



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 01 OF 2023  
DATE ISSUED 13 JANUARY 2023

### 1. Introduction

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

### 2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### 3. Directions to departments

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

### 4 SMS pre-entry certificate

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

### AMENDMENTS

: **DEPARTMENT OF MINERAL RESOURCES & ENERGY** Kindly note that the post of Supply Modelling Specialist with Ref No: DMRE /2169 advertised in the Public Service Vacancy Circular 46 dated 02 December 2022. The post is on salary level 13 notch R1 105 383 per annum, (all-inclusive package). The closing date will remain the 23 December 2022. **PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF ROADS AND TRANSPORT:** Kindly note that the following 1 post was advertised in Public Service Vacancy Circular 45 dated 18 November 2022, The Requirements have been amended as follows: (1) Deputy Director: Land Acquisition and Support Services with Ref No: (REFS/015527); B Degree/National Diploma NQF 6/7 in Public Administration, Real Estate and Deeds with 5 years minimum Land Acquisition and Supervisory management experience. Knowledge and understanding of Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act and its regulations, HR Policies and procedures,

Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Gauteng Transport Infrastructure Act (GTIA) and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem-solving skills. The closing date has been extended to 27 January 2023.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM:** Kindly note that the following one (01) post was advertised in Public Service Vacancy Circular 46 dated 02 December 2022, with closing date of 19 December 2022 with Ref No: DEDEA/2022/12/02, The post of a Deputy Director: Local and Regional Economic Development (LRED) was incorrectly advertised at salary level 12, the correct Salary Range and Level is: R766 584 - R903 006 per annum (Level 11). The closing date for the position remains the same.

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## DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : Must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2<sup>nd</sup> floor, Pretoria at the Reception Desk, or emailed to [Gladman.Bida@csp.gov.za](mailto:Gladman.Bida@csp.gov.za). No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified.
- CLOSING DATE** : 27 January 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. All shortlisted candidates' posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

## OTHER POST

- POST 01/01** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: CSP/01/2023**
- SALARY CENTRE** : R393 711 per annum  
: Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree in Human Resource Management and/or Development or equivalent qualification. 3-5 years' working experience in Human Resource Management field. Knowledge of Human Resources Management and HR systems, organisational development policies and procedures, Knowledge of HR Systems implementation and change management, knowledge of PERSAL, Public service regulatory framework and government planning. Understanding of government systems and structures, Labour Relations Act, Public Service Regulations, Public Service Act, Basic Conditions of Employment Act and Compensation for Occupational Injuries and Diseases Act. Good governance and Batho Pele Principles. Computer literacy, communication (verbal & written), project management and presentation skills. Planning and organising, team leadership, problem solving and decision making skills. Valid driver's license.
- DUTIES** : Implement and co-ordinate recruitment and selection processes, monitor vacancies within the department, quality assure adverts and list of applicants, approve transfer and appointment of employees on PERSAL. Maintenance of conditions of service (Leave, housing allowance, medical aid, termination. Long service, overtime, relocation, pension allowance and acting allowance). Verify and approve conditions of service transactions on PERSAL. Co-ordinate the services of Client Liaison Officers in the department (GEMS and Pension). Develop and implement effective and efficient leave management,

compile leave reconciliation reports and manage employee records. Maintain and update staff establishment. Implement changes on PERSAL, verify that information on PERSAL correlates with the approved structure and draw up staff establishment reports. Update and consolidate employment Equity Statistics and equity plan, monitor the implementation of the departmental equity plan, provide advice on the employment equity and compile employment equity plan reports. Facilitate and co-ordinate the development and maintenance of the Human Resource Plan. Compile and maintain HR reports and data related to Human Resource information. Provide inputs and statistics on the Human Resource Annual report and Human Resource Plan. Management of resources, human and financial resources.

**ENQUIRIES**

: Mr BK Shiphamele Tel No: 061 080 7598

## DEPARTMENT OF CORRECTIONAL SERVICES

**APPLICATIONS**

: The physical address of the DCS offices where application forms may be obtained will be indicated on the official website: [www.dcs.gov.za](http://www.dcs.gov.za) under "Forms". <http://www.dcs.gov.za/wp-content/uploads/2016/01/Corrections-Learnership-Application-Form-20222023.pdf>

The Regional Offices address and contact details are indicated below.

**Eastern Cape Region:** The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London. Alternatively, applications may be handed in at Moore Street, Block E Ocean Terrance, Quigney, East London, 5211

**Free State and Northern Cape Region:** The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300. Alternatively, applications may be handed in at 103 Zastron Street, Agrimed Building, Bloemfontein, 9300

**Gauteng Region:** The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001. Alternatively, applications may be handed in at 04 Ketjen Street, Pretoria West (Kgoši Mampuru II, Training Centre)

**Kwa-Zulu Natal Region:** The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201. Alternatively, applications may be handed in at Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201.

**Limpopo, Mpumalanga and North West Region:** The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001. Alternatively, applications may be handed in at Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada, Building, 09th Floor, Pretoria

**Western Cape Region:** The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459. Alternatively, applications may be handed in at Peninsula Drive, Monte Vista, 7460.

**CLOSING DATE**

: 31 January 2023

**NOTE**

: Complete the Corrections Learnership application form 2022/23. The application form can be obtained at the nearest Management Area/Community Corrections/Correctional Centres/ Regional Offices and/or Head Office. The forms are also available on the DCS website ([www.dcs.gov.za](http://www.dcs.gov.za)) under "Forms". Please take note that these forms are not for sale. Please report any form of corruption to the Departmental Investigation Unit Hotline on 0800 701 701 or fax number 012 323 7901. Specify the learnership reference number which you are applying for (e.g. KwaZulu Natal Region: Durban (Ref E22/2022)). Ensure that the application form is fully completed and signed by the applicant (not by a proxy, agent nor representative of the applicant). Use the correct reference number for the management area to which you are applying in the applicable block on the application form. The reference numbers are indicated further below. Attach copies of your qualifications and identity document. Only shortlisted candidates will be required to submit certified copies of qualifications and identity document. No late, incomplete or unsigned application forms shall be accepted. Furthermore, photocopies of completed forms, faxed or e-mailed applications shall not be accepted. Taking into consideration that you have to provide your own transport and accommodation during your experiential learning, you are advised to apply for learnership enrolment within the Management Area close to where you reside.

**The Department of Correctional Services (DCS) is looking for youth from various communities with appropriate qualifications to enter into the training towards acquiring the Further Education and Training (FET) Certificate in Corrections Services Learnership (NQF Level 4). The learners will be trained in the areas of rehabilitation of offenders through correction and human development in a secure, safe and humane detention or under the community based correctional supervision. English will be used as the medium of instruction. Enrolment in the learnership does not guarantee permanent employment in the Department.**

**OTHER POST**

<b><u>POST 01/02</u></b>	:	<p><b><u>THE FET CERTIFICATE IN CORRECTIONS SERVICES LEARNERSHIP IN DCS (NQF LEVEL 4)</u></b> (Twelve-month duration of the learnership)</p>
<b><u>STIPEND</u></b>	:	An opportunity to acquire skills, knowledge and workplace experience in the field of Corrections and earn a stipend of R3738,25 per month
<b><u>CENTRE</u></b>	:	<p><b>Eastern Cape Region:</b> St. Albans (Ref No: E01/2022) Amatole (Ref No: E02/2022) Kirkwood (Ref No: E03/2022) East London (Ref No: E04/2022) Sada (Ref No: E05/2022) Mthatha (Ref No: E06/2022)</p> <p><b>Free State and Northern Cape Region:</b> Groenpunt (Ref No: E07/2022) Grootvlei (Ref No: E08/2022) Colesburg (Ref No: E09/2022) Kimberley (Ref No: E10/2022) Upington (Ref No: E11/2022) Goedemoed (Ref No: E12/2022) Bizzah Makhate (Ref No: E13/2022)</p> <p><b>Gauteng Region:</b> Leeuwkop (Ref No: E14/2022) Kgoši Mampuru II (Ref No: E15/2022) Baviaanspoort (Ref No: E16/2022) Zonderwater (Ref No: E17/2022) Johannesburg (Ref No: E18/2022) Boksburg (Ref No: E19/2022) Modderbee (Ref No: E20/2022) Krugersdorp (Ref No: E21/2022)</p> <p><b>Kwa-Zulu Natal Region:</b> Durban (Ref No: E22/2022) Kokstad (Ref No: E23/2022) Pietermaritzburg (Ref No: E24/2022) Ncome (Ref No: E25/2022) Empangeni (Ref No: E26/2022) Glencoe (Ref No: E27/2022) Waterval (Ref No: E28/2022)</p> <p><b>Limpopo, Mpumalanga and North West Region:</b> Polokwane (Ref No: E29/2022) Barberton (Ref No: E30/2022) Bethal (Ref No: E31/2022) Klerksdorp (Ref No: E32/2022) Rooigrond (Ref No: E33/2022) Rustenburg (Ref No: E34/2022) Thohoyandou (Ref No: E35/2022) Witbank (Ref No: E36/2022)</p> <p><b>Western Cape Region:</b> Drakentstein (Ref No: E37/2022) Allandale (Ref No: E38/2022) Brandvlei (Ref No: E39/2022) Pollsmoor (Ref No: E40/2022) Goodwood (Ref No: E41/2022) Southern Cape (Ref No: E42/2022) West Coast (Ref No: E43/2022) Voorberg (Ref No: E44/2022) Overberg (Ref No: E45/2022) Breede River (Ref No: E46/2022)</p>
<b><u>REQUIREMENTS</u></b>	:	Basic enlistment requirements: South Africans who are in possession of the Grade 12 or National Senior Certificate; South Africans who have successfully completed the National Certificate in Vocational Studies (NQF Level 4); or South Africans who have successfully completed a further Education and Training Certificate (NQF Level 4). Candidates with an additional qualification(s) i.e. certificate / diploma / degree / trade certificate in the following fields are encouraged to apply: Corrections / Penology / Criminology, Agriculture (including Agriculture Economists, Agriculture

Engineering, Agriculture Management, Animal Health Technicians, Animal Production, Plant Production), Artisans (all fields, especially Baker/Pastry Maker, Boiler Maker, Bricklayer, Cabinet maker, Construction Carpenter, Electrician, Fitter and Turner, Furniture Machinist/Polisher, Gunsmith, Locksmith, Millwright, Painter, Patternmaker, Plumber, Sheet Metal, Spray Painting, Tool and Die Maker, Upholstery, Welder, Wood Machinist), Construction Health and Safety Technicians, Food Processing (General Abattoir Processes, Meat Inspector / Examination, Processed and Preserved Meat, Fish, Fruit and Vegetables), Graphic Designers, Two-way Radio Communication Technicians, Textile Designing (Garment Makers/Tailor/Seamster, Footwear Design and Shoe Making). Additional qualification(s) shall not be recognized for the stipend paid or for future remuneration purposes. Applicants will be expected to undergo a physical fitness test and medical examination (including a drug test) as part of the selection process. Furthermore, applicants must be South Africans who: Are between 21 and 35 years old; Have strong character; Are physically fit and mentally resilient; Are willing to disclose the information required to process their applications; Are prepared to undergo personnel suitability checks related to their background, citizenship, qualifications and criminal record; Are law-abiding citizens and are without criminal records (particulars of pending / decided criminal cases related to the applicant must be provided in the application form); and Are prepared to subject themselves to selection processes conducted by the DCS. The FET Certificate in Corrections Services Learnership NQF 4. The learnership is outcome-based and is intended to contribute towards addressing the skills shortage in the Department and in South Africa. The Learnership is based on a legally binding agreement between the employer, learner and service provider. The Corrections Services Learnership Programme shall be presented for a period of one year consisting of: ± 30% theoretical or instructional learning and ± 70% workplace learning. Theory The ±30% intensive instructional learning theory shall, in addition to other theoretical modules, include firearm training as well as physical and self-defence training which will take place at designated accredited DCS colleges. Free accommodation, meals, training material and uniform shall be provided during this training phase. The obligatory theoretical training requires the learner to be strictly accommodated on a full-time basis at the training college. Workplace Training This ± 70% workplace learning takes place at the Correctional Centres and Social Reintegration / Community Corrections Offices. During this phase, learners continue to receive a stipend. The learners shall be responsible for their own accommodation, meals and transport. No pension fund, housing allowance, housing subsidy, danger allowance, medical aid or overtime shall be provided by the employer during the theoretical as well as during the practical training. The learner shall be regarded as competent after the successful completion of the instructional learning phase, the workplace learning phase, the final submission of the Portfolio of Evidence (POE) and the successful external verification by the Safety and Security Sector Education and Training Authority (SASSETA). Any contravention or deviation from the learnership agreement during the twelve-month period shall be dealt with by the DCS in accordance with Sections 17 and 18 of the Skills Development Act, 97 of 1998. After successful completion of the learnership, successful learners will receive an FET Certificate in Correctional Services (NQF Level 4). However, the Department of Correctional Services does not guarantee permanent employment on completion of the qualification.

## **ENQUIRIES**

**Eastern Cape Region:** Mr Ndlela HH Tel No: (043) 706 7834/ Ms Myataza Z (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndongela N (043) 706 7883.

**Free State and Northern Cape Region:** Mr Gouws W/ Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.

**Gauteng Region:** Mr De Bruin CR Tel No: (012) 420 0181/ Mr Masango SS (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ Ms Makwarela P (012) 420 0179.

**Kwa-Zulu Natal Region:** Mr Somaru RK Tel No: (033) 355 7365/ Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.



**Limpopo, Mpumalanga and North West Region:** Ms Sibiya MK Tel No: (012) 306 2025/ Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.  
**Western Cape Region:** Ms NA Mdladlamba Tel No: (021) 550 6014/ Ms A Reddy Tel No: (021) 550 6059/ Mr BD Tsewu Tel No: (021) 550 6052/ Ms NC Sotyibi Tel No: (021)550 6054.

**DEPARTMENT OF EMPLOYMENT AND LABOUR**

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

- CLOSING DATE** : 30 January 2023 at 16:00
- NOTE** : Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

**MANAGEMENT ECHELON**

- POST 01/03** : **DEPUTY DIRECTOR-GENERAL: LABOUR POLICY AND INDUSTRIAL RELATIONS REF NO: HR4/23/01/01HO**
- SALARY** : R1 590 747 per annum, (all inclusive)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Three (3) year undergraduate Degree in Economics / Labour Economics/ Research/ Labour Relations/Labour Law/ International Relations (NQF 7) and a post graduate qualification Honours Degree/ Master or Doctoral Degree in Labour Relations/ Labour Law/Economics/Labour Economics/ International Relations. Eight (8) to ten (10) years' experience at a Senior Management Level (Five (5) years must be as a member of the SMS in the Public Sector). A valid driver's licence. Knowledge: The South African labour market, Public

- Financial Management Act, Public Service Regulations and relevant prescripts, Public Service Act, Public Service transformation and management issues, White Paper on transformation of Public Services, Ability to convert policy into action, Departmental Policies and procedures, Corporate governance, Minimum Information Security Standards, Batho Pele Principles, International Politics and relations, South African Foreign Policy, International Labour Organisations, Access Recognition and Licencing Committee, South African Development Community, African Union. Skills: Financial management, Leadership, Strategic Management, Decision Making, Verbal and written communication, Interpersonal relations, Computer literacy, Project management, Research Capabilities, Conflict Management, Problem solving, Strong Leadership, Diplomatic and tactful.
- DUTIES** : Develop strategy to promote Equity in the Labour Market. Regulate the protection of vulnerable workers for various industries in the country. Advise the Director General and the Executive Authority on an ongoing basis regarding Labour Market Information and Statistics. Promote sound of Labour Relations in various industries within the country. Contribute to employment creation and strengthen multilateral including bilateral relations. Develop strategies and mechanisms to monitor the Impact on Legislations.
- ENQUIRIES APPLICATIONS** : Ms MM Matyila Tel No: 012 309 4026
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- POST 01/04 4/23/01/02HO** : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR**
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (all-inclusive)  
: Provincial Office: Mpumalanga  
: Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public/ Administration or Management/ Labour Law/ Operations Management/ Human Resource management/Finance/Accounting/Social Science/Medical Science/Health Sciences/Engineering Science/Economics/ Statistics. Five (5) years of experience at a senior management level in a relevant operational environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.
- DUTIES** : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.
- ENQUIRIES APPLICATIONS** : Ms M Bronkhorst Tel No: (012) 309 4969  
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- POST 01/05** : **CHIEF LEGAL ADMINISTRATION OFFICER REF NO: HR 4/23/01/03HO**
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum, (all-inclusive)  
: Head Office: Pretoria  
: LLB Degree (NQF Level 7 and SAQA recognized. Admission and the right to appear in the High Court of South Africa as an Attorney or Advocate. Valid drivers licence. Five (5) years' experience at a senior Managerial level. Five (5) years functional experience in legal advisory. Knowledge: Departmental policies and procedures, Batho Pele Principles, Financial Management, Strategic Management, Interpretations of Acts and Regulations, Human Resources Management. Skills: Strong leadership, Verbal and written communication, Facilitation, Problem solving, Computer literacy, Presentation, Performance Management, Analytical, Coordination of functions.
- DUTIES** : Liaise with State Attorney, Office of the Chief State Law Advisor and Public Protector and other relevant structures and stakeholders. Draft operational plans and compile status reports on legal matters in the Department. Provide

legal advisory services in the Department. Provide advice to the Minister, Director-General. Supervise the work of the officials in the Chief Directorate and manage their performance and development. Ensure sound financial management in the Chief Directorate.

**ENQUIRIES** : DDG: CS Ms BB Matebesi Tel No: (012) 309 4865/4226  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

#### **OTHER POSTS**

**POST 01/06** : **DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: HR**  
**5/1/2/3/01**

**SALARY** : R766 584 per annum, (all inclusive)  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Three-year tertiary qualification in Information Technology/ Information Systems/ Computer Science/ Informatics. 5 years' functional experience in the System Administration environment of which 2 years at Assistant Director or entry management level. Knowledge: Compensation Fund business strategies and goals. Relevant Stakeholders. Customer Service (Batho Pele Principles). Fund Value. Technical Knowledge. Risk Management and Fund Governance. Public Service Act. Public Service Regulations. Promotion of Access to Information Act. Budgeting and Financial Management. IT governance framework. Legislative Requirement: PFMA. Treasury Regulations. COIDA. Skills: Required Technical proficiency. Business writing. Required IT. Decision making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Planning and organising. Problem solving and analysis.

**DUTIES** : Manage the operations of the financial management system and its modules to ensure complete and accurate financial reporting. Manage the SAP financial management system and processes. Identify and address problems relating to financial management and operational processing systems. Manage daily system operations and support. Manage regular maintenance of the financial management and operation processing system (SAP). Manage the sub-directorate.

**ENQUIRIES** : Mr M Mdingi Tel No: (012) 319 9266  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

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

**POST 01/07** : **DEPUTY DIRECTOR: ASSET AND FLEET MANAGEMENT REF NO: HR 4/**  
**4/3/2/DDAFM/UIF**

**SALARY** : R766 584 per annum, (all-inclusive)  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three-year tertiary qualification (NQF Level 6) in Financial Management (any finance qualification)/Public Finance Management /Cost and Management Accounting/Accounting Management Asset Management/Fleet Management/ Transport and Logistics/Property Management/Facility Management/Logistic Management/ Business Management. Five (5) years' experience of which three (3) years must be functional experience in Asset and Fleet Management environment and two (2) years must be management experience in the same environment. Knowledge: Public Service Regulation (PSR). Public Service ACT (PSA). Public Financial Management Act (PFMA). Project Management. Asset management. Government-Wide Immovable Asset Management (GIAMA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Supply Chain Management, Computer Literacy. Fleet Management. Labour Relation Act. Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Skills: Financial Management. Analytical. Problem Solving. Project Management. Presentation. Planning and Organising. Communication (verbal and written). Computer literacy. Report Writing.

**DUTIES** : Manage the fleet and administration thereof (Pool and Subsidized). Manage travel and accommodation arrangement activities. Monitor the maintenance

of asset register, allocation and the utilization. Manage losses/surplus and disposal of assets. Manage resources (Human, Financial, Equipment/Asset) in the sub-directorate.

**ENQUIRIES** : Ms MM Ramoshaba Tel No: (012) 337 1412/1405  
**APPLICATIONS** : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub- directorate: Human Resources Management

**POST 01/08** : **ASSISTANT DIRECTOR: PES ADMIN SYSTEM REF NO: HR 4/23/01/04HO**

**SALARY** : R491 403 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Information Technology. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Information Technology environment. Knowledge: Public service transformation and management issues, Public Service Regulation and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Minimum Information Security Standards. Skills Development Act, Public Financial Management Act, Public Finance Management Act (PFMA), Employment Equity Act. Skills: Computer, Communication, Planning and Organizing, Report writing, Leadership, Ability to convert policy in action, Project Management, Presentation, Analytical, Interpersonal relations.

**DUTIES** : Facilitate development of identified PES Administrative system in conjunction with internal and external service providers. Co-ordinate implementation of monitoring tools for effective and efficient PES Operating systems. Monitor improvement of PES services delivery through Employment Centres, Self-Help Kiosks and LFDs. Coordinate PES Infrastructure in Provinces to meet client expectation. Coordinate relationships with relevant PES Stakeholders with regards to PES Admin System development.

**ENQUIRIES** : Mr J Shanmugam Tel No: (012) 309 4894  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

**POST 01/09** : **SYSTEMS ANALYST REF NO: HR 5/1/2/3/02**

**SALARY** : R393 711 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A three-year tertiary qualification in Information Technology/ Computer Science/ Informatics/ Business Applications. Six Sigma Certificate will be an added advantage. 4 years' functional experience in the system analysis environment. Knowledge: Compensation Fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele principles). Project risk management. Project and programme budgeting. Project management best practice, theory and methodology. Portfolio management. IT programme / projects. Wireless area network and local area network. Legislative Requirements: Project Management Standards. Corporate Governance of ICT. Skills: Business writing. Computer proficiency. Telephone skills and etiquette. Project management. Research skills. Innovative problem solving. Communication (verbal and written). Planning and control. Strategic thinking. PMBOK and MS.

**DUTIES** : Gather and documents end user technical requirements. Analyse information systems requirements. Process improvements through systems implementation and improvements. Provide project support. Management of resources.

**ENQUIRIES** : Ms M Thongoane Tel No: (066) 481 6293  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

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

**POST 01/10** : **ASSISTANT DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR**  
**5/1/2/3/03**

**SALARY** : R393 711 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Three-year qualification in Commerce / Law. 4 years' functional experience in fraud investigation. Knowledge: Compensation Fund regulations, policies, and procedures. Customer Service principles (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Minimum Information Security Standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Compensation Fund information technology operating systems. Understanding of Fraud and corruption processes. Legislative Requirements: National intelligence Act. Protection of Information Act. Criminal procedure Act. PFMA and National Treasury Regulations. COIDA. Public service regulations. Promotion of Access to Information Act. Skills: Client orientation and customer focus. Communication (verbal and written). Campaign management. People and performance management. Problem solving and analysis. Planning and organizing. Knowledge management. Negotiation. Decision making. People management. Computer literacy. Research skills.

**DUTIES** : Implement the fraud investigation policy, strategy and procedures within the Fund. Coordinate the execution of Fraud investigation plans. Conduct analysis on cases received. Supervision of staff.

**ENQUIRIES** : Mr J Ngapo Tel No: (012) 313 6339  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

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

**POST 01/11** : **ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: HR 5/1/2/3/04**

**SALARY** : R393 711 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Three-year tertiary qualification in Risk Management/ Forensic Audit/ Criminal/ Forensic Accounting/ Commerce. 4 years' functional experience on Fraud management. Knowledge: Public Service Act. Customer Service principles (Batho Pele Principles). Criminal law, criminal procedure and law of evidence. Minimum Information Security Standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Corporate governance guidelines and strategies. Directorate goals and performance requirements. Investigation principles and practices. Information system terminology, concept and practices. Understanding of fraud, corruption risks and effective risk management techniques, forensic audit practices. Knowledge of professional standards of Associations of Certified Fraud Examiners (ACFE) and or internal Standards for Professional Practice of Internal Audit. Legislative Requirements: National intelligence Act. Criminal procedure Act. The prevention and Combating of Corrupt Activities Act, Act No.12 of 2003 (PRECCA). The Prevention of Organized Crime Act, Act No. 121 of 1998 (POCA). The Protected Disclosures Act, Act No.26 of 2000 (PDA). The Public Finance Management Act, Act No 1 of 1999 (PFMA) as amended. National Treasury Regulations. Promotion of Access to information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Skills: Stakeholder relations management. Client orientation and customer focus. Campaign management. Project management. Problem solving and analysis. Strategic planning and organizing. Knowledge management. Decision making. People management. Computer literacy. Research skills. Good communication and Interpersonal skills. Relationship management/alliance partnering. Diversity management. Critical system thinking. Driving.

**DUTIES** : Providing inputs into the development of fraud prevention and integrity management strategies, policies and procedures. Co-ordinate and implement the developed fraud prevention, policies and procedures. Co-ordinate the anti-fraud and corruption training programmes. Co-ordinate and implement various fraud detection techniques and cyber crime in the Fund. Implement and maintain fraud prevention best practices.

**ENQUIRIES** : Mr J Ngapo Tel No: (012) 313 6339

- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 01/12** : **SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: PERFORMANCE REF NO: HR 5/1/2/3/05**
- SALARY** : R331 188 per annum
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Minimum 3 years' qualification in Supply Chain Management or any equivalent qualification. 2 years' experience in Supply Chain with an added advantage of specific experience in SCM performance. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customers. Customer Service (Batho Pele principles). Risk Awareness. COIDA. Legislative Requirements: COID Act, Regulations and policies. National Treasury Regulations. Preferential Procurement Policy Framework Act. Public service Act. Public Finance Management Act. National Treasury Regulations. Skills: Required Technical proficiency. Performance Management. Communication (verbal and written). Meeting planning, organization and facilitation. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making. Analytical thinking. Planning and organizing.
- DUTIES** : Review the Demand procedures for efficiency and compliance. Review the Acquisitions procedures for efficiency and compliance. Review the Logistics procedures for efficiency and compliance. Review the assets procedures for efficiency and compliance. Report logistics management activities.
- ENQUIRIES** : Ms K Mthethwa Tel No: (012) 406 5680
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 01/13** : **SENIOR STATE ACCOUNTANT: ACCOUNT PAYABLE REF NO: HR 5/1/2/3/06**
- SALARY** : R331 188 per annum
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Three-year tertiary qualification in Accounting/ Financial Accounting/ Financial Management / Cost and Management Accounting. 2 years' functional experience in Accounts Payable environment. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customers. Customer services (Batho Pele Principles). Generally, Recognised Accounting Practice (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Act (PSA). Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Promotion of Access to Personal Information Act (PAIA). Legislative requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Technical proficiency. Communication (verbal and written). Meeting planning, organisation and facilitation. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making. Computer Literacy.
- DUTIES** : Attend to accounts payable process. Conducting Accounting and Administrative Services. Conduct Reconciliation of account. Execute daily payment run. Supervise staff.
- ENQUIRIES** : Ms P Makapela Tel No: (012) 406 5721
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 01/14** : **OHS INSPECTOR: CIVIL REF NO: HR4/4/5/99**

**SALARY** : R331 188 per annum  
**CENTRE** : Dundee  
**REQUIREMENTS** : Senior Certificate plus a three (3) year recognised qualification in relevant field,i.e Construction. Valid driver's License. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Computer literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical and Verbal and written communication.

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

**ENQUIRIES** : Ms T. Khumalo Tel No: 034 212 2421  
**APPLICATIONS** : Deputy Director: Labour Centre Operations: PO Box 445, Dundee, 3000 OR hand deliver at 63 Victoria Street, Dundee.

**FOR ATTENTION** : Sub-directorate: Labour Centre Operations, Dundee

**POST 01/15** : **OHS INSPECTOR (X2 POSTS)**

**SALARY** : R331 188 per annum  
**CENTRE** : Labour Centre: Tzaneen Ref No: HR4/4/6/134 (X1 Post)  
Labour Centre: Louis Trichardt Ref No: HR4/4/6/135 (X1 Post)

**REQUIREMENTS** : Senior Certificate plus a three year recognized qualification in the relevant field i.e. Mechanical Engineering; Mechatronics Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Registration with the relevant, recognized professional body is an advantage but not compulsory and a valid driver's license Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes\_ - incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

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

**ENQUIRIES** : Mr. M Makgobola Tel No: 015 290 1664



**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Limpopo

**POST 01/16** : **EMPLOYMENT SERVICE PRACTITIONER II REF NO: HR4/4/11/24**

**SALARY** : R331 188 per annum  
**CENTRE** : Mount Ayliff Labour Centre  
**REQUIREMENTS** : Three (3) year relevant qualification in Social Science / Public Administration. Valid Driver's Licence. Knowledge: ILO Conversations, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and Organising, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

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

**ENQUIRIES** : Mr M Ntonga Tel No: 039 254 0282  
**APPLICATIONS** : Deputy Director: Labour Centre Operations, Private Bag X 530 eMaXesibeni, 4735, Hand deliver at No 52 Church Street emaXesibeni.

**FOR ATTENTION** : Deputy Director: Labour Centre Operations

**POST 01/17** : **EMPLOYER SERVICES PRACTITIONER (ESP II) REF NO: HR4/4/8/78**

**SALARY** : R331 188 per annum  
**CENTRE** : Springbok Labour Centre  
**REQUIREMENTS** : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Business Management/ Public Management. A valid driver's license. Two (2) years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management Act, ILO conversions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

**DUTIES** : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process request for International Cross Boarder Labour Migration (ICBLM) and advice on the availability of skills. Process applications for registration of Public Employment Agency (PEA) And Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Scheme. Supervise the administration of employer services at the Labour Centre.

**ENQUIRIES** : Ms H Goci Tel No: 027 718 1048  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

**FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley

**POST 01/18** : **SUPERVISOR: CLIENT SERVICES COID REF NO: HR4/4/10/500**

**SALARY** : R331 188 per annum  
**CENTRE** : Mthatha Labour Centre, Eastern Cape Province  
**REQUIREMENTS** : Matriculation/Grade 12/Senior Certificate Three-year tertiary qualification in Customer Services/Management/Customer Relations/Contact Centre Management/Office Administration Management/Communication/Marketing. 2 years' functional experience in customer care/client services environment. Knowledge: All Labour Legislations and Regulations Private Employment Agency regulations and ILO conventions Batho Pele principles Public Services Regulations Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem solving skills, Computer literacy Basic interpersonal skills, Listening skills, Communication skills, Ability to interpret legislation, Telephone etiquette, Mediation skills.

**DUTIES** : Monitor and oversee the help desk at the first port of entry within the COID services. Facilitate customer driven quality workflow processes. Coordinate

and ensure quality resolution of queries. Attend all queries regarding legislation and follow up on pending queries. Management of resources.

**ENQUIRIES** : Ms S Zawula Tel No: 047 501 5600  
**APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag 5080, Mthatha, 5100, Hand delivery: No 8 Manpower Building CNT, Elliot& Madeira Street Mthatha, 5099.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Mthatha Labour Centre

**POST 01/19** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGAMENT REF NO: HR4/4/11/31**

**SALARY** : R331 188 per annum  
**CENTRE** : Provincial Office: Mmabatho  
**REQUIREMENTS** : Three (3) year relevant qualification in Human Resource Management. 1-2 years' supervisory experience doing Human Resource Management Services. Knowledge: All labour legislations. Departmental policies and procedures. HR related systems. Public Service Act. Batho Pele principles. Public Service Regulations. Skills: Communication. Presentation. Conflict management. Analytical. Report writing. Computer literacy. Planning and Organising. Supervisory. Team management skills. Valid Driver's Licence.

**DUTIES** : Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of HR policies. Monitor payment of salaries.

**ENQUIRIES** : Mr. Sello Pheeha Tel No: (018) 387 8100  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2<sup>nd</sup> Floor, Provident House, University Drive, Mmabatho

**POST 01/20** : **SENIOR PRACTITIONER: DEMAND MANAGEMENT REF NO: HR 4/4/3/1/SPDM/UIF**

**SALARY** : R331 188 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three-year tertiary qualification (NQF Level 6) in Logistics Management /Supply Chain Management / Public Management. Two (2) years functional experience in demand management environment. Knowledge: Public Financial Management Act (PFMA). Public Service Act (PSA). Public Service Regulations (PSR). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Treasury Regulations. Supply Chain Management Systems and Processes. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Condition of Employment (BCEA). Skills: Financial Management. Analytical. Problem Solving. Presentation. Planning and Organising. Communication (verbal and written). Computer literacy. Report Writing. Minutes writing.

**DUTIES** : Establish and ensure that a needs analysis is conducted. Facilitate the quotation process. Compile and maintain supplier's database. Conduct the evaluation and compliance thereafter of vendor's/suppliers performance. Supervise resources (Human, Financial, Equipment/Assets) in the section.

**ENQUIRIES** : Mr J Parsotam Tel No: (012) 337 1726  
**APPLICATIONS** : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub- directorate: Human Resources Management,

**POST 01/21** : **STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/79**

**SALARY** : R331 188 per annum  
**CENTRE** : Provincial Office: Northern Cape  
**REQUIREMENTS** : BPROC/ LLB/ BCOM LAW. One (1) year in the legal/ compliance environment. Knowledge: Public Service transformation and management issues, Public Service act, Treasury Regulations, Departmental Policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing Skills, Presentation, Innovative, Analytical, Verbal and written communication.

- DUTIES** : Assist In court for enforcement of IES, Manage the implementation of enforcement processes for IES, Manage the advocacy strategy for in the province, Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces, Compile the stats for the unit.
- ENQUIRIES APPLICATIONS** : Mr IS VASS Tel No: (053) 331 1752
- FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
- POST 01/22** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND REF NO: HR 5/1/2/3/07**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
: Compensation Fund, Pretoria  
: Three years' tertiary qualification in Supply Chain Management/ Purchasing/ Logistics/ Procurement Management. Chartered Institute of Purchasing and Supply –CIPS as an added advantage. 1 year's functional experience in Supply Chain environment. Knowledge: Compensation Fund Policies, procedures and processes. Relevant stakeholders and customers. Customer service (Batho Pele Principles). Supply Chain procurement guidelines. Generally Recognised Accounting Practice (GRAP). COIDA. Technical knowledge. Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Preferential Procurement Policy Framework Act. BBBEE procurement provisions. Skills: Required Technical proficiency. Communication (verbal and written). Meeting planning, organisation and facilitation. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making.
- DUTIES** : Receive requisitions from supervisor for processing. Receive requisition above (R500 000) from supervisor for processing. Provide secretarial functions to the Bid Specifications Committee (BSC). Supervisor of staff.
- ENQUIRIES APPLICATIONS** : Ms R Venter Tel No: (012) 406 5720
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.  
: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 01/23** : **OFFICE ADMINISTRATOR REF NO: HR 5/1/2/3/08**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
: Compensation Fund, Pretoria  
: Three-year relevant qualification in Office/ Information Management/ Public/ Business Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures. Planning and organising. Administration procedures. Batho Pele principles. Interpersonal relations. Skills: Facilitation. Interpersonal relationship. Communication both (verbal and written). Computer. Telephone etiquette. Organising. Decision Making. Analytical. Project Management.
- DUTIES** : Provide a receptionist support to the Chief/Directorate including diary management for the Chief/Director. Render a secretariat Service for the Office of the Chief/Director. Assist in Monitoring and Maintaining the budget including the supply chain for the Chief/Directorate. Facilitate and coordinate all logistical and resource requirement of the Chief/Directorate. Provide Management Information and records management services in the Chief/Directorate. Track and monitor projects tasks within the Chief/Directorate.
- ENQUIRIES APPLICATIONS** : Ms D Nkabinde Tel No: (012) 406 9263
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.  
: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 01/24** : **FACTORY STORE ADMINISTRATOR REF NO: HR4/22/10/08**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
 : Supported Employment Enterprise, Seshego  
 : National Diploma/ B Degree in Purchasing Management / Assets Management / Facility Management/ Logistics Management or relevant qualifications. Six (6) months relevant experience. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Financial Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE), Treasury Regulations, Supply Chain Management Systems and Processes, Assets Management. Skills: Financial Management, Analysis, Problem Solving, Presentation, Planning and Organizing, Communications (verbal and written), Computer Literacy, Report Writing.

**DUTIES** : Maintain and update the stock register. Capture stock details on both manual and electronic procurement systems. Maintain the warehouse. Provide stock taking and issuing of items. Administer the receiving of goods/items for the stores and warehouse.

**ENQUIRIES APPLICATIONS** : Ms A Pretorius Tel No: 012 843 7425  
 : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

**POST 01/25** : **ADMIN OFFICER: SUPPORT SERVICES: IES REF NO: HR 4/4/8/822**

**SALARY CENTRE REQUIREMENTS** : R269 274 per annum  
 : Provincial Office: Free State  
 : Three (3) year relevant tertiary qualification in Labour Relations/ Human Resources management/ Public/ Business Management/ Administration. One (1) year functional experience in Inspection/ Administration Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. SKILLS: Planning and organizing, Computer literacy, Interpersonal, Problem Solving, Communication (Verbal and Written).

**DUTIES** : Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, LRA), Conduct Labour Centre audits to check of the necessary tools of trade are in place with a view to improve IES systems and processes, Collect, compile and consolidate IES statistical reports and submit to Supervisor, Coordinate and monitors local and provincial Blitz inspections, Prepare enforcement document to Labour Court, Public Prosecutor and Magistrate Court.

**ENQUIRIES APPLICATIONS** : Mr M Luxande Tel No: (051) 505 6235  
 : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State

**POST 01/26** : **DEBT COLLECTION CLERK REF NO: HR 5/1/2/3/09**

**SALARY CENTRE REQUIREMENTS** : R218 064 per annum  
 : Compensation Fund, Pretoria  
 : Grade 12. No Experience. Knowledge: Basic Accounting System (BAS). Legislative Requirements: COIDA. Public Finance Management Act. Treasury Regulations. Public Service Act. Skills: Communication (verbal and written). Debt Collection. Financial Management. Planning and organising. Computer literacy. Interpersonal. Conflict handling. Problem Solving.

**DUTIES** : Render effective debt collection services and accounts receivable administration duties. Provide bookkeeping support services. Follow up on debtors.

**ENQUIRIES APPLICATIONS** : Ms DK Mbulawa Tel No: (012) 406 9269  
 : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

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

**POST 01/27** : **INSPECTOR (X2 POSTS)**

**SALARY CENTRE** : R218 064 per annum  
Springbok Labour Centre Northern Cape Ref No: HR 4/4/8/71 (X1 Post)  
Phuthaditjhaba Labour Centre Free State Ref No: HR 4/4/8/825 (X1 Post)

**REQUIREMENTS** : Three (3) year qualification in Labour Relations/ BCOM Law/ LLB. A Valid driver's licence. No experience required. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Condition of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organizing (Own work), Computer literacy, Interpersonal, Problem solving, Interviewing skills, Analytical, Verbal and Communication skills, Employment Equity Act.

**DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

**ENQUIRIES** : Mr D Luekes at 082 888 3343  
Mr A Kutuka Tel No: (058) 713 0373

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.  
Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State

**POST 01/28** : **BCEA INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/94**

**SALARY CENTRE** : R218 064 per annum  
Ladysmith Labour Centre: KZN

**REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

**DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

**ENQUIRIES** : Ms L Radebe Tel No: (036) 638 1900

**APPLICATIONS** : Deputy Director: Ladysmith Labour Centre, P/ Bag X 9926, Ladysmith 3370 or hand deliver at 35 Keate Street, Ladysmith.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

**POST 01/29** : **CLAIMS PROCESSOR REF NO: HR 4/4/8/821**

**SALARY CENTRE** : R218 064 per annum  
Bethlehem Labour Centre Free State

**REQUIREMENTS** : Grade 12 Certificate/ Three (3) years relevant qualification Degree/ Diploma in Public Management/ Administration/ Social Science/OHS/ Finance/ HRM is required. 1-2 years' experience on Compensation and Medical Claims processing. Knowledge: DEL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund Policies, Procedures and Processes, Human anatomy/ Biology, Medical Terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, DPSA guidelines on COIDA, COIDA tariffs, Technical knowledge. Skills: Requires Technical Proficiency Business Writing

Skills, Required IT Skill, Fund IT Operating System, Data Capturing, Data and records management, Telephone Skills and Etiquette.

**DUTIES** : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

**ENQUIRIES APPLICATIONS** : Mr T Moholi Tel No: (058) 303 5293

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

**POST 01/30** : **CLIENT SERVICE OFFICER REF NO: HR4/4/5/75**

**SALARY CENTRE REQUIREMENTS** : R211 713 per annum  
 : Richards Bay Labour Centre / Eshowe Satellite  
 : Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.

**DUTIES** : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

**ENQUIRIES APPLICATIONS** : Mr KI Ximba Tel No: (035) 760 1614

**FOR ATTENTION** : Deputy Director: Labour Centre Operations: Private Bag X 20033, Empangeni, 3880 OR hand deliver at 11 Lira Rink Road, Richards Bay.  
 Bay. Sub-directorate: Deputy Director: Labour Centre Operations, Richards Bay.

**POST 01/31** : **ADMINISTRATION CLERK: PES REF NO: HR 4/4/7/109**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum  
 : Provincial Office Mpumalanga  
 : Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.

**DUTIES** : Liaise with stakeholder relations for acquisition of placement opportunities (Daily). Avail information for coordination of International Cross-Border Labour Migration functions (Daily). Support coordination of the registration and certification of Private Employment Agencies (Daily). Coordinate large (Provincial) opportunities from key stakeholders (Weekly).

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

**FOR ATTENTION** : The Deputy Director: Public Employment Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

**POST 01/32** : **ADMINISTRATIVE CLERK: SUPPORT SERVICES IES REF NO: HR 4/4/4/10/100**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum  
 : Labour Centre: Graff Reinet  
 : Matriculation/ Grade 12. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and photocopier, Data capturing. Skills: Planning and Organizing, Computer Literacy, Communication.

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

**ENQUIRIES** : Mr L Mduduma Tel No: (049) 892 2142

**APPLICATIONS FOR ATTENTION** : Labour Centre Operations: P.O Box 342, Graff Reinet, 6280  
 : Deputy Director: LCO

**POST 01/33** : **ADMINISTRATION CLERK: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR 4/ 4/3/1/ACAFAC/UIF**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum  
 : Unemployment Insurance Fund: Pretoria  
 : Grade 12 Certificate. No experience required. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Promotion of Access to information Act (PAIA). Unemployment Insurance Act (UIA). Unemployment Contributions Act (UICA). Skills: Minutes Writing. Report Writing. Analytical and Creativity. Planning and Organising. Communication. Computer Literacy. Time Management. Interpersonal.

**DUTIES** : Render administrative support services to the fraud and corruption investigation processes. Provide an effective case administration. Provide logistical arrangements in the Section.

**ENQUIRIES APPLICATIONS** : Ms J Jack Tel No: (012) 337 1711  
 : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub- directorate: Human Resources Management

**POST 01/34** : **TEAM LEADER: PHYSICAL AND INFORMATION SECURITY SERVICES REF NO: HR 4/ 4/3/1/TLPISS/UIF**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum  
 : Unemployment Insurance Fund: Pretoria  
 : Grade 12. Private Security Industry Regulatory Authority (PSIRA) Grade B Certificate. One (1) year experience in Security Environment. Knowledge: Access to Public premises and vehicles Act. Private Security Industry Regulatory Authority Procedures. Evacuation Procedures. Batho Pele Principles. Public Service Regulations Act (PSR). Departmental Procedures and Policies. Skills: Verbal and written communication. Problem solving. Analytical. Computer Literacy. Good Interpersonal relation. Communication. Customer care.

**DUTIES** : Render the physical security services. Render the information security services. Render access to the building and key control. Supervise security officers on shifts.

**ENQUIRIES APPLICATIONS** : Mr K Mphophu Tel No: (012) 337 1651/ 1749  
 : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub- directorate: Human Resources Management

**POST 01/35** : **CLEANER MAINTENANCE MANAGEMENT REF NO: HR 4/4/3/1CMM/UIF**

**SALARY CENTRE REQUIREMENTS** : R128 166 per annum  
 : Unemployment Insurance Fund: Pretoria  
 : ABET. No experience required. Knowledge: Cleaning Procedures. General Hygiene Practices. Batho Pele Principles. Cleaning Products and Applications. Skills: Planning. Communications (verbal and written) Listening.

**DUTIES** : Provide cleaning services (offices, corridors, elevators and bathrooms etc.). Provide general kitchen cleaning services. Clean restrooms and maintain tidiness. Keep and maintain cleaning materials and equipments.

**ENQUIRIES APPLICATIONS** : Ms HT Masemola Tel No: (012) 337 1502  
 : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub- directorate: Human Resources Management

**DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT**  
*The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.*

**MANAGEMENT ECHELON**

<b><u>POST 01/36</u></b>	:	<b><u>DIRECTOR: SOUTHERN OCEANS &amp; ANTARCTIC SUPPORT REF NO: OC23/2022</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A bachelor's degree (NQF Level 7) qualification recognized by SAQA in one or more of the following fields of study: Transport Logistics; Maritime studies or Economics and Engineering Management, or equivalent relevant qualification. A minimum of 5 years' experience at middle managerial level. Successful completion of the Public Service Senior Management Leadership Programme. Knowledge of policies and relevant legislation pertaining to the various aspects of the Oceans and Coasts Environment. Knowledge inter-governmental system. Knowledge and experience in Planning, Monitoring & Reporting. Knowledge of government Administration and financial procedures. Knowledge public service and government administrative prescripts, policies and procedures. Knowledge of financial and procurement administrative procedures (PFMA & Treasury Regulations). Good strategic capability and leadership, analytics skills and understanding of environmental issues. Experience in strategic planning, programme and project management, and organizational transformation. Computer literacy and good communication skills (both verbal and report writing) with advanced experience in stakeholder engagement, and sound problem solving and analytical skills.
<b><u>DUTIES</u></b>	:	Ensure full compliance with Safety, Health and Environmental Management for Antarctic and Sub-Antarctic Environments. Plan, develop and implement systems and processes to ensure compliance with the Occupational Health and Safety act for the well-being of personnel and infrastructure. Manage biosecurity and environmental compliance including waste management to maintain the pristine nature of the Antarctic and Sub-Antarctic environments in compliance with relevant acts, treaties and legislation such as Prince Edward Island Management Plan, Antarctic Treaty, etc. Ensure continued SA presence on Antarctica and Sub-Antarctic Island as well as Southern Ocean territories through the maintenance off the three research bases on Marion Island, Gough Island and Antarctica including the enabling infrastructure. Manage and co-ordinate all office, operational and logistical functions in support of the requirements of the approved annual Southern Ocean and Antarctic research program. Plan and execute resupply voyages for all three bases on time through the provisioning of food, fuel, medical supplies, technical supplies as well as household and recreational. Ensure effective and efficient management of major contracts for services and provisions for the South African National Antarctic Program. Establish and manage the service contracts for vessel operations, helicopter support, vehicle maintenance, and satellite communications. Negotiate and setup commercial opportunities for charter of the SA Agulhas II and other logistics support.
<b><u>ENQUIRIES</u></b>	:	Dr. L Fikizolo Tel No: 021 493 7357
<b><u>APPLICATIONS</u></b>	:	May be forwarded to the Director-General, Department of Forestry, Fisheries, and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town.
<b><u>FOR ATTENTION</u></b>	:	marked for the attention: Human Resources Management
<b><u>NOTE</u></b>	:	Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from



underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 27 January 2023
- POST 01/37** : **PROJECT MANAGER: REGIONAL TYRE INDUSTRY WASTE MANAGEMENT PLAN OVERSIGHT (X3 POSTS)**  
(5 Year Contract)
- SALARY CENTRE** : R1 105 383 per annum, (total cost to company)  
WB1/2023) : Region 1: Western Cape and Eastern Cape (Cape Town) (Ref No: Region 2: Free State, KZN and Mpumalanga (KwaZulu Natal) (Ref No: WB2/2023)  
Region 3: North-West, Northern Cape, Gauteng, and Limpopo (Pretoria) (Ref No: WB3/2023)
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Natural Science / Environmental/Engineering/Commerce/Business Management (NQF Level 07) or equivalent qualification. A minimum of five years' experience at middle management level. Extensive experience in waste management industry. Strong understanding of waste processing/treatment facilities or cement kilns and waste disposal/storage facilities. Knowledge of environmental legislation. Sound knowledge of Transformation regulatory frameworks, Broad Based Black Economic Empowerment Act and Promotion of Access to Information Act. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Understanding of the work of Government and the various stakeholders. Project management skills. Sound organising, planning and leadership skills. Good communication, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. In possession of a valid driver's licence.
- DUTIES** : Manage Service Level Agreements and any other contracts between Implementers and the Waste Management Bureau. Provide strategic input on the procurement of Implementers in accordance with PFMA. Ensure monitoring, reporting and evaluation on progress with regard to the implementation of the Industry Waste Management Plans (IndWMP). Enhance participation with stakeholders and other government departments. Facilitate stakeholder engagement inclusive of government, communities, NGOs, industry, funding institutions, research, and training institutions. Ensure promotion and awareness creation of the IndWMP to stakeholders. Identify strategic partnerships and co-ordinate development of frameworks for agreements (MoUs, etc.). Ensure that the budget and financial management for Tyre IndWMP implementation by the respective implementer is aligned to PFMA. Ensure additional investment by industry, where relevant, to facilitate economic growth throughout the value chain in line with IndWMP. Monitor

**ENQUIRIES  
APPLICATIONS**

and evaluate the impact of incentives and disincentives. Facilitate funding for waste tyre processing development.

: Mr O Baloyi Tel No: (012) 399-9843  
: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

**NOTE**

: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**CLOSING DATE**

: 30 January 2023

**OTHER POSTS**

**POST 01/38**

: **ENVIRONMENTAL OFFICER CONTROL GRADE A: GENERAL WASTE  
MINIMISATION (OSD) REF NO: CWM1/2023**

**SALARY  
CENTRE  
REQUIREMENTS**

: R517 725 per annum, (OSD package)  
: Pretoria  
: A four year degree (NQF Level 7) in Natural / Environmental Science or relevant qualification. 6 years post qualification experience in a related field. Extensive knowledge of environmental quality and protection related policies. Understanding of Environmental issues relating to air and atmosphere. Extensive technical and management experience in environmental and in project management. Policy and legislative framework governing pollution and waste management. Understanding of government standard administrative procedures. Understanding of HR practices and procedures. Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Organisational and planning skills. Good Communication skills (written and spoken). Programme and Project Management. Good interpersonal relations. Advanced computer skills. Ability to collect and interpret information and reports. Ability to work under extreme pressure.

- DUTIES** : Manage threats to environmental quality and integrity. Ensure that negative impacts of chemicals and waste on health and wellbeing are minimised. Develop and implement chemicals and waste management instrument. Develop departmental Food Waste Prevention and Management Guideline. Improve support and enhance capacity for the environment sector and effective knowledge and information management for the environmental sector. Revise and finalise Waste Tariff Model and documents Monitor sector and growth in industries that depend on environmental services. Develop and implement Chemicals and Waste Management awareness. Monitor implementation of the respective institution's guidelines.
- ENQUIRIES** : Mr. Dumisani Buthelezi; Tel No: (012) 399 8535
- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the 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.
- CLOSING DATE** : 30 January 2023
- POST 01/39** : **ASSISTANT DIRECTOR: WOODLANDS AND INDIGENOUS FOREST MANAGEMENT (X2 POSTS)**
- SALARY** : R491 403 per annum
- CENTRE** : Limpopo (Ref No: B&C1/2022)  
Mpumalanga (Ref No: B&C2/2022)
- REQUIREMENTS** : A recognised 3 years National Diploma or Degree (NQF level 6) in Forestry / Nature conservation / environmental science or equivalent qualification plus 3-5 years' experience in forestry or related field. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), and National Environmental Management Act 1998 (Act 107 of 1998). Knowledge Knowledge in the regulation of Natural Resources, Environmental Legislation

and Policies impacting on the forestry sector. Knowledge of government administrative procedures (PFMA and Treasury Regulations). Good communication skills (verbal and written). Computer literacy. Ability to work under pressure and handle criticism. Ability to lead a team. Good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflict. Ability to work long hours and willingness to travel.

**DUTIES**

: Ensure sustainable management of woodlands and indigenous forests through promoting use of forests for various purposes. Provide support with the issuing and/or approve licenses for different use in the state indigenous forest as per the National Forest Act (NFA) delegations. Coordinate the identification of Rare, Threatened and Endangered species (RTEs) within the state forest as per the Principle, Criteria, Indicators and Standards Framework (PCI&S). Conduct conservation planning and ensure compliance with national biodiversity management frameworks. Develop and monitor the implementation of rehabilitation programmes for degraded natural forests and woodlands. Promote the expansion of new woodland coverage, and where possible, the restoration of ancient woodland. Conduct ecological forest monitoring and research. Monitor and support the implementation of capacity building and environmental empowerment strategies. Facilitate the creation of work opportunities through the EPWP. Facilitate the supply of PPE and Equipment. Ensure Health and safety of the employees in the workplace.

**ENQUIRIES**

: Dr T Ramatshimbila Tel No (012) 309 5716

**APPLICATIONS**

: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

**NOTE**

: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**CLOSING DATE**

: 30 January 2023

**POST 01/40** : **CONTROL ENGINEERING TECHNICIAN GRADE A: TELECOMMS & ELECTRONICS REF NO: OC27/2022**

**SALARY** : R466 482 per annum  
**CENTRE** : Cape Town

**REQUIREMENTS** : Applicants must be in possession of National Diploma (NQF Level 6) in Engineering or equivalent relevant qualification, coupled with a minimum of 3 years post qualification technical experience and compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Knowledge and understanding of electronic maintenance and support. Knowledge of legal compliance. An understanding of science and knowledge of the technical support requirements to conduct rigorous scientific research. Knowledge of Public service and Departmental policies and procedures. Knowledge of South Africa Ocean research efforts. Knowledge of Technical design and analysis, technical report writing and technical consulting. Skills: Computer- aided engineering application; analytical skills; project management; and research & development. Ability to work as a team member. Good communication skills (verbal & written). Valid driver's license (Code B).

**DUTIES** : Development of technology moving and moored platforms, sensors instrumentation. Conduct investigation on systems and configurations performance when at sea. Liaising with contractors, suppliers and manufacturing to optimize services. Conduct maintenance of in site observation, scientific and navigation systems. Conduct maintenance work on the vessels` scientific systems (in port) on continuous basis. Setup & ensure scientific systems are acquiring data. Perform administrative and related functions. Provide input to the budgeting process. Provide and consolidate inputs to the technical and /or engineering work plan. Participation in research cruises and field trips. Conduct maintenance of technical systems onboard and provision of technical solutions. Provide mentorship and supervision to intern or Junior staff member conduct intern evaluations and compile quarterly progress reports. Provide technical preparation before cruises. Promote oceans and coastal research mentoring, training and awareness. Provide mentorship and supervision to intern or Junior staff member conduct intern evaluations and compile quarterly progress reports. Management of asset list and inventory list for research vessels. Manage a list of all ship-based equipment inventory. Compile ship-based and inventory list.

**ENQUIRIES** : Dr. L Fikizolo Tel No: 021 493 7357

**APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries, and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town.

**FOR ATTENTION** : marked for the attention: Human Resources Management  
**NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for

the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. NB 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 which will require full medical screenings.

- CLOSING DATE** : 27 January 2023
- POST 01/41** : **ENVIRONMENTAL OFFICER SPECILISED PRODUCTION: LICENSING (OSD) REF NO: CWM2/2023**
- SALARY** : R408 075 per annum, (OSD package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate honours degree in (NQF Level 8) Environmental Management/Science or relevant qualification. 3-5 years post qualification experience in a related field. Compulsory registration with the Environmental Assessment Practitioners Association of South Africa as Environmental Assessment Practitioner. Extensive technical and management experience in environmental and in project management. Knowledge of Environmental management. Chemicals & Waste management. Strategic coordination/ planning. Knowledge of Policy development. Risk management. Audit procedures. Research methodologies and presentation. Project management. Accessing and operating the computerized post tracking system. Different specialised fields of the branches and chief directorates' expertise and responsibility. Organising skills, Facilitation skills. Good command of written and oral English and any other official language. Report/professional/technical writing skills. Computer literacy. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to work independently and in a team. Ability to provide overall strategic guidance. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to collect and interpret information and reports.
- DUTIES** : Process Waste management applications and Integrated Environmental Authorisation. Conduct Facilities Waste Management Activities site visits. Prepare and draft decisions on WML Variations, WML Surrenders, WML Transfers of Ownership, WML Timeframe Renewals. Prepare and Draft Decisions on Waste Applications in terms of Waste Exclusions Regulations. Evaluate the Risk Management Plans submitted to mitigate the identified Risks in the Risk Assessment Report and prepare draft decision on those applications. Participate in the drafting of Response Register on comments received for exclusion applications. Review Waste Management Licences. Liaise with the facility and set-up a WML Review team (Including members from outside the Department when required). Provide Industry support. Attend, and provide technical inputs at Environmental Committee meetings. Assist in the formulation of Environmental Monitoring Committees and ToRs thereof. Participate and conduct Licensing Awareness Campaigns. Process Appeals, PAIAs and S2G4G applications. Review the appeal in terms of technical information supported by scientific evidence. Review Environmental Assessment Reports in terms of S24G rectifications on time. Conduct site visits to confirm s24g application's activities.
- ENQUIRIES** : Mr. Lucas Mahlangu Tel No: (012) 399 9791
- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's

responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the 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.

**CLOSING DATE**

: 30 January 2023

**POST 01/42**  
**FOM1/2023**

: **ASSISTANT DIRECTOR: PLANNING AND AUDITING REF NO:**

**SALARY**  
apply)

: R393 711 per annum, (total package of R552 003 per annum/ conditions

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A recognised 3 years National Diploma / Degree (NQF level 6) in Forestry or an equivalent qualification in a related field. 3 – 5 years' experience in commercial forest operations and planning practices and systems or related field. Working knowledge of the National Forest Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) and other environmental legislation. Knowledge of silviculture and harvesting operations. Knowledge in collection and processing of enumeration data. Knowledge of the forestry planning system/s. Knowledge of forestry management in the forestry finance/economics. Knowledge and understanding of forestry valuations. Knowledge of National Treasury Regulations, 2005. Project and programme management. PFMA (1 of 1999). Generally Recognised Accounting Practise (GRAP), SECTION 27, Agriculture. Knowledge of Modified Cash Standard. Interpretation of data on the Microforest System. Good Communication skills (written and verbal). Computer literacy. Numerical skills. Ability to plan, organise and execute under pressure. Ability to collect and interpret information reports. Interpersonal relationships. Flexibility. Innovative, initiative, and proactive. Ability to work long hours voluntarily and travel excessively to remote areas and risks.

**DUTIES**

: Maintain Forest central master growing stock database using Microforest system. Perform a quarterly review of users accounts for validity. Compile tactical harvesting plans for all plantations in the region by using Microforest tactical planning system. Conduct site visits and coordinate re-Mapping of plantations through Geographic Information System (GIS) support services. Compile forest Growing Stock Management Plan. Collect and analyse annual data from regions. Conduct valuation of Biological Assets. Develop action

plans with regions to address AG recommendations or outcome. Report writing. Procurement of goods and services in line with PFMA. Review of Accounting Framework, Methodology and Standard Operating Procedure manuals for the calculation of biological assets and for planning in line with the PFMA and Modified Cash Standard. Conduct technical forest audits.

**ENQUIRIES  
APPLICATIONS**

: Ms. Zibuyile Lindiwe Mthlane Tel No: 012 309 5882  
: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

**NOTE**

: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**CLOSING DATE**

: 30 January 2023

**POST 01/43**

: **ASSISTANT DIRECTOR: FOREST LAND MANAGEMEN REF NO:  
FOM2/2023**

**SALARY  
CENTRE  
REQUIREMENTS**

: R393 711 per annum  
: Pretoria  
: A recognised 3 years National Diploma / Degree (NQF level 6) in Forestry Management or an equivalent qualification coupled with 3 – 5 years' experience in forestry or related field. Working knowledge of the National Forest Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fire Act, 1998 (Act 101 of 1998). Sound knowledge of NEMA, NEMBA, Land reform policy, Restitution Act, Extension of Security of tenure Act, Prevention of illegal eviction and Unlawful Land Occupation Act, Labour Relations Act Public Service Act, Public Service, Regulations, and PFMA. Knowledge of policy development and analysis. Intergovernmental and stakeholder relations. Knowledge of project planning and management. Facilitation, problem solving, and Negotiation skills. Excellent communication skills (verbal, presentation and report writing). Innovative and proactive. Ability to



work long hours voluntarily. Ability to gather and analyse information. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret information and reports.

**DUTIES**

: Provide administration support in the management of state forest land. Conducts field assessment. Monitor the way in which resources are managed and utilised. Implement terms and conditions for lease agreement. Ensure that research facilities are clearly surveyed and marked. Ensure sustainable yield regulation/ Maintain plantation age classes. Investigate the land reform issues affecting state forest land. Mediate disputes between tenants and tenure reform beneficiaries. Ensure compliance with land tenure policies. Ensure that community liaison structures are established and maintained. Liaison with Land Reform Department/ Keep abreast of land policy development. Ensure fire protection breaks with communities. Ensure that tenants comply with relevant lease. Ensure sound fire protection strategies and plans are in place and in line with existing legislation. Ensure compliance with NFA/ Lease on access/ Access maps and rules. Transfer or lease state assets to appropriate agencies or government departments. Ensure sustainable management of natural resources /conservation /utilization.

**ENQUIRIES**

: Mr. Simon Nkosi Tel No: 012 309 5759

**APPLICATIONS**

: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

**NOTE**

: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**CLOSING DATE**

: 30 January 2023

**POST 01/44**

: **ESTATE MANAGER REF NO: FOM3/2023**

- SALARY** : R393 711 per annum
- CENTRE** : (Mpumalanga)
- REQUIREMENTS** : A recognised 3 years National Diploma or Degree (NQF 6) in Forestry or equivalent qualification coupled with 3-5 years' related experience in commercial forestry. Knowledge of the National Forest Act 1998 (Act 84 of 1998), and the National Veld and Forest Act, 1998 (Act 101 of 1998). Understanding of policy and legislation framework, sectorial legislation framework of forestry and labour in South Africa. Environmental Management Systems. Knowledge of reporting systems and processes as well as performance management systems. Good presentation skills, excellent verbal and written communication, analytical and problem-solving skills. Good interpersonal relations and ability to negotiate in difficult situations. Computer skills in MS Office Software, a valid driver's license must be willing to travel.
- DUTIES** : Management of commercial forestry activities in an estate. Monitor and evaluate the compliance and services rendered by the service providers. Develop and manage the implementation of annual plan of operations (APO's). Manage forest protection activities. Develop forest fire suppression strategies and fire management plans to prevent and combat veld and forest fires. Ensure the implementation, enforcement and promotion of the National Forest Act (NFA) and National Veld Forest Fire Act NVFA. Ensure the protection of the Estate for economic and conservation purposes. Ensure the adherence of norms, standards and operational practices and procedures. Ensure the implementation of Principles Criteria Indicators and Standards for sustainable Forestry Management. Manage environmental protection activities, and manage stream flow reduction activities under water act. Coordinate awareness campaigns and provide technical advice.
- ENQUIRIES** : Ms Thembile Dlungwana Tel No: 013 754 0753
- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the 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.
<b><u>CLOSING DATE</u></b>	:	30 January 2023
<b><u>POST 01/45</u></b>	:	<b><u>SENIOR FORESTER (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Mpumalanga Ref No: FOM4/2023 Voorpoed Plantation (Limpopo) Ref No: FOM5/2023 North West Ref No: FOM6/2023
<b><u>REQUIREMENTS</u></b>	:	A recognised 3 years National Diploma or Degree (NQF level 6) in Forestry coupled with 2-3 years' experience in commercial forestry or related field. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Act, 1998 (Act 101 of 1998) and other environmental legislations and its practical application. Understanding of policy and legislation framework, sectoral legislation and the regulatory framework of forestry and labour in South Africa. Understanding of Master Plan for Commercial Forestry Sector. PCI&S Management Framework. Best Management Practices for Forestry. Environmental Management Systems. Organizing, Planning, and Prioritizing Work. Making Decisions and solving workers problems. Monitor Processes. Computer literacy. Negotiation skills. Ability to work under pressure and handle criticism. Ability to lead a team. Good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflict. Ability to work long hours, work under pressure and willingness to travel. Applicant must have a valid driver's license.
<b><u>DUTIES</u></b>	:	Oversee and render commercial forestry activities in the plantations. Develop and implement operational plans for a group plantations. Quality assures the work rendered by the service providers. Prepare for planting and other silvicultural activities (Planting, weeding, coppice reduction, harvesting etc.). Render forestry protection activities. Implementation, enforcement, and promotion of the National Act (NFA) and National Veld Forest Fire Act (NVFFA). Liaise with stakeholder. Provide awareness campaigns (Fire, Participatory Forest Management). Render environmental protection activities. Manage stream flow reduction activities under water act. Plan and implement pest/disease control initiatives. Develop rehabilitation plans for degraded sites.
<b><u>ENQUIRIES</u></b>	:	Mr N Nemukula Tel No: 015 519 3324 (Limpopo) Ms T Dlungwana Tel No: 013 754 0753 (Mpumalanga) Ms Nonzame Gobodwana Tel No: 053 927 0843 (North West)
<b><u>APPLICATIONS</u></b>	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
<b><u>NOTE</u></b>	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below

link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 30 January 2023
- POST 01/46** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: SUSTAINABLE AQUACULTURE MANAGEMENT -THREE (3) YEAR SEC.40 NEMA CONTRACT REF NO: (FIM05/2023)**  
(Three (3) Year Sec.40 NEMA Contract)
- SALARY** : R285 135 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree or National Diploma in Natural Sciences or equivalent and relevant qualification as recognised by SAQA plus 1-2 years appropriate/recognisable experience in natural sciences after obtaining the relevant qualification. Knowledge of the National Environmental Management Act and associated environmental legislation. Knowledge of the Public Service Regulations, Labour Relations and Basic Conditions of Employment Act. Knowledge and experience in Project Management. Capacity to develop and apply policies.
- DUTIES** : Facilitate the development and monitoring of inland fisheries policy, legislation and associated regulations. Fast track the implementation of the National Freshwater (Inland) Wild Capture Fisheries Policy. Co-ordinate the completion of the Socio-Economic Impact Assessment Systems (SEIAS) during the development of inland fisheries legislation. Provide inputs into the development of an inland fisheries strategy and implementation framework. Coordinate and conduct national stakeholder engagement meetings. Provide advice to internal and external stakeholders in the field of inland fisheries. Conduct assessment of all current inland fisheries activities and compile reports. Provide inputs towards reports targeted for the Ministerial Project Steering Committee. Develop and maintain database for stakeholders. Participate in Environmental Impact Assessments related to inland fisheries. Advise applicants on potential NEMA EIA listed activities and potential triggers.
- ENQUIRIES** : Mr. T Sebake Mobile No 081 273 5640  
**APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for

SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 30 January 2023
- POST 01/47** : **FORESTER REF NO: FOM7/2022**
- SALARY** : R269 214 per annum  
**CENTRE** : Mpumalanga  
**REQUIREMENTS** : A recognised 3 years National Diploma (NQF level 6) in Forestry or relevant equivalent qualification within related field. 1-2 years relevant experience. Knowledge of National Forestry Act, 84 of 1998 (NFA), National Veld Fire Forestry Act, 101 of 1998 (NVFFA) and Occupational Health and Safety Act and other relevant environmental legislations and polices. Skills: Problem solving, Management and interpersonal skills and computer skills. A valid driver's license.
- DUTIES** : Render support in the rehabilitation and Management of existing standards. Clean and clear up compartments as per forestry standards. Prepare plant pits and planting of healthy and growing seeds. Render forestry protection activities in the plantation. Revision of the fire protection plan. Facilitate in managing and maintaining the infrastructure. Ensure roads are accessible and maintained. Maintain the house by fencing the plantation boundary, painting the beacons and thorough cleaning. Render general operations support. Assist in the planning and budgeting of annual operations. Render assistance on inspections and internal audits.
- ENQUIRIES** : Ms Thembile Dlungwana Tel No: 013 754 0753  
**APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was

introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**CLOSING DATE**

: 30 January 2023

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

*The GCIS is an equal-opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources-policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 30 January 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. 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 a generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal

**MANAGEMENT ECHELON**

- POST 01/48** : **DIRECTOR-GENERAL: GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS) REF NO: 3/1/5/1-23/01**  
(Five-Year Contract)
- SALARY** : R2 068 458.per annum (Level 16), (all-inclusive salary package), comprising of a basic salary (70% of the 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** : Pretoria

## **REQUIREMENTS**

: Applicants must be in possession of an undergraduate and postgraduate qualification (NQF level 8) as recognized by South African Qualifications Authority (SAQA) in either of the following fields: Communications, Public Management, Social Sciences, and Business Management/Leadership. Applicants must have 8 to 10 years of experience at the senior management level of which 5 years must have been at the Senior Management level in the Public Service or Government/State Owned entity. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Skills: Superior Leadership skills; excellent written and verbal communication skills; ability to interact with people at all levels; Executive and people management; Strong public speaking skills; proven change management skills and capability; analytical; organizational and interpersonal skills; complex stakeholder management especially at inter-governmental level, Innovative; creative thinking; strategic co-ordination skills and computer literacy. Job Knowledge: Extensive knowledge of the South African and international communications landscape. An in-depth understanding of government communication discipline. A thorough knowledge and understanding of government policies and programmes. Applicants must have 8 to 10 years of experience at senior management level of which 5 years must have been at Senior Management level in the Public Service or Government/State Owned entity. Competencies: Strategic leadership and capability; financial management; risk management; corporate governance; Extensive knowledge of the Government Communications Policy; the Constitution of the Republic of South Africa; the Public Service Act and Regulations; Public Administration Management Act, 2014 (PAMA); the Public Finance Management Act; and other relevant prescripts applicable in the communication sector, in the public service and for the entities reporting to the GCIS.

## **DUTIES**

: Reporting to the Minister, the Director-General will be responsible for providing strategic leadership and direction in delivering the mandate of the Department. Serve as a spokesperson for both Cabinet and Government. Lead the repositioning of the GCIS to enhance its global and domestic reputation. Provide leadership to the communication sector. Ensure integration, coherence and standard performance of communication across all spheres of government. Lead Transformation of the communication sector in line with government priorities. Provide effective and timely support to the Minister and Deputy Minister, including the government clusters. Serve as the Accounting Officer of the department in ensuring that the resources allocated to the department are optimally deployed and utilised to achieve the strategic objectives of the department. Coordinate and organise the resources of the Department and its entities to implement the National Development Plan (NDP) and Medium-Term Strategic Framework (MTSF) priorities pertaining to the Department. Provide strategic management of the department through coordinating the implementation of the strategic vision and direction, leading the formulation, development of support and enabling tools to ensure execution, monitoring and evaluation and reporting of the Departmental strategy and plans internally and to all applicable oversight bodies. Strengthen the department's governance, compliance and organizational capacity to deliver on its mandate, which entails ensuring that the South African citizens and global targeted community are provided with on-time and accurate information. Ensure the Departmental entities function optimally and deliver on their respective mandates. Ensure that the Department's strategic projects and programmes are implemented efficiently, timeously and in a cost-effective manner. Create a robust and agile policy review and development environment to ensure that Communication remains a strategic thrust and key success indicator for all government programmes. Lead South Africa's communication agenda-setting.

## **ENQUIRIES**

: Ms. Linda Kaseke Tel No: (012) 473 0128, Mr Paul Kwerane Tel No: (012) 473 0407, Mr Boitumelo Tauetsile Tel No: (012) 473 0232 and Ms Dipuo Kupa Tel No: (012) 473 0307

## **NOTE**

: Preference will be given to African, Coloured and Indian Males. People with disabilities will be given preference regardless of Race. It is a pre-requisite for candidates to have the Public Service SMS Pre-Entry certificate to be eligible for shortlisting. 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). The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty.

#### OTHER POSTS

**POST 01/49** : **REGIONAL COMMUNICATION COORDINATOR: CAPE WINELANDS REF NO: 3/1/5/1-23/02**  
Directorate: Western Cape Provincial Office

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Worcester  
: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Western Cape Province with specific insights in the Cape Winelands District and its local Municipalities.

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

**ENQUIRIES NOTE** : Ms Geraldine Thopps Tel No. (021) 418 0533  
: Preference will be given to Coloured, Indian and White males/females. People with disabilities will be given preference regales of race and gender.

**POST 01/50** : **ASSISTANT DIRECTOR: CONTENT DEVELOPMENT REF NO: 3/1/5/1-23/03**  
Directorate: Communication Resource Centre

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Pretoria  
: Applicants should be in possession of Grade 12, and a recognised 3 year Degree (NQF 7) or National Diploma (NQF 6) in journalism, media studies, communication or equivalent related qualification as recognised by SAQA.

Three (3) years relevant experience of which one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level. The incumbent must have in-depth knowledge and understanding of the South African media landscape. Proven record of writing for media platforms; this must be substantiated by the submission of a portfolio of originally submitted and subsequently published writing. Experience for writing for diverse audiences and channels. Technical knowledge and experience of the process of news and information gathering and writing. Ability to conceptualise and write opinion and analysis pieces, feature articles, newsletters and key messages that inform government communication. Ability to conduct desktop research to identify issues and developments and use them to write compelling feature articles, speeches, opinion and analysis pieces and newsletters. Extensive experience in media monitoring and analysis, including the ability to identify issues requiring intervention and to make communication recommendations based on media intelligence. Strong knowledge of the government communication environment and government's policies and key priorities. Knowledge of media content analysis methodologies/techniques. Staff management and supervision skills and experience. The ideal candidate will be able to work under pressure as part of a team and adhere to set deadlines. Excellent command of the English language. Excellent written, grammar and communication skills. Excellent understanding of the requirements for effective writing. Strong editing and proof reading skills. Ability to generate quick copy with minimal changes. Quality driven with solid independent research skills to obtain factual information and authentic detail. Ability to use modern electronic systems to convey information. Ability to handle multiple tasks and cope under pressure. Ability to coordinate work within a team environment. Excellent interpersonal, communication, interviewing and problem solving skills. Staff management and supervision skills and experience. Project management skills and experience.

**DUTIES** : The successful candidate will be responsible for drafting key message, speeches, opinion pieces, feature articles and other media content. Ensure that all written material meet the needs of target audiences and deadlines. Turning complex information into easy to read content, producing compelling written content for a variety of mediums, and supporting the team with story idea generation. Editing, writing and proof high quality copy while maintaining the highest editorial standards. Contributing towards generation of ideas for content development across the directorate. Attending briefings, discussions, meetings and research presentations to enrich content development. Attending and participate in daily Rapid Response and other communication planning meetings to support content development. Staff management, supervision, evaluation and development. He/she must be available and willing to work irregular hours, on weekends, public holidays and during holiday periods.

**ENQUIRIES** : Mr C Augustine Tel No: 012 473 0341  
**NOTE** : Preference will be given to Coloured, Indian and White males/females. People with disabilities will be given preference regales of race and gender. Short-listed candidates will be subjected to a writing proficiency assessment

**POST 01/51** : **REGIONAL COMMUNICATION COORDINATOR: MANGAUNG METRO**  
**REF NO: 3/1/5/1-23/04**  
 Directorate: Free State Provincial Liaison

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Mangaung Metro  
**REQUIREMENTS** : Applicants must be in possession of Grade 12, and an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) / eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Mangaung Metro and its surrounding areas.

**DUTIES** : The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Mangaung Metro as follows: implement key communication

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

**ENQUIRIES  
NOTE**

: Ms Yolisa Blom Tel No: (051) 448 4505  
 : Preference will be given to Coloured male/female, Indian male/female and White male/female. People with disabilities will be given preference regardless of race and gender.

**POST 01/52**

: **COMMUNICATION OFFICER: AMAJUBA DISTRICT REF NO: 3/1/5/1-23/05**  
 (Twelve 12-Months Contract)  
 Directorate: Kwa-Zulu Natal Provincial and Local Liaison

**SALARY  
CENTRE  
REQUIREMENTS**

: R181 599 per annum (Level 05), plus 37% of the annual notch  
 : Amajuba District  
 : Applicants should be in possession of Grade 12, and a recognised Higher Certificate in Communication or related field coupled with Project Management skills particularly in Development Communication. One year (1) communication experience. Ability to adhere to and promote processes and procedures. A team player. An ability to effectively conceptualise and implement communication campaigns. Understanding of government's mandate, as well as development communication. Competent in Computer skills (MS Office and other software) Familiarity with online and social media communication tool.

**DUTIES**

: The successful candidate will be responsible to support the Regional Communication Coordinator in the implementation of a strategic government communication function in the District as follows: Implement key Communication projects in line with government priorities and in line with guidelines for development communication, provide content and strategy support in the district. From Time to time, the candidate will develop Local Environment Assessment Report of the district for various stakeholders, especially around key campaigns of Government. Effectively cascade government communication content to stakeholders. Candidate will further provide support in support of various integrated service delivery models of government such as Thusong service centre programme. The candidate must have strong stakeholder relations. Fluent spoken and written English required and other language skills relevant to engaging stakeholders. Develop and implement projects in line with government priorities.

**ENQUIRIES  
NOTE**

: Mr M Mkhungo Tel No: (031) 301 6787  
 : Preference will be given to Coloured, Indian and White males/females. People with disabilities will be given preference regardless of Race.

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to [recruitment@health.gov.za](mailto:recruitment@health.gov.za) quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 30 January 2023
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## MANAGEMENT ECHELON

- POST 01/53** : **CHIEF DIRECTOR: HUMAN RESOURCES FOR HEALTH REF NO: NDOH 1/2023**  
Re-advert, applicants who previously applied need to re-apply.
- SALARY** : R1 308 051 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package). The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE REQUIREMENTS** : National Department of Health. Pretoria  
: An undergraduate qualification (NQF 7) as recognised by SAQA in the fields of Health Science. A qualification in Health Economics will be an advantage. At least five (5) years' experience at a senior management level in public health service, human resources management or related field. SMS pre-entry Certificate is required for appointment finalisation. Knