monitor and support the institutions on HR matters.
<b><u>ENQUIRIES</u></b>	:	Dr M Tlhogane, Tel No: (018) 391 4181
<b><u>POST 19/242</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCE REF NO: NWH 07/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 – R863 748 per annum (All inclusive MMS Package)
	:	Bojanala District Office
	:	Bachelor's Degree/National Diploma in Accounting/Financial Management. At least 5 years applicable experience in financial management of which 3 years should be at management level (Assistant Director). Competencies: Through knowledge of Government budget process, procedures and the budget cycle, including budget allocations, Medium Term Expenditure Framework (MTEF) and Budget Adjustment. Good understanding of Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act, Supply Chain Management (SCM), Financial Management and Auditing. Good communication skills, human, analytical and technical abilities. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Support and coordinate the budget of all cost centers within the district. Provide advice and training to cost centre managers, whenever practicable. Consolidate monthly expenditure report, analyze the same and prepare financial reports. Ensure that cash flow request are consolidated, analyzed and submitted to the Provincial Office. Ensure compliance to Financial Legal Prescripts, including PFMA and Treasury Regulations. Ensure standard practice to Supply Chain Management and audit principles within the District. Identify critical risk areas, evaluate them and provide corrective measures to overcome the risks. Advise cost centre managers on effective management of revenue. Facilitate the process of MTEF and adjustment budget inputs. Facilitate the process of budget. Provide supervision over the District Finance Division.
<b><u>ENQUIRIES</u></b>	:	Mr E Mmusi Tel No: (014) 592 8906
<b><u>POST 19/243</u></b>	:	<b><u>DEPUTY DIRECTOR: QUALITY ASSURANCE NWH REF NO: 08/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 – R863 748 per annum (All inclusive MMS Package)
	:	Mafikeng Provincial Hospital
	:	Bachelor's Degree/ National Diploma in Health Sciences. At least 5 years' experience in Quality Assurance of which 3 years should be at management level (Assistant Director). Registered with the relevant body. Good communication and interpersonal skills. Knowledge of the public sector. Relevant training in relation to Quality Assurance in health services. Quality assurance inspections and auditing experience. Experience with implementation of corrective action programs. Knowledge of tools, concepts and methodologies of Quality Assurance. Quality Assurance applications and databases. Problem analysis and problem solving skills. Report writing skills. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Responsible for Administrative functions pertaining to the quality improvement activities of the hospital. Play a leading role in the quality improvement and standards of the hospital. Manage the KPA's of subordinates. Provide training to officials with regard to quality and policies. Evaluate quality of services rendered in the hospital. Initiate and develop the formulations and review of protocols, Standards and policies. Ensure the implementation of ten points plan and ministerial priorities.
<b><u>ENQUIRIES</u></b>	:	Mr D.L Ntlatseng Tel No: (018) 384 0240/1
<b><u>POST 19/244</u></b>	:	<b><u>DEPUTY DIRECTOR: INVENTORY MANAGEMENT REF NO: NWH 09/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 – R863 748 per annum (All inclusive MMS Package)
	:	Provincial Office
	:	Bachelor's degree/National Diploma in Commerce/ Financial Management. At least 5 years relevant experience in the management of Inventory/Asset items of which of 3 years' should be at management level (Assistant Director). Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/Instructions); Budgeting process; Human resource management function; Industry trends and best practices per

<b><u>DUTIES</u></b>	:	commodity groups; MCS guidelines; Skills of the following: Analytical thinking; Strategic thinking; Computer literacy. A valid driver's license. Provision of Inventory Services. Strategic Inventory Management Leadership Functions: - Formulation, marketing, obtaining approval and Updating of Departmental Inventory (Stock) Management Policy. Stock Take Programmes in Health Institutions in the Province and Central Medical Stores twice per year. Formulation, marketing, obtaining approval and updating of Departmental Inventory Management Standard Operating Procedures. Manage the roll-out of approved Departmental Inventory Management Policy and SOP's. Conduct continuous research and update the Department with new developments and best practices. Management Support to Pharmaceuticals Contract of Supply and Delivery of Medicines and Surgical Equipment to Health Institutions in the Province. Monitor Reconciliation of Orders and Inventory in the Pharmaceutical Stores as per SLA with Service. Manage the Stock Take at the Mmabatho Medical Stores. Monitoring and keeping records of Stock Take Programmes conducted in Health Institutions in the Province and Central Medical Stores for Audit. Management of Annual Financial Reporting Support to the Directorates Capital Planning regarding Buildings and Pharmaceutical Services regarding the Central Medical Stores and subsequent compilation of Annual Financial Statements for Directorates Capital Planning and Pharmaceutical Service. Management support to stores and warehouse as well as systems supports (e2 IM inventory management). Respond to Parliamentary Enquiries and Audit Exceptions regarding Inventory Management.
<b><u>ENQUIRIES</u></b>	:	Mr R.L Moshe Tel No: (018) 391 4088
<b><u>POST 19/245</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: NWH 10/2020</u></b>
<b><u>SALARY CENTRE</u></b>	:	R614 991 – R692 166 per annum (plus benefits) Mafikeng Provincial Hospital (Obstetrics & Gynaecology) & Klerksdorp/Tshepong Hospital Complex X 2 (Paediatrics & Neonatal/Theatre.
<b><u>REQUIREMENTS</u></b>	:	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 South African Nursing Council as a Professional nurse, plus post –basic nursing qualification with duration of at least 1 - year, accredited with the South African Nursing Council in terms of Government Notice No R212 in the relevant specialty. A minimum of 10 years appropriate/ recognizable experience nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable at management level. Current proof of registration with the South African Nursing Council as a Professional Nurse must be attached. Sound knowledge of Policies, strategies and Legislation applicable to Health. Knowledge of ministerial priorities and NHI. Ability to work extended hours. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Supervise a comprehensive, quality nursing care as a member of the multi-disciplinary team according to identified needs of the patient based on specific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing SOP's and procedures to ensure quality nursing care and management. Ensure effective implementation of the PMDS in line with the strategic and operational plans of the institution. Active involvement in hospital committees and terms of reference e.g. quality assurance, infection prevention and control, clinical audits, monthly, quarterly reviews, sectional, unit & hospital indicators. Participate actively in MCWH & Nutrition. Assist in career pathing and development of nursing staff. Conduct and oversee clinical audits in the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in his/ her absence.
<b><u>ENQUIRIES</u></b>	:	Mr P Kolokoto Tel No: (018) 642 5744 (Dr Kenneth Kaunda District) Mr D.L Ntlatseng Tel No: (018) 384 0240/1 (Ngaka Modiri Molema District)
<b><u>POST 19/246</u></b>	:	<b><u>OPERATIONAL MANAGER: SPECIALTY (PEDIATRICS) REF NO: NWH 11/2020</u></b>
<b><u>SALARY CENTRE</u></b>	:	R562 800 – R633 432 per annum (plus benefits) Mafikeng Provincial Hospital

- REQUIREMENTS** : 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 South African Nursing Council as Professional nurse, plus post –basic nursing qualification with duration of at least 1 year, accredited with the South African Nursing Council in terms of Government Notice No R 212 in the relevant specialty. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. Current proof of registration as a Professional Nurse with the South African Nursing Council must be attached. Sound knowledge of policies, strategies and legislation applicable to Health. Extensive knowledge of IPC. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Ability to work extended hours. Extensive knowledge of IPC. Computer literacy. A valid driver's license.
- DUTIES** : Supervise and evaluate quality of Nursing care as directed by professional scope of practice and set nursing standards within a professional / legal framework e.g. Nursing Act, National Health Act ,OHSA , LRA,PSR, Children Act, Ministerial priorities etc. Demonstrate in depth understanding of nursing legislation and related legal ethical nursing practice and standards as determined by the relevant health facility. Participate in the analysis, formulation & implementation of Pediatric Guidelines and indicators. Participate in Training, Research, Administration, Teaching and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patient, other health professionals, subordinate and external stake holders. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, ensuring that the unit adheres to the principles of batho Pele. Work as part of the multi-disciplinary team at unit level. Participate in Morbidity & Mortality and Quality Assurance meetings. Work effectively and amicably, with religious differences. Participate in monthly, quarterly reviews and clinical audits. Able to manage own work, time and that of subordinates to ensure quality nursing services in the unit. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
- ENQUIRIES** : Mr DL Ntlatseng Tel No: (018) 384 0240/1
- POST 19/247** : **OPERATIONAL MANAGER: SPECIALTY (NEPHROLOGY) REF NO: NWH 12/2020**
- SALARY CENTRE REQUIREMENTS** : R562 800 – R633 432 per annum (plus benefits)  
: Mafikeng Provincial Hospital  
: 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 South African Nursing Council as Professional nurse, plus post –basic nursing qualification with duration of at least 1 year, accredited with the South African Nursing Council in terms of Government Notice No R 212 in the relevant specialty. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. Current proof of registration as a Professional Nurse with the South African Nursing Council must be attached. Sound knowledge of policies, strategies and legislation applicable to Health. Extensive knowledge of IPC. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Ability to work extended hours. Computer literacy. A valid driver's license.
- DUTIES** : Supervise and evaluate quality of Nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework e.g. Nursing Act, National Health Act, OHSA, LRA, PSR, etc. Demonstrate in depth understanding of nursing legislation and related legal

ethical nursing practice and standards as determined by the relevant health facility. Participate in the analysis, formulation & implementation of Nephrology Guidelines, SOP's. Participate in Training, Research, Administration, Teaching, patient care, advocacy, support & counseling and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patient, other health professionals, subordinate and external stake holders. Ensure that the unit adheres to the Principles of Batho Pele. Work as part of the multi-disciplinary team at unit level. Participate in Morbidity & Mortality and Quality assurance meetings. Work effectively and amicably, with religious differences. Participate in monthly, quarterly reviews and clinical audits and data management. Able to manage own work, time and that of subordinate to ensure quality nursing services in the unit. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES** : Mr D.L Ntlatseng Tel No: (018) 384 0240/1

**POST 19/248** : **OPERATIONAL MANAGER: SPECIALTY (NEONATOLOGY) REF NO: NWH 13/2020**

**SALARY** : R562 800 – R633 432 per annum (plus benefits)  
**CENTRE** : Mafikeng Provincial Hospital  
**REQUIREMENTS** : 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 South African Nursing Council as a Professional nurse, plus post –basic nursing qualification with duration of at least 1 - year, accredited with the South African Nursing Council in terms of Government Notice No R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse must be attached. Sound knowledge of Policies, strategies and Legislation applicable to Health. Ability to work extended hours. Be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image Extensive knowledge of IPC. Computer literacy. A valid driver's license.

**DUTIES** : Supervise and evaluate quality of Nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework e.g. Nursing Act, National Health Act, OHSA, LRA,PSR, Children Act, Ministerial priorities, etc. Demonstrate in depth understanding of nursing legislation and related legal ethical nursing practice and standards as determined by the relevant health facility. Participate in the analysis, formulation & implementation of Pediatric Guidelines and indicators. Participate in Training, Research, Administration, Teaching and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patient other health professionals, subordinate and external stake holders. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, ensuring that the unit adheres to the principles of Batho Pele. Work as part of the multi-disciplinary team at unit level. Participate in Morbidity & Mortality and Quality Assurance meetings. Work effectively and amicably, with religious differences. Participate in monthly, quarterly reviews and clinical audits. Able to manage own work, time and that of subordinate to ensure quality nursing services in the unit. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES** : Mr D.L Ntlatseng Tel No: (018) 384 0240/1

**POST 19/249** : **ASSISTANT DIRECTOR: INTERNAL CONTROL: NWH 14/2020 (X3 POSTS)**

**SALARY** : R376 596 – R443 601 per annum (plus benefits)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : Bachelor's Degree/National Diploma in Public Administration/ Management/ Financial Management/Auditing/Supply Chain Management/

		Logistics/Purchasing. At least 5 years' experience in Supply Chain Management Environment of which 3 years must be at supervisory level. Knowledge: Extensive knowledge of Supply Chain Management prescripts (BBBEE, PPPFA), PFMA and Treasury Regulations, Basic Accounting System, Public Service Act, Performance Management and Development System. SKILLS: Good Communication Skills, Interpersonal relations and creativity and innovation, Presentation Skills and give guidance on the implementation of Audit Action Plans. Ability to meet deadlines. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Check and monitor financial compliance including daily checking of the Pre and Post-Auditing function at Provincial Office. Co-ordinate the implementation of both external auditors/Provincial Public Committee's and internal auditors recommendations. Provide technical support during internal and external audits. Manage and disclose the fruitless and Wasteful Expenditure. Manage subordinates in line with HR practices.
<b><u>ENQUIRIES</u></b>	:	Mr M.J Thagale Tel No: (018) 391 4203
<b><u>POST 19/250</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWH 15/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 601 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree in Social Work. At least 5 years' experience in Employee Health and Wellness Programme of which 3 years should be at supervisory level. Registered as a Social Worker with the South African Council for Social Services Professions (SACSSP). The incumbent must be willing to travel across the Province. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the quality of life within the department through designing and implementation of employee assistance and wellness programmes. Ensure effective functioning of the wellness committee. Co-ordinate the provision of psychosocial, individual and organizational wellness. Co-ordinate the provision of physical wellness and monitor and evaluate the impact of the wellness programme in the department. The person will be tasked with counseling, group work, crisis intervention, trauma debriefing and facilitating workshops, policy development and promoting work wellness among others. Design questionnaires and data collection, data capturing, data analysis and report writing. Coordinate events. Develop and maintain effective client record keeping systems and provide statistical and other reports as directed. Assist with operational planning and identify objectives to further enhance and improve the EHWP functions within the department. Formulate budget and monitor expenditure. Monthly and quarterly reporting on HIV and AIDS, and TB management, Wellness management and health and productivity outputs.
<b><u>ENQUIRIES</u></b>	:	Ms C Ratseane Tel No: (018) 391 4372
<b><u>POST 19/251</u></b>	:	<b><u>ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: NWH 16/2019</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 601 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Mafikeng Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/ National Diploma in Health Sciences. Registered with relevant Health Professions. At least 5 years relevant in Health Service Management of which 3 years should be at supervisory level. Knowledge of Public Health Sector. Good communication and interpersonal skills. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Development and maintenance of quality patient care environment that promote optimum patient experience of care. Provide leadership to quality assurance committee in the hospital. Manage the clinical audit system. Ensure proper management of complaints, suggestions, and patient safety incidents in the Hospital. Ensure the implementation of National Core Standards. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality norms and standards in the institution. Coordinate compilation of quality improvement plans and communicated with external and internal stakeholders. Provide leadership in quality assurance unit, staff and customer training. Perform other duties that are delegated by Supervisor/ Manager.
<b><u>ENQUIRIES</u></b>	:	Mr D.L Ntlatseng Tel No: (018) 384 0240/1



<b><u>POST 19/252</u></b>	:	<b><u>ASSISTANT DIRECTOR: RESEARCH REF NO: NWH 17/2019</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 603 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/ National Diploma in Public Administration/ Management/ Monitoring and Evaluation/ Social Sciences/ Development Studies/ Economics. At least 5 years relevant experience in Strategic Management, Planning, Research and Evaluation of which 3 years should be at supervisory level. Good Knowledge and understanding of evaluations and research within the public sector; monitoring and evaluation approaches and methodologies; research methods and compilation of complex, analytical documents; policies and guidelines. Good Knowledge and understanding on FMPPI, MTEF, MTSF, PI Framework and other relevant prescripts. Knowledge and understanding of Provincial and Departmental Evaluation and research framework, systems, processes and procedures. Knowledge and understanding of Departmental policy mandates, priorities, objectives and Service Delivery Model. Skills and competencies: Good qualitative and analytical skills, data interpretation and data management, good communication and presentation skills, ability to write strategic reports and complex documents. Having contextual knowledge and understanding, ethical conduct, discipline and practice. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Project management skills. Willingness to travel extensively as and when required and working long hours. Computer literacy. A valid driver's license. Successful candidate should be able to work in both fields of evaluation and research, and also to coordinate the integration of all Research and Evaluation Systems within the department.
<b><u>DUTIES</u></b>	:	Develop, review and implement Research Framework. Develop and manage departmental annual Research Agenda. Assist in conducting needs analysis, identifying areas to undertake research to improve department performance, outcomes and impacts in relation to health mandate, policies and strategies. Assist in conducting research activities on specific programmes and manage research to inform training, development needs & opportunities. Undertake and/or contribute to the management of evaluations of policies, programmes and strategies to improve service delivery. Develop improvement plans. Report and monitor the implementation of key research recommendations aimed at improving departmental performance and service delivery. Develop and maintain/ update research database and evidence maps, as well as systems to improve research-ability of key programmes impacting on accessibility, equitable and integrated quality health care services. Coordinate and participate in research steering committees. Coordinate evaluation of research proposal for approval. Develop technical support visits schedule, conduct technical support and sessions to facilities, sub-districts and districts on research policy and systems. Provide Support to department planning process, provide inputs of policy priorities and planning based on research evidence. Effective management of the sub-directorate resources (Human and Financial). Develop directorate operational plan. Develop and sign individual PMA's and work plans. Conduct performance assessments. Participate in the relevant National, Provincial and Departmental meetings related to Evaluation and Research.
<b><u>ENQUIRIES</u></b>	:	Dr F.R.M Reichel Tel No: (018) 391 4355
<b><u>POST 19/253</u></b>	:	<b><u>ASSISTANT DIRECTOR: PLANNING REF NO: NWH 18/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 603 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Public Administration/Management/ Development Studies/ Social Sciences. At least 5 years relevant experience in Strategic Planning of which 3 years should be at supervisory level. Sound knowledge of National Development Plan, Government Priorities and Outcomes approaches. Knowledge of sound strategy planning process (sound knowledge of planning tools and systems applicable to public sector). Knowledge and clear understanding of Public Service Rules and Regulations pertaining to government strategic planning processes and policy development. Project management skills. Knowledge of Government planning cycle. Knowledge of Microsoft office suite. Understanding of Government

policies related to strategic planning, monitoring and evaluation, outcomes approach. Strategic thinking process. Knowledge and understanding on MTEF, MTSF, PFMA frameworks and other relevant prescripts. Computer literacy. A valid driver's license. Skills and competencies: Strong conceptual and formulation skills; good planner, organizing and people management skills; Team building and strong inter-personal skills; Ability to lead and direct teams of professionals and service providers; Facilitation skills, Strong report writing skills, Analytical skills (related to health information), Problem solving skills, Strategic planning skills, Training Skills, Presentation Skills. Client Orientation and Customer Focus, Excellent communication skills. Willingness to travel extensively as and when required and working long hours. Computer literacy. A valid driver's license.

**DUTIES**

: Facilitate implementation of national and provincial strategic frameworks in the department. Facilitate development of departmental planning framework and assist programme managers with the implementation thereof. Facilitate departmental strategic planning/Lekgotla meetings. Facilitate with the implementation of medium to long term departmental strategic plans. Work hand in hand with policy, monitoring, research, evaluation and reporting units as well as budget directorate. Ensure alignment of all departmental plans with the provincial and national plans. Facilitate programme managers strategic sessions meetings to develop Strategic Plan (SP), Annual Performance Plan (APP) and Annual Operational Plan (AOP) as well as the long term plan (LTP). Provide secretarial functions to planning/Lekgotla meetings. Communicate with and support managers towards obtaining their inputs in the department's strategic planning, operational planning and implementation strategy. Organize planning activities to ensure coherence between district strategic plans, policies and department service delivery programmes across department. Participate and support development of District Health Plans in line with the Integrated Development Plans of municipalities and with applicable framework and prescripts, to ensure operationalization of the Departmental Strategic Plan and Annual Performance Plan. Develop Operational Plan standard reporting template and circulate template to managers. Monitor quarterly implementation of departmental Operational Plans. Analyse, interpret and ensure consolidation of Integrated Operational Plans quarterly analysis progress reports. Develop improvement plans and make follow-up of the recommendations with relevant managers. Develop information session schedule. Conduct information sessions with managers and officials towards improving their understanding on strategic and operational planning, inclusive of the Strategic Plan, Annual Performance Plan, the Operational Plan documents. Ensure timeous publication of the Departmental Strategic Plan, Annual Performance Plan and Annual Operational Plan. Ensure effective management of the sub-directorate resources (Human and Financial); Coordination of sub-directorate's administrative functions. Develop and sign individual PMA's and work-plans. Conduct performance assessments. Manage the sub-directorate's asset according to the prescribed legislation. Participate in the relevant National, Provincial and Departmental meetings related to Strategic Planning

**ENQUIRIES**

: Dr FRM Reichel Tel 018 391 4355

**POST 19/254**

: **ASSISTANT DIRECTOR: EVALUATION REF NO: NWH 19/2019**

**SALARY**

: R376 596 – R443 603 per annum (plus benefits)

**CENTRE**

: Provincial Office

**REQUIREMENTS**

: Bachelor's Degree/ National Diploma in Public Administration/ Management/ Monitoring and Evaluation/ Social Sciences/ Development Studies/ Economics. At least 5 years relevant experience in Strategic Management, Planning, Research and Evaluation of which 3 years should be at supervisory level. Good Knowledge and understanding of evaluations and research within the public sector; monitoring and evaluation approaches and methodologies; research methods and compilation of complex, analytical documents; policies and guidelines. Good Knowledge and understanding on FMPP, MTEF, MTSF, PI Framework and other relevant prescripts. Knowledge and understanding of Provincial and Departmental research and Evaluation framework, systems, processes and procedures. Knowledge and understanding of Departmental policy mandates, priorities, objectives and Service Delivery Model. Skills and competencies: Good qualitative and analytical skills, data interpretation and data management, good communication and presentation skills, ability to write strategic reports and complex documents. Contextual knowledge and

understanding, ethical conduct, discipline and practice. Ability to accept responsibility, work independently, and produce good quality of work. Team player, flexible, reliable and have good verbal and written communication skills. Good Interpersonal relations, Planning and Execution skills and good leadership skills. Project management skills. Willingness to travel extensively as and when required and working long hours. Computer literacy. A valid driver's license. Successful candidate should be able to work in both fields of evaluation and research, and also to be able to coordinate the integration of all Research and Evaluation Systems within the department.

**DUTIES**

: Develop and implement department's Evaluation Framework. Develop and manage departmental evaluation agenda and plans. Manage departmental Programme Evaluation Process (DEP): Develop and implement DEP. Submit the approved DEP to Office of the Premier (OTP). Guide and monitor the implementation of the DEP. Facilitate establishment of the Steering Committee and capacitate the Steering Committee Members. Participate on the development of Terms of Reference (TORs), inception reports, data collection tools and project plans for the programme being evaluated. Assist in conducting needs analysis and identifying areas to undertake evaluation to improve department performance, outcomes and impacts in relation to health mandate, policies and strategies. Undertake and/or contribute to the management of rapid evaluations to improve results and programme outcomes in key areas. Develop improvement plans. Monitor and report implementation of key evaluation recommendations aimed at improving departmental planning, performance and service delivery. Provide inputs of policy priorities and planning based on evaluation evidence. Support the development of evaluation database, evidence maps, as well as systems to improve evaluability of key programmes impacting on accessibility, equitable and integrated quality health care services. Coordinate and participate in evaluation steering committees. Participate in the development and assessment of evaluation proposals. Be able to produce evaluation report. Develop technical support visits schedule, conduct technical support and sessions to facilities, sub-districts and districts on evaluation policy and systems. Provide support to the department planning and research process. Effective management of the sub-directorate resources (Human and Financial); Develop directorate operational plan. Develop and sign individual PMA's and work-plans. Conduct performance assessments. Participate in the relevant National, Provincial and Departmental meetings related to Evaluation and Research.

**ENQUIRIES**

: Dr FRM Reichel Tel No: (018) 391 4355

**POST 19/255**

: **ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: NWH 20/2020 (X4 POSTS)**

**SALARY CENTRE**

: R376 596 – R443 603 per annum (plus benefits)  
: Provincial Office

**REQUIREMENTS**

: Bachelor's Degree/National Diploma in Public Administration/ Management/ Monitoring and Evaluation/ Statistics/ Social Sciences/ Development Studies/ Economics. At least 5 years relevant experience in Strategic Management, Planning, Organizational Performance, Monitoring, Evaluation and Reporting of which 3 years should be at supervisory level. Good Knowledge and understanding of legislative and policy framework governing policy, programme, process performance monitoring, evaluation and reporting in the Public Service. Knowledge of auditing programmes' Portfolio of Evidence (POE) and Reason For Variance (RFV). Proven ability to produce quality assured work and manage deadlines. Proven experience of analysing performance information for alignment and verification. Good Knowledge and understanding on FMPPI, MTEF, MTSF, PI Framework and other relevant prescripts. Knowledge and understanding of Departmental Monitoring and Reporting systems, processes and procedures. Knowledge and understanding of Departmental policy mandates, priorities, objectives and District Service Delivery Model. Skills and competencies: Good qualitative and analytical skills, data interpretation and data management, good presentation skills, ability to write strategic reports and complex documents, excellent written and verbal communication skills; excellent understanding of the link between Programmes, Department, Provincial and National performance; evidence of showing attention to detail; Proven ability to identify opportunities for improvement in performance information and to develop networks for conducting capacity building efforts spanning a range of performance

**DUTIES**

: information and indicators. Willingness to travel extensively as and when required and working long hours. Computer literacy. A valid driver's license.  
: Manage the departmental monitoring and reporting requirement to different stakeholders; Develop sub-directorate operational plan. Compile and submit the eQPR reports. Coordinate auditing of performance information, this includes the provision of information sessions and/or advice to managers, inclusive of resource/ verification of documents as required by the Auditor General. Implement and maintain performance information monitoring and reporting policy, framework, systems, processes and tools. Develop and review department's Performance Information Management policies. Facilitate the verification of data and adherence of the reported performance information to the signed procedures. Audit POE and reason for variance during the performance reviews (sub-districts, Districts and Department); Provide secretarial functions to the quarterly review meetings. Compile and verify quarterly performance reports. Coordinate and ensure the planning and coordination of data collection process using automated and manual reporting in compiling monthly, quarterly, in-year (QPR, eQPR & HOD Framework) and Annual Performance Reports. Develop mid-term performance report. Develop five years Administration performance report. Consolidate and quality assurance of accurate, valid and detailed programme performance reports. Provide Support to the Department policy, planning, research and evaluation process. Establish verifications systems on Performance information; Update the departmental Monitoring tools. Coordinate facility, Sub district and districts technical support visits to monitor the implementation of performance monitoring and reporting systems. Provide feedback on the verifications technical visits. Develop, manage and review departments reporting policies to different stakeholders and that the department reports have proper source document. Participate in the development of the annual report. Participate in the consultative meeting with key stakeholders towards the compilation of Annual Report. Assist to ensure timeous publication of the Departmental Annual Report. Participate in the relevant National, Provincial and Departmental meetings related to Performance Information reporting. Computer literacy. A valid driver's license.

**ENQUIRIES**

: Dr FRM Reichel Tel No: (018) 391 4355

**POST 19/256**

: **ASSISTANT DIRECTOR: (INTERFACE) BANKING SERVICES REF NO: NWH 21/2020**

**SALARY**

: R376 596 – R443 603 per annum (plus benefits)

**CENTRE**

: Provincial Office

**REQUIREMENTS**

: Bachelor's Degree/ National Diploma in Commerce/ Financial Management/ Internal Auditing/ Cost and Management Accounting. At least 5 years' experience in Bank Reconciliation and clearing of suspense accounts of which 3 years should be at supervisory level. Knowledge: A clear understanding of PFMA and Treasury Regulations, BAS and its interface process with other systems such as Persal and Walker, application of Batho Pele Principles. Skills: Use of Spreadsheet and word Processing skills, Good presentation skills and ability to interact with other stake holders, ability to in meeting deadlines. The candidate will be expected to work extended working hours as and when required. Ability to relate well with other employees. Computer Literacy. A valid driver's license.

**DUTIES**

: Reconciliation of the bank statement with the cash book and management of journals emanating there from. Liaise with Provincial Treasury and Departmental Banking Institutions. Maintain and reconcile ledger accounts, managing and controlling of suspense accounts on a monthly basis. Clearance of Suspense accounts. Resolving of bank exceptions to relevant accounts on a daily basis. Preparation for Month-end closure procedure and financial year end closure. Co-ordination of reporting on all suspense accounts on monthly basis for the development of reporting Schedules for compliance with PFMA on clearance of suspense accounts. Monitor the performance of the subordinates. Ensure that staff is developed and performing above average. Attend to audit queries.

**ENQUIRIES**

: Ms B.L Phage Tel No: (018) 391 4249

**POST 19/257** : **ASSISTANT DIRECTOR: ADMINISTRATION AND OPERATIONS (TRANSPORT MANAGEMENT) REF NO: NWH 22/2020**

**SALARY** : R376 596 – R443 603 per annum (plus benefits)

**CENTRE** : Provincial Office

**REQUIREMENTS** : Bachelor's Degree/National Diploma in Transport Economics/Transport Management/Logistics Management. At least 5 years' experience in Government Motor Fleet of which 3 years should be at supervisory level. Knowledge of National Road Traffic Act, Public Finance Management Act, Supply Chain Management Policies, Human Resource Management Policies, Project Management Skills, Asset Management, Inventory Management and Treasury Regulations. Ability to work independently. Demonstrate integrity, dedication and output, Quality driven. Ability to meet deadlines. Good interpersonal relations and communication skills. Computer literacy. A valid driver's license.

**DUTIES** : Assist with the implementation of transport management strategic plan, operational plan, work plans, Performance agreement, Training and development plan. Determine Transport Demand Procurement Plan. Monitor Budget allocation on Management of procurement of red, white fleet and services. Implementation and compliance of all National and Provincial Policies, Circulars, Standard Operating Procedures in Transport Management Services. Responsible for Annual Financial Services, reconciliation of Transport Reports, Expenditure reports, Auditor General Response and Risk Management Reports and Introduce internal control measures to prevent irregular, fruitless and wasteful expenditure. Regular update of Vehicle auctioned. Provide staff performance management and maintenance of discipline.

**ENQUIRIES** : Mr J.G Pule Tel No: (018) 391 4181

**POST 19/258** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: NWH 23/2020 (X2 POSTS)**

**SALARY** : R376 596 – R443 603 per annum (plus benefits)

**CENTRE** : Provincial Office

**REQUIREMENTS** : Bachelor's Degree/National Diploma in Commerce/Financial Management/Risk Management. At least 5 years' experience in Risk Management Environment of which 3 years should be at supervisory level. Knowledge of policies and strategies. Research, policy formulation and analysis. Analytical thinking, Project Management. Relevant prescripts and process applicable in the Public Service i.e. Public Finance Management Act and Treasury Regulations, Human Resource, Labour Relations Act, Public Service Regulations, Public Service Act and Risk Management Frameworks. Problem solving, written and verbal communication skills, Interpersonal relationships, Client Orientation and Customer Focus. Ability to lead the team. Computer literacy. A valid driver's license.

**DUTIES** : Lead the team in implementation of Risk Management processes and strategies. Perform supervisory duties in terms of HR management and financial management within the Sub – Directorate. Participate on fraud and Anti-corruption risk assessments. Review of risk management and fraud and anti-corruption implementation progress. Conduct operational risk assessments Report on risk register and Anti-corruption implementation progress. Implementation of the PFMA and other compliance controls. Participate on strategic risk assessment.

**ENQUIRIES** : Ms K Rankokwadi Tel No: (018) 391 4262

**POST 19/259** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NWH 24/2020**

**SALARY** : R376 596 – R443 603 per annum. (plus benefits)

**CENTRE** : Dr Ruth Segomotsi Mompoti District Office & Naledi Sub – District

**REQUIREMENTS** : Bachelor's Degree/ National Diploma in Public Administration/ Management. At least 5 years relevant experience of which 3 years should be at supervisory level. Comprehensive knowledge of all aspects of Public Service Administration. Change Management, People Management and empowerment. Effective conflict resolution and negotiation skills. Programme and Project Management. Computer literacy. A valid driver's license.

**DUTIES** : Overall supervision and management of Administration functions. Supervise KPA's of subordinates. Manage Administration Support Services within the

hospital, which include auxiliary services i.e. Transport, Records Management and Security, Switchboard, Patient and Office Administration, Mortuary and pottering Section, Laundry Services, Cleaning services, Grounds and Catering Services. Responsible for project management, strategic and operational planning. Interpret and apply directives and policies. Effectively and assertively implement applicable legislative provisions. Communicate with stakeholders within and outside the hospital and within the framework prescribed by applicable legislation and established procedures. Give feedback to management with regard to administrative functions.

**ENQUIRIES** : Mr G.N Maibi Tel No: (053) 928 0500

**POST 19/260** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NWH 25/2020**

**SALARY** : R376 596 – R443 603 per annum (plus benefits)  
**CENTRE** : Klerksdorp/Tshepong Hospital Complex & Witrand Hospital  
**REQUIREMENTS** : Bachelor's Degree/ National Diploma in Human Resource Management/ Public Administration/ Management. At least 5 years relevant experience in Human Resource Management of which 3 years should be at supervisory level. Extensive experience in recruitment, selection, leave, registry and benefits administration. Persal Certificate in Personnel Administration and Persal Certificate in Leave Administration. Knowledge of Public Service Act, Public Service Regulations 2016 and Labour Relations Act, Basic Conditions of Employment Act, Compensation of Injuries and Diseases Act, etc. Conceptual understanding of HR related policies. Computer literacy. A valid driver's license.

**DUTIES** : Effective management of the Hospital or District Human Resource Management office which includes: Management of Personnel Records, Registry, Human Resource Administration, Employee Health and Wellness Programme, Remuneration and Conditions of service. Ensure correct implementation of Employment Equity and Occupation Specific Dispensation (OSD) Manuals. Represent the Hospital in various forums (fora) at the institutional level. Managing resources effectively, efficiently, economically and in accordance with the principles of fairness, equity and transparency as required in terms of PFMA.

**ENQUIRIES** : Mr P Kolokoto Tel No: (018) 642 5744

**POST 19/261** : **ASSISTANT DIRECTOR: FINANCE REF NO: NWH 26/2020**

**SALARY** : R376 596 – R443 603 per annum. (plus benefits)  
**CENTRE** : Witrand Hospital & Klerksdorp/Tshepong Hospital Complex  
**REQUIREMENTS** : Bachelor's Degree/ National Diploma in Commerce/ Financial Management/ Accounting/ Cost and Management Accounting. At least 5 years relevant experience in financial environment of which 3 years should be at supervisory level. Knowledge of Walker, BAS, PAAB and Persal. Auditing and internal control background. General Management, Financial Management, (Treasury Regulations) Procurement (PAS System), Risk Management. Negotiation and analyzing skills. Computer literacy. A valid driver's license.

**DUTIES** : Compile and monitor the hospital budget. Ensure effective and efficient management of creditors. Prepare monthly expenditure variance report. Administer financial transactions and documents. Maintain an effective and efficient cash flow management system. Monitor monthly collection of revenue against the target. Effective and Efficient Revenue management in the district. Compile and analyse monthly revenue reports. Prevent and report unauthorized, irregular, fruitless & wasteful expenditure. Monitor financial performance in relation to departmental priorities & conditional grants. Develop and maintain effective internal control systems. Ensure the implementation of Audit recommendations. Management of performance and development of all staff in the Unit.

**ENQUIRIES** : Mr P Kolokoto Tel No: (018) 642 5744

**POST 19/262** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NWH 27/2020**

**SALARY** : R376 596 – R443 603 per annum (plus benefits)  
**CENTRE** : Witrand Hospital

<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Supply Chain Management/ Public Administration/ Management/ Logistics Management. At least 5 years' experience in Supply Chain Management of which 3 years should be at supervisory level. Good communication skills and interpersonal relations. Extensive knowledge of Walker and Bass system, Supply Chain Management, Procedures, Policies, Legislation and processes. Computer Literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage and control asset management system. Perform general administration duties in Supply Chain Management. Ensure compliance with the relevant prescripts in Supply Chain Management Procedures/Policies, Treasury Regulations and PFMA. Manage and control contract management. Ensure adherence to annual stock taking. Ensure functionality of all Supply Chain Management Committees. Overall Supervision in Supply Chain Management. Manage KRA's of Subordinates. Formulation and control of the administration business plan, action plans and budget. Risk management and occupational safety. Comply with agreed protocols in order for the hospital to stay within allocated budget and resources.
<b><u>ENQUIRIES</u></b>	:	Mr P Kolokoto Tel No: (018) 642 5744
<b><u>POST 19/263</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFECTION PREVENTION AND CONTROL (QUALITY ASSURANCE) REF NO: NWH 28/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 603 per annum. (plus benefits)
<b><u>CENTRE</u></b>	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Health Sciences. At least 5 years relevant in Quality Assurance of which 3 years should be at supervisory level. Knowledge of National Core Standards and Ideal Health Facilities Realization and Maintenance programs. Knowledge of Quality Assurance and Infection Prevention and Control. Knowledge of Public Service and Administration prescripts. Computer literacy. A valid Driver's license.
<b><u>DUTIES</u></b>	:	Monitor and maintain a record of all healthcare associated infections. Undertake facility inspection to monitor adherence to IPC standards. Participate in the provincial outbreak response team. Make inputs on the physical infrastructure and material resources necessary for IPC purposes. Train healthcare workers on IPC skills. Assist in the maintenance and monitoring of good clinical governance systems and structures. Assist in monitoring strategies to improve patient safety by health establishments.
<b><u>ENQUIRIES</u></b>	:	Ms G.C Masiangoako Tel No: (018) 391 4411
<b><u>POST 19/264</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: NWH 29/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 603 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Commerce/Economics/Cost and Management Accounting/Financial Management. At least 5 years' experience in Asset Management of which 3 years should be at supervisory level. Knowledge of Walker/Bas System. Good knowledge of all relevant public sector legislations. Good communication, supervisory and conflict management skills. Competencies: In depth knowledge of financial management systems and templates, risk management frameworks, Supply Chain Management and Asset Management. Computer literacy. A valid Driver's license.
<b><u>DUTIES</u></b>	:	Responsible for management of support, training, implementation and compliance monitoring of Departmental Asset Register. Maintain on a weekly and monthly basis the Departmental Asset Register and advise on any discrepancies. Support institutions on Asset Management. Oversee the processing of payment vouchers in Walker for both cash additions and non-cash additions. Perform monthly reconciliations between accounts payables and Asset Register performed and submitted to supervisor for conciliation. Prepare journals for correction of expenditure and develop corrective measures to avoid misallocations. Manage performance of subordinates. Participate in the Annual Asset Verification Project.
<b><u>ENQUIRIES</u></b>	:	Mr R.L Moshe Tel No: (018) 391 4088
<b><u>POST 19/265</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: NWH 30/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 603 per annum (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	: Provincial Office : Bachelor's degree/National Diploma in Finance/Business Management/ Supply Chain Management /Logistics Management. At least 5 years relevant experience in Supply Chain Management of which 3 years should be at supervisory level in SCM Demand Management and/ Or Acquisitions. Extensive knowledge of the PFMA Act, Treasury Regulations and Prescripts on Supply Chain Management, PPPFA Prescripts, Construction Industry Development Board [CIDB] Act and Prescripts. SCM, Management Information Reporting, understanding of Demand Planning and Strategic Sourcing Principles. Experience in compilation of advanced Bid Specifications, Bid Evaluation and /or Bid Adjudication committee Reports/submissions within turn-around and Management of Bid within validity periods. Experience in Compiling SCM related Contract Management Databases, Action Plans, calculations, substantiated Interim and Annual Financial Statements and Disclosure Notes, responses to Audit Queries and proven track record of implementing Audit Solutions towards achieving unqualified audit opinion improved turn-around in SCM. Effective SCM, Records Management. Strong report writing skills and presentations. Ability to meet strict deadlines. Analytical and innovative skills .Must be work focused, self-driven, goal oriented, excellent planning, and organizing, advanced communication (written and verbal). Project Management, human resource and financial management skills. Computer literacy. A driver's license.
<b><u>DUTIES</u></b>	: Manage Performance of needs identification, business requirement analysis, analyzing of past experience, frequency of needs and linking these to the Departmental budget, and thereby using advanced Walker/ BAS Management Information Reports: Commodity Price Benchmarking exercises: Development of Pricing Catalogues: and giving support to the Departmental Bid Specifications Committee. Assisting various Departmental Programmes and Client offices in the annual compilation of compliant Institutional Demand and Procurement Management Plans linked to their allocated Budgets. Consolidation of the Integrated Annual Departmental Demand Management Plans for approval by the Accounting Officer, ensuring timeous submission to the Relevant Treasuries and monitoring of implementation. Monthly Procurement and Demand Implementation Reports. Managing the Secretariat Support Services to Departmental Bid Adjudication Committee, minutes, submissions for HOD approval. Drafting of DBAC Submissions for approval by Treasury; communications with Clients and ensuring that every DBAC approval is having a proper Reference Number for audit purpose. Compiling and Updating SCM Databases for Irregular Expenditure, Variation Orders submissions, Deviation Registers. Regular monthly updating and follow-up of DBAC Action List and Contract Management Databases with early warnings systems: substantiated Interim and Annual Financial Statements and Disclosure Notes, responses to Audit Queries and implementing Audit Solutions towards achieving unqualified audit opinion and improved turn arounds in SCM; Effective SCM Records Management.
<b><u>ENQUIRIES</u></b>	: Mr Ms M.F Tsimane, Tel No: (018) 391 4319
<b><u>POST 19/266</u></b>	: <b><u>ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT REF NO: NWH 31/2020</u></b>
<b><u>SALARY</u></b>	: R376 596 – R443 603 per annum (plus benefits)
<b><u>CENTRE</u></b>	: Provincial Office
<b><u>REQUIREMENTS</u></b>	: Bachelor's Degree/ National Diploma in Finance/ Business Management/ Supply Chain Management/ Logistics Management. At least 5 years relevant experience in Supply Chain Management of which 3 years should be at supervisory level in SCM, Acquisition and Contract Management. Extensive knowledge of the PFMA Act, Treasury Regulations and prescripts on Supply Chain Management, PPPFA Prescripts, Construction Industry Development Board [CIDB] Act and Prescripts. SCM, Management Information Reporting, understanding of Demand Planning and Strategic Sourcing Principles. Hands-on Experience/ exposure in managing Health Technology, Radiology, Capital /Infrastructure tenders and tenders for Maintenance of Hospitals and maintenance of Medical Equipment will serve as an added advantage. Experience in compilation of advanced Bid Specifications, Bid Evaluation and /or Bid Adjudication committee Reports/submissions within turn-around and Management of Bid within validity periods. Experience in Compiling SCM related Contract Management Databases, Action Plans, calculations,



substantiated Interim and Annual Financial Statements and Disclosure Notes, responses to Audit Queries and proven track record of implementing Audit Solutions towards achieving unqualified audit opinion improved turn-around in SCM. Effective SCM Records Management. Strong report writing skills and presentations. Ability to meet strict deadlines. Analytical and innovative skills. Must be work focused, self-driven, goal oriented, excellent planning, and organizing, advanced communication (written and verbal). Project Management, human resource and financial management skills. Computer literacy. A valid driver's license.

**DUTIES**

: Management of the Acquisition and Contract Management Support Service and provision of management support, guidance and training to all Program Managers, Bid Committees, SCM Officials, Districts and Health Institutions in the Department. Effective SCM contract management and Secretariat Support Services to the Departmental Bid Specifications and Evaluation Committees through effective technical acquisition and contract management support during compilation of bid specifications, bid advertisements, briefing sessions, bid technical evaluations, site inspections and bid adjudications and Bid Committee Reports. Giving effective contract Management support services to the Health Branch and Health Infrastructure in accurate planning and implementing strategic Health Infrastructure, Medical and Health Technology Bids. Implement measures aimed at enhancing SCM Risk Controls ,preventing irregular expenditure and better audit results across the board in the Department: timeous renewal of contracts and bid validity periods: Managing Contract Project Teams and Bid Project Plans implementation. Compiling and Updating SCM related Bid Contract Management Databases; Action Plans; calculations; Substantiated Interim and Annual Financial Statements and Disclosure Notes; responses to Audit Queries and proven track record of implementing Audit Solutions towards achieving unqualified audit opinion improved turn abounds in SCM ; Effective SCM Records Management. SCM Reports information and Statistical Reports for Provincial and National Treasury Provincial Public Accounts Committee and the Directorate Legal Services in SCM related matters. Ensure Implementation of effective SCM Records Management across the Board in the Department.

**ENQUIRIES**

: Ms M.F Tsimane Tel No: (018) 391 4319)

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

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

**CLOSING DATE** : 24 August 2020

**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered. The following post is being re-advertised. Applicants who previously applied must re-apply as your previous application will not be considered.

**OTHER POST**

**POST 19/267** : **SCIENTIST (PRODUCTION LEVEL): CLIMATE CHANGE AND RISK ASSESSMENT REF NO: AGR 10/2020 R1**

**SALARY** : Grade A: R618 732 - R666 540 per annum (OSD as prescribed)  
Grade B: R707 451 - R754 953 per annum (OSD as prescribed)  
Grade C: R797 670 - R939 621 per annum (OSD as prescribed)

**CENTRE REQUIREMENTS** : Agriculture, Western Cape Government  
Science Degree (Bsc) (Hon) in Agriculture or an appropriate 4 year Agricultural Degree; Compulsory registration with the SACNASP as a professional Natural Scientist in Agricultural Sciences; A minimum of 3 years post qualification natural scientific experience in climate change and risk related disciplines; A valid code B driving licence. Recommendation: An MSc or Ph.D Degree; Sound knowledge and experience on climate change and its role in the agricultural sector, preferably in the Western Cape. Competencies: Knowledge of the following: Research Programme and Project Management and its principles (scientific methodologies and data analysis, including Budget Management); Understanding of regulations/policies/prescripts and procedures in government; Ability to do technology transfer to various stakeholder groups; Ability to publish popular publications and scientific papers; Communication (written, verbal and presentation) skills; Proven computer literacy in MS Office; Excellent interpersonal relations; Ability to work under pressure.

**DUTIES** : Develop and implement research methodologies, systems and standard operating procedures in risk assessing and climate change (including the identification of gaps in the knowledge base and development of appropriate interventions; Monitoring and evaluation of research projects and performing scientific functions that require interpretation in the absence of an established framework; Providing scientific support and advice on agricultural risks and climate change to agricultural stakeholders); Perform research data analysis: Climate smart agriculture and agricultural risk reduction including leading the implementation of Climate Smart Agriculture (CSA) to proactively manage and reduce agricultural risks relating to climate change; Leading awareness and capacity building initiatives and leading effective communications and technology transfer relating to Climate Smart Agriculture (CSA), including the implementation of the SmartAgri Plan and its updates, and any other CSA initiatives; Research and development: Scientific leadership in terms of agricultural risk assessment and climate change (including the initiation and management of agri-risk projects with focus on Climate Smart Agriculture (CSA), and the identification of agri-risk challenges/ gaps and the prioritisation of research needs through consultation with stakeholders); Human capital development and administrative and related functions.

**ENQUIRIES** : Dr I Trautmann at Tel No: (021) 808 5012

## DEPARTMENT OF COMMUNITY SAFETY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 24 August 2020
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

### OTHER POST

- POST 19/268** : **INVESTIGATING OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 16/2020**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year relevant investigation or related experience; A valid code B driving license. Competencies: Knowledge of the following: Legal administration and processes; Relevant legislation; Management processes in the public service; Western Cape Community Safety Act; South African Police Act and Constitutional Dispensation; Skills: Written and verbal communication in at least two of the three official languages of the Western Cape; Client care; Conflict resolution; Leadership; Interpersonal; Problem solving; Report writing and presentation; Research and Investigation skills; Proven computer literacy.
- DUTIES** : Gather evidence (e.g. affidavits, witness statements); Coordinate and handle complaints; Consult/Liaise with various role-players; Update case-flow management system; Drafting of reports and correspondence to internal and external stakeholders; Report and present evidence on investigations; Maintain stakeholder relations with role-players.
- ENQUIRIES** : Ms N Arabi at Tel No: (021) 483 0669

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 24 August 2020
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

### OTHER POST

- POST 19/269** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): ENVIRONMENTAL LAW ENFORCEMENT REGION 1 REF NO: EADP 21/2020**
- SALARY** : R402 045 per annum (OSD as prescribed)
- CENTRE** : Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An Honours Degree or higher qualification in Environmental Management/Natural Sciences/Law/Policing or related qualification; A valid Code B driving licence. Recommendations: Working knowledge of

Environmental Law Enforcement; Experience in forensic investigations, administrative and/or criminal enforcement; Completed Environmental Management Inspector training course. Competencies: Knowledge in the following: Environmental legislation, Constitutional law, administrative law, criminal law, EMI (Environmental Management Inspectorate) Operating Manual; Interpretation and application of legislation; Principles of environmental management; Policies and procedures of the Directorate/Department; EMI and Public Service Code of Conduct; Communication (written and verbal) skills; Client orientation and customer focus.

- DUTIES** : Conduct Investigation into complaints of non-compliance with environmental legislation; Draft administrative enforcement documents; affidavits; specialist reports and any other documents with evidential value as well as recording all progress in the investigation diary; Compile comprehensive case dockets/files with admissible evidence; Assist and partake in joint enforcement investigations and operations with external law enforcement agencies and other organs of state; Provide accurate reporting information and partake in awareness raising and capacity building programmes.
- ENQUIRIES** : Mr A Bassier at Tel No: (021) 483 3506

#### **DEPARTMENT OF HEALTH**

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

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

#### **OTHER POSTS**

- POST 19/270** : **HEAD CLINICAL UNIT: GRADE 1 (DENTAL: ORAL MEDICINE AND PERIODONTICS)**  
Chief Directorate: Metro Health Services

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

- CENTRE** : Oral Health Centres
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council as Dental Specialist in the specialty Oral Medicine and Periodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in the specialty Oral Medicine and Periodontics. Experience: A minimum of 3 years appropriate experience as Dental Specialist after registration with the HPCSA as a Dental Specialist in the specialty Oral Medicine and Periodontics. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Analytical and problem-solving skills. Appropriate experience in research and clinical supervision and training of staff and students at under-graduate and post-graduate levels. Computer literacy. Good communication in at least two of the three official languages of the Western Cape. Proven ability to conduct and supervise research activities. Proven Management experience. Proven record of strong leadership abilities.

- DUTIES** : Implementation, monitoring and evaluation of dental services with respect to the Oral and Medicine and Periodontology Speciality on the Oral Health Teaching platform. Operational and clinical research. Perform administrative activities related to the position. Provide leadership and management within the Oral Health Teaching platform. Render general and specialist dental services at the Oral Health Teaching platform. Supervision and leadership role with regards to teaching, training and education of post-graduate and under-graduate students.

- ENQUIRIES** : Prof NG Myburgh Tel No: (021) 937 3001/2
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

- NOTE** : No payment of any kind is required when applying for this post
- CLOSING DATE** : 21 August 2020

<b><u>POST 19/271</u></b>	:	<b><u>CLINICAL MANAGER: GRADE 1 (MEDICAL)</u></b> Overberg District
<b><u>SALARY</u></b>	:	Grade 1: R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs) (Plus a rural allowance of 18% of basic salary).
<b><u>CENTRE</u></b>	:	Caledon Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (B/EB) drivers' license. Clinical work. Commuted overtime. Clinical/Corporate Management. Competencies (knowledge/skills): Extensive clinical, surgical, obstetrical, anaesthetic and relevant experience. Additional postgraduate qualification in Family Medicine or other specialty will be beneficial. Extensive knowledge of national, provincial and institutional health delivery system and policies. Strong leadership, motivational and interpersonal skills. Excellent communication skills (written, verbal) in at least two of the three official languages of the Western Cape. Computer literacy with proficiency in MS Word, Excel and PowerPoint. Analytical and innovative thinking.
<b><u>DUTIES</u></b>	:	Strategic management of clinical services in addressing the burden of disease. Clinical service delivery as part of a multi-disciplinary team and responsible for clinical service delivery. Ensure clinical governance of doctors and Allied Health Professionals in co-operation with the Family Physician. Ensure skills development and in-service training of the multi-disciplinary team. Human Resource Management of the doctors and Allied Health Professionals. Financial management of laboratory services, blood, medication and medical/surgical consumables. Engage with all relevant stakeholders regarding clinical services.
<b><u>ENQUIRIES</u></b>	:	Dr MS Rambiyana Tel No: (028) 212-1070
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/272</u></b>	:	<b><u>DEPUTY DIRECTOR: PROFESSIONAL SUPPORT SERVICES (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R869 007 per annum (A portion of the package can structure according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Klipfontein/Mitchells Plain Sub-structure Office (X1 Post) Khayelitsha/Eastern Sub-structure Office (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year health related National Diploma or Degree registrable with the South African Pharmacy Council (SAPC), South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: Extensive experience in the Public Sector Health Services or Health Service Management or Health Support Services. Extensive experience in policy and planning, project management and quality management. Extensive experience in Public Health preferably with a post graduate qualification in Public Health (or equivalent). Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Advanced computer literacy with experience in document and report writing and monitoring and evaluation. Knowledge of the District Health Services (DHS) and Good Interpersonal and leadership skills. Knowledge of policy as well as application of regulations, policies and procedures relevant to Health service, planning and quality improvement. Knowledge and Knowledge of Occupational Health and Employee Health and Wellness.
<b><u>DUTIES</u></b>	:	Co-ordinate research and projects identified by the District Management. Strategically co-ordinate quality improvement initiatives for the District, inclusive of establishing functional quality management structures across the service platform. Co-ordinate the District Health Plan development process for the sub-structure. Strategic preparation for registration with the office for Standards Compliance (National Core Standards) (NCS). Drive and co-ordinate the District Health Expenditure Review process. Assist with infra-

- structure projects as identified and manage inter-sectoral initiatives for the Sub-structure.
- ENQUIRIES** : Ms PG Oickers, Klipfontein/Mitchells Plain Sub-structure Tel No: (021) 370-5007, Dr MT Phillips, Khayelitsha/ Eastern Sub-structure Tel No: (021) 360-4622
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 21 August 2020
- POST 19/273** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
Garden Route District
- SALARY** : R562 800 per annum (PN-B3)
- CENTRE** : Kranshoek Community Clinic
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in relevant specialty. Inherent requirement of the job: Valid (Code B/EB) drivers' license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and implementation.
- DUTIES** : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information Management with regard to data collection, verification, report writing and submission of data. Human Resource Management i.e. supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
- ENQUIRIES** : Ms L Ziervogel Tel No: (044) 302-8400
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 21 August 2020
- POST 19/274** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
Garden Route District
- SALARY** : R562 800 per annum (PN-B3)
- CENTRE** : Thembaletu CDC
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Current registration with SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in relevant specialty. Inherent requirement of the job: Valid (Code B/EB) drivers license. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Ability to communicate (verbal and written) in at least two of the three official languages

		of the Western Cape. Computer literacy (MS Office: Word, Excel and PowerPoint).
<b><u>DUTIES</u></b>	:	Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected area. Overall management of clinic.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms MJF Marthinus Tel No: (044) 814-1100
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/275</u></b>	:	<b><u>QUALITY ASSURANCE MANAGER (DISTRICT)</u></b> Chief Directorate: Metro Health District
<b><u>SALARY</u></b>	:	R470 040 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha Eastern Sub Structure Office
<b><u>REQUIREMENT</u></b>	:	Minimum educational qualification: Appropriate 4-year diploma/degree in Health Sciences. Experience Extensive professional clinical experience in a health environment. Inherent requirement of the job: Valid Code (B/EB) drivers license. Competencies (knowledge/skills): Advanced Computer literacy skills (MS Word, Excel and PowerPoint), Project, Report Writing and Risk Management skills. Knowledge in Total Quality Management, Occupational Health and Safety, Infection Prevention and Control, Health, Legislative framework and office of health standards compliance. Excellent planning and organisational skills with the ability to establish and maintain QA structures. Sound interpersonal, managerial, communication and leadership skills. Good verbal and writing skills in at least two of the three official languages of the Western Cape. Analytical strategic thinking and creativity, functioning independently with the ability to capture, interpret and report on relevant data.
<b><u>DUTIES</u></b>	:	Formulate Quality Assurance Policies and Strategies, provide expert guidance and support for implementation. Effective co-ordination, control, monitoring and evaluation of Quality Improvement, Risk Management, Occupational Health and Safety and Infection Prevention and Control programs. Support the Health Establishment staff and Executive Management with the implementation of the Ideal Health Establishment Realisation and Maintenance (IHRM) and Office of Health Standard Compliance (OHSC) requirements. Co-ordinate interventions aimed at improvement of Patient Experience of care, consumer quality and staff knowledge. Effective leadership, implementation and management of the Quality Assurance programs. Perform any other delegated duties including the establishment and maintenance of functional Quality Assurance Committees in the Sub-Structure.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms C Steyn Tel No: (021) 360-4713
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/276</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (GENERAL)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R444 276 per annum
<b><u>CENTRE</u></b>	:	Lapa Munnik Hospital
<b><u>REQUIREMENTS</u></b>	:	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. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, day or night when required. Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Basic Computer Literacy. Ability to

communicate in at least two of the three languages of the Western Cape. Knowledge of appropriate SANC rules and regulations. Knowledge of policies and procedures applicable to the profession. Ability to function independently and as part of a multi-disciplinary and Strategic Planning team. Effective communication, leadership, decision making and supervisory skills. Good interpersonal skills.

- DUTIES** : Coordinate optimal holistic Nursing Care provided within set standards and a professional/legal framework within areas. Participate in the analysis, formulation, and implementation of nursing guidelines, practice standards and procedures. Manage and effectively utilise all resources. Maintain professional growth/ethical standards and self-development. Provide effective support to Nursing Services. Participate in training and research. Supervise support services in cooperation with Sub- District Management including: effective management of cleaning services, food services, information management, finance management with input in budget monitoring, people management, case management and grounds maintenance in collaboration with the Head of Administration. Direct interaction and involvement in the primary health care services platform of the Bergriver Sub – district and commitment to the promotion of integrated health care service.
- ENQUIRIES** : Dr C Prins Tel No: (022) 931 2337
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 21 August 2020

**POST 19/277** : **OPERATIONAL MANAGER NURSING GRADE 1: GENERAL (MEDICAL WARD)**

- SALARY** : R444 276 per annum (PN-A5)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing 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 quality Nursing Service as an Operational Manager in the Medical ward. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical 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 self-development.

- ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 21 August 2020

**POST 19/278** : **CHIEF ARTISAN: GRADE A (ELECTRICAL/AIR-CONDITIONING AND REFRIGERATION)**  
Chief Directorate: Metro Health Services

- SALARY** : R386 487 per annum



- CENTRE REQUIREMENTS** : Mitchells Plain District Hospital  
 : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: 10 years appropriate post qualification experience as Artisan/Artisan Foreman. Inherent requirements of the job: A valid (Code B/EB) drivers license. Willing to perform standby duties when necessary and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Appropriate knowledge to supervise the electrical, air-conditioning and refrigeration division. Computer literacy, Word and Excel spreadsheets. Proficiency in at least two of the three official languages of the Western Cape.
- DUTIES** : Supervise workshop staff. Responsible for the training, development and supervision of junior staff and assist with staff evaluation. Control over maintenance and repairs to plant, hospital services and equipment, autoclaves and steam reticulation plant. Attend to emergencies including after hour's repairs and standby duties. Assist in project management and the compilation of minor specifications. Budgeting and expenditure control in respect of workshop.
- ENQUIRIES APPLICATIONS** : Ms F Carelse-Johnson Tel No: (021) 377-4307  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a competency test.
- CLOSING DATE** : 21 August 2020
- POST 19/279** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)**  
 Garden Route district
- SALARY** : Grade 1: R383 226 per annum (PN-B1)  
 Grade 2: R471 333 per annum (PN-B2)
- CENTRE REQUIREMENTS** : Knysna Hospital  
 : 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. Post-basic qualification with 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 proof of current registration. 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 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 qualification as mentioned above. Inherent requirement of the job: Willingness to work overtime and on public Holidays when required. Competencies (Knowledge/skills): Good communication (verbal and written) in at least two of the three official languages of the Western Cape. Good Interpersonal, problem solving and organisational skills. Knowledge of relevant legislation, policies and manuals. Basic computer skills.
- DUTIES** : Provide an optimal holistic perinatal care, and education according to individual needs of patients' family and communities. Participate in training, development and research. Effective utilisation of resources. Deliver a support service to the Nursing Service and the institution. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms GA Lloyd, Tel No: (044) 302-8440  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 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)”

- CLOSING DATE** : 21 August 2020
- POST 19/280** : **CSSD MANAGER**
- SALARY** : R376 596 per annum  
**CENTRE** : Groote Schuur hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in Sterilisation and Decontamination Services as a junior manager/supervisor. Competencies (knowledge/skills): Sound knowledge of sterilisation and gas sterilisation practices and Decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework. Understanding of and competency in Public Sector financial management system including budgeting and expenditure control. Understanding of and competency of Human Resource Management and Development particularly as it applies to the public levels and skills mix, skills development and training, discipline and labour relations.
- DUTIES** : Manage, organise and control Central of Central Sterile Services Department (CSSD) and Gas Sterilisation Units (GSU). Human resource management of the CSSD and GSU. Financial resource management of CSSD and GSU. Infrastructure management of CSSD and GSU. Conduct research and operational investigation.
- ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 21 August 2020
- POST 19/281** : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Metro Health District
- SALARY** : R376 596 per annum  
**CENTRE** : New Somerset Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate and proven Managerial experience in Financial and Supply Chain Management in a Hospital environment. Appropriate experience in Public Finance Management and Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Must have a high level of computer literacy and have knowledge of related procurement systems Must have strong verbal and written communication skills in at least two of the three official languages of the Western Cape. Have the ability to interpret and compile complex Finance & SCM reports, including compilation and submission of Annual and Interim Financial Statements Management, supervisory and leadership skills as well as strong analytical and problem-solving abilities. Extensive knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and policies.
- DUTIES** : Ensuring Sound Supply Chain Management processes are followed in terms of Demand, Acquisition, Warehouse, Contract and Asset Management for New Somerset Hospital. Financial Management by ensuring effective Creditors Management, Management of Expenditure as well as Asset and Liability Accounting for the institution. Ensure Internal Control Measures are in place to maintain Compliance to Policies and Prescripts for the Finance and Supply Chain Management components. Control and analyse monthly reporting, implement change management where shortcomings are identified and monitor progress. Effective management of Human Resources in the Finance and Supply Chain Management Components. Effective management of Human Resources in the Finance and Supply Chain Management Components. Perform SCM Leadership to support and guide staff, implement improvement plans to increase SCM Performance. Responsible to ensure

timeous submission of accurate Interim and Annual Financial Statements for the institution on all facets of Finance & SCM.

**ENQUIRIES** : Mr R Cajada Tel No: (021) 402-6594  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 21 August 2020

**POST 19/282** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**  
 Garden Route District

**SALARY** : R316 791 per annum  
**CENTRE** : PHC Support and Outreach George (Stationed at Garden Route District Office)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Health Information Management. Appropriate experience in the HAST Program (e.g. TIER.net, ETR.net). Inherent requirements of the job: Prepared to travel in the district and province. Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Advanced computer literacy. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to Health Information Management. Insight into bio-statistical and epidemiological information. Good interpersonal and leadership skills.

**DUTIES** : Ensuring unit is a knowledge repository for the district. Utilising data repository for district management. Ensuring data Integrity and quality data. Support and empowerment of sub district Information Management units. Ensuring Information Management compliance in the context of the Auditor-General inspections. Supervision of staff.

**ENQUIRIES** : Dr T Marshall Tel No: (044) 803-2700/2752  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 21 August 2020

**POST 19/283** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**  
 Garden Route District

**SALARY** : R316 791 per annum  
**CENTRE** : Knysna /Bitou Sub-district (Stationed at Knysna Hospital)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience health information management. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willingness to travel. Competencies (knowledge/skills): A thorough working knowledge of current computer software systems utilised by the Department of Health (Sinjani, Clinicom, Etr.Net and PHCIS); understanding of the Ditcom process and IT Helpdesk procedure. Advanced computer literacy (MS Word, Excel, PowerPoint, and Access) and knowledge with regard to hospital and primary health care operational and management data. Proficient in at least two of the three official languages of the Western Cape. Effective training, presentation, interpretation of Information, communication, interpersonal, leadership and conflict resolution skills. Logical thinker, with eye for detail and ability to produce accurate and reliable outputs within a deadline-driven environment.

**DUTIES** : Co-ordinate, collect, collate, capture and verify all relevant health data according to the provincial policies and SOPs. Assist with data quality monitoring, verification and submission to and from Sub-district Information Office in prescribed format and according to the Information Management Policy. Assist in monitoring of data trends in the Sub-district health facilities. Participate in Sub-district health information coordinating activities. Monitor data trends for Sub-district and provide regular reports/feedback to management. Co-ordinate health information activities and support management, supervisor and colleagues. Maintain information systems: hard/software. Conduct and assist with audits.

**ENQUIRIES** : Ms L Ziervogel Tel No: (044) 302-8402  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**CLOSING DATE** : 21 August 2020

**POST 19/284** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**  
Head Office, Cape Town

**SALARY** : R316 791 per annum  
**CENTRE** : Directorate: Supply Chain Management (Infrastructure Sourcing)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies. Appropriate experience managing complex projects. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Knowledge commodity exposure across a range of FM services e.g. plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Knowledge of demonstrable stakeholder engagement and influencing skills. Knowledge of financial and commercial awareness. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills.

**DUTIES** : Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health. Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. Drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department.

**ENQUIRIES** : Ms E Du Plessis Tel No: (021) 483-8453  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 21 August 2020

**POST 19/285** : **INDUSTRIAL TECHNICIAN: PRODUCTION**  
Head Office, Cape Town

**SALARY** : R257 508 per annum  
**CENTRE** : Directorate: Health Technology (Clinical Engineering, based at Goodwood, Dental Unit)  
**REQUIREMENTS** : Minimum educational qualification: National Diploma for Technicians (T, S or N Stream) in Electronics, Mechanical, Mechatronics or registration with the Engineering Council of South Africa (ECSA) as a professional Technician. Inherent requirements of the job: Valid Code (B/EB) drivers license and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Experience: Appropriate experience with repair, maintenance and installation of dental and related medical equipment or demonstrate an aptitude for this type work. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Competent with hands-on practical work. Computer literate. Good written and verbal communication.

**DUTIES** : Completing task within time limits. Liaising with clients about information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other Units, prioritising work, considering operational requirements and assist with training of staff and operators. Requesting of parts and service via Logis system. Maintaining of Maintenance Management and internal records. Write reports and assist with specifications. To carry out maintenance, repairs and installation of dental and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

**ENQUIRIES** : Mr A Moelich / Mr G Lee Tel No: (021) 590 5007 / (021) 590 5005  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 21 August 2020

<b><u>POST 19/286</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u></b> Head Office, Cape Town
<b><u>SALARY</u></b>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum, Grade C: R262 176 per annum
<b><u>CENTRE</u></b>	:	Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop, Karl Bremer)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) driver's license and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<b><u>DUTIES</u></b>	:	Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province Assist Artisan Foremen/Chief Artisan with their duties.
<b><u>ENQUIRIES</u></b>	:	Mr L Semono Tel No: (021) 830 3752
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/287</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS</u></b> Chief Directorate: Metro Health District
<b><u>SALARY</u></b>	:	R173 703 per annum
<b><u>CENTRE</u></b>	:	Helderberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in Patient Admissions, including the Clinicom System. Inherent requirement of the job: Prepared to work 12-hour shifts, which include night duty, weekends, public holidays and work overtime as required. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Good numerical skills. Computer literacy. Ability to accept accountability, responsibility and work independently.
<b><u>DUTIES</u></b>	:	Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Render support to ensure an effective service with regard to patients and clients, admissions, transfers, discharges, registration, assessment, opening of folders and raising of invoices. Responsible for recording of manual statistics / midnight statistics. Responsible for effective record keeping and safe custody of patient's belongings. Responsible for handling telephonic and personal enquiries with regard to patients. Report all MVA's and WCA's to AFACT Hotline. Assist with relieve duties within the Admissions office. Support the supervisor, colleagues and other departments.
<b><u>ENQUIRIES</u></b>	:	Ms C Swartz Tel No: (021) 850-4887
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/288</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R173 703 per annum
<b><u>CENTRE</u></b>	:	Riversdale Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in electronic patient administration. Inherent requirement of the job: Must be prepared to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Valid

(Code B/EB) drivers license. Competencies (knowledge/skills): Sound communication skills, with internal and external clients (verbal and written), numerical skills and the ability to maintain confidentiality in two of the three official languages of the Western Cape. Knowledge and experience in electronic patient administration. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently and unsupervised.

**DUTIES** : Assessment of patients according to the means test when admitting patients, update patient information, maintain patient appointments and schedule appointments for patients in accordance with Hospital Memorandum 18, UPFS Manuel, Clinicom and Accounts Receivable System. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the Clinicom system. Debtor assessment of patients and data capturing of patient information on the Clinicom system. Drawing of folders.

**ENQUIRIES** : Mr H Crous Tel No: (028) 713-8642  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 21 August 2020

**POST 19/289** : **ADMINISTRATION CLERK: FINANCE/ADMIN**  
West Coast District

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

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

**ENQUIRIES** : Ms V Groenewald Tel No: (022) 487-9200  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a competency test as part of the interview process.

**CLOSING DATE** : 21 August 2020

**POST 19/290** : **ADMINISTRATION CLERK: SUPPORT**  
Emergency and Clinical Services Support

**SALARY** : R173 703 per annum  
**CENTRE** : Emergency and Clinical Services Support  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Appropriate experience in LOGIS & Integrated Procurement system. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good

- communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Ability to work under pressure.
- DUTIES** : Ensure that all administrative tasks are carried out timeously. Ensure that all documentation for payments is captured correctly and timeously. Liaise with supplier to assist in timeous deliver. Assist with efficient and effective condom procurement and distribution. Arrange meetings for logistics management partners. Provide support to the helpdesk should this be required.
- ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a competency test as part of the interview process.
- CLOSING DATE** : 21 August 2020
- POST 19/291** : **TELKOM OPERATOR**  
Groote Schuur Hospital
- SALARY** : R145 281 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and record all cellular, national and international calls made. Effectively perform duties in the paging office including sending of bulk sms'. Report all faults to Telkom and other technical service providers. Assist with administration duties at the Telephone Exchange.
- ENQUIRIES** : Mr JC Corner Tel No: (021) 404-2303
- APPLICATIONS** : Please submit your application for the attention of Mr MS Benjamin to the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 21 August 2020
- POST 19/292** : **HEALTH PROMOTER**  
Chief Directorate: Metro Health Services
- SALARY** : R145 281 per annum
- CENTRE** : Dr Abdurahman Community Day Centre
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirement of the job: Valid Code B/EB drivers' license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy.
- DUTIES** : Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Assist and strengthen COPC in the community. Liaise with community's health co-ordinating structures, departments, local government and other stakeholders to promote integrated approach to health care. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilisation of all available resources. Keep effective record of activities and consumables. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services). Support to Manager at Facility.
- ENQUIRIES** : Ms M Boonzaaier Tel No: (021) 638 -3319

**APPLICATIONS** : The Director: Klipfontein Mitchell's Plain Sub-structure Metro Health Services, Lentegeur Hospital, Highlands Drive, Mitchells Plain, 7785 or Private Bag X7, Lentegeur, Mitchells Plain, 7789.

**FOR ATTENTION** : Mr RS Jonker

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 21 August 2020

**POST 19/293** : **TELKOM OPERATOR**  
Chief Directorate: Metro Health Services

**SALARY** : R145 281 per annum

**CENTRE** : Lentegeur Hospital

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard and a messaging system. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal skills. Excellent telephone etiquette. Computer literacy (MS Office: Word, Excel and PowerPoint).

**DUTIES** : Deliver effective and efficient telephone service to LGH and its clients. Deliver effective and efficient billing system. Deliver and effective and efficient reception and security service for Administrative Building. Support to Supervisor and Support Service Sections scheduling meetings and minute taking. Provide effective secretarial relief services to Deputy Director Medical Support and CEO office.

**ENQUIRIES** : Ms C Peters, Tel No.: (021) 370-1197

**APPLICATIONS** : The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.

**FOR ATTENTION** : Mr T Twalo

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 21 August 2020

**POST 19/294** : **CHILD MINDER**  
Red Cross War Memorial Children's Hospital

**SALARY** : R122 595 per annum

**CENTRE** : Red Cross War Memorial Children's Hospital

**REQUIREMENTS** : Minimum educational qualification: Numeracy and Literacy and a Child Care Certificate. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shift weekends and public holidays and overtime and/or rotation basis. Competencies (knowledge/skills): Ability to work independently and within a team. Ability to perform child minding activities, multitask and take overall responsibility for each child. Educare teaching and training skills. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Provide quality childcare to children at the Red Cross War Memorial Children's Hospital Chéche and create a safe, stimulated and happy environment for the children. Supervise/look after the children between the ages 4months to 6 years. Receive the children and parents in a warm and professional manner. Provide effective communication within and outside the institution. Report incidents or abnormalities to the relevant manager, parent or guardian. Basic education and training of children and monthly reporting. Maintain a clean and healthy environment to prevent infections.

**ENQUIRIES** : Ms G Cloete Tel No: (021) 658-5063

**APPLICATIONS** : Please submit your application for the attention of Ms T Nqola to the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag x 5, Rondebosch, 7700.

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 21 August 2020

**POST 19/295** : **STERILISATION OPERATOR PRODUCTION**  
Chief Directorate: Metro Health Services

**SALARY** : R122 595 per annum

**CENTRE** : Oral Health Centre

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and appropriate



		knowledge of CSSD. Competencies (knowledge/skills): Knowledge of the Sterilisation process. Good interpersonal and numerical skills. The ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good reading and writing skills in at least two of the official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Deliver/collect soiled equipment to and from the sterilisation and various other departments with a heavy-duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilise of instruments, and other equipment in the department. Operate autoclaves and instrument washing machines. Issue sterile stock according to the departmental needs. Fold and sterilize linen packs. Monitor, control and maintain stock levels. Perform ad-hoc duties at Oral Centre, Mitchells Plain.
<b><u>ENQUIRIES</u></b>	:	Ms V Naido Tel No: (021) 370-4479
<b><u>APPLICATIONS</u></b>	:	The Dean/Manager, Oral Health Centre Private Bag X1, Tygerberg, 7505.
<b><u>FOR ATTENTION</u></b>	:	Ms N Jooste
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/296</u></b>	:	<b><u>TRADESMAN AID</u></b> West Coast District
<b><u>SALARY</u></b>	:	R102 534 per annum
<b><u>CENTRE</u></b>	:	Swartland Hospital, Malmesbury
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy skills. Experience. Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirement of the job: Valid (code B) drivers' licence. Competencies (knowledge/skills): Physically able to do hard manual labour. Ability to do overtime and standby duties. Ability to read and write written instructions. Good communication skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide assistance to the maintenance of buildings and equipment. Provide assistance with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Provide assistance with other support functions of a workshop as well as control of tools. Maintain professional growth/ ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Mr CA Vermaak Tel No. (022) 487 9226
<b><u>APPLICATIONS</u></b>	:	The Director: West Coast, Private Bag X15, Malmesbury, 7299
<b><u>FOR ATTENTION</u></b>	:	Mr E Sass
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/297</u></b>	:	<b><u>PORTER</u></b>
<b><u>SALARY</u></b>	:	R102 534 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Willingness to handle bodies (corpses). Willingness to work irregular hours as required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to handle heavy objects.
<b><u>DUTIES</u></b>	:	Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to, from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers.
<b><u>ENQUIRIES</u></b>	:	Ms CB Johnson Tel No: (021) 938-5327
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<b><u>FOR ATTENTION</u></b>	:	Ms NL Kearns
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>POST 19/298</u></b>	:	<b><u>MESSENGER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R102 534 per annum

**CENTRE REQUIREMENTS** : Bellville Health Park  
: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate registry experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to pick up heavy bags filled with post and goods. Relieve registry clerk on request. Competencies (knowledge/skills) Must be dedicated, a team player, innovative and self-motivated. Good verbal and written communication skills in at least two of the official languages of the Western Cape. Planning, organising and client orientation skills.

**DUTIES** : Collecting, delivery and distribution of all files, post and correspondence to and from various Directorates in Bellville Health Park. Collecting and delivery of postal items from and to Post Office. Collecting and distributing of newspapers to all officials within the Bellville Health Park. Preparing of file covers and letters for franking. Assist registry personnel and all other officials within Bellville Health Park upon request. Ensure that documents for photocopying and binding are handled.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr L Moolman Tel No: (021) 815-8724  
: The Chief Directorate: Metro Health Services, Private Bag X15, Parow, 7500  
**NOTE** : Ms G Owies  
**CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 21 August 2020

**POST 19/299** : **GROUNDSMAN**  
: Chief Directorate: Metro Health Services

**SALARY CENTRE REQUIREMENTS** : R102 534 per annum  
: Lentegeur Hospital  
: Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in gardening and maintenance of large grounds. Inherent requirement of the job: Be physically strong. Competencies (knowledge/skills): Good communication and interpersonal skills. 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. Good problem-solving skills and be physically strong. Basic knowledge of garden tool maintenance.

**DUTIES** : Maintain gardens, cut trees, tend to flower beds and weed eradication. Perimeter and fence inspection. Moving of offices and wards on the estate. Support to colleagues and supervisor. Office and furniture movement.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr M Chrystie Tel No: (021) 370-1146  
: The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.  
**NOTE** : Mr T Twalo  
**CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 21 August 2020

**POST 19/300** : **GENERAL WORKER: STORES**

**SALARY CENTRE REQUIREMENTS** : R102 534 per annum  
: Tygerberg Hospital, Parow Valley  
: Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in Supply Chain Management in a hospital environment. Inherent requirements of the job: Physical ability to pick up heavy boxes or bags. Willingness to assist with stock-taking. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : Timeous delivery of stock to wards, departments, theatres and clinics in a cost effective and safe manner. Rotate store stock (first in, first out). Clean stores on a regular basis. Assist with safe-keeping of stock.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr DB Van der Linde Tel No: (021) 938-4016  
: The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.  
**NOTE** : Ms NL Kearns  
**CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 21 August 2020

**POST 19/301** : **CLEANER**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Mamre Community Day Centre  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape.

**DUTIES** : General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Facility manager and colleagues.

**ENQUIRIES** : Ms A Marcus Tel No: (021) 576 1175  
**APPLICATIONS** : The Director, Metro Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION** : Mr F Le Roux  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 21 August 2020

**POST 19/302** : **FOOD SERVICES AID**  
Red Cross War Memorial Children's Hospital

**SALARY** : R102 534 per annum  
**CENTRE** : Red Cross War Memorial Children's Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic reading, writing and numerical skills. Experience: Appropriate experience in an industrial food service unit in a hospital environment. Inherent requirements of the job: Willingness to work shifts during the day, weekends and public holidays. The ability to lift heavy equipment and supplies and stand on feet for most of the day. Dress according the departmental specifications. Work a 10-hour day shift and weekends. Competencies (knowledge/skills): The ability to read, speak and write in two of the three official languages of the Western Cape. Knowledge of appropriate hygiene and safety procedures in an industrial food service unit. The ability to handle industrial equipment. The ability to communicate effectively.

**DUTIES** : Pre-prepare and prepare meals for normal and special diets. Dish up and distribute meals. Assist with the receipt and storage of food supplies. Maintain general hygiene in the Food Service Unit. Follow hygiene and safety directives for the use of apparatus and equipment. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Assist with the informal in-service training as required.

**ENQUIRIES** : Ms. M Coetzee Tel No: (021) 658-5407  
**APPLICATIONS** : Please submit your application for the attention of Ms Z Richards, to the Chief Executive Officer, Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 21 August 2020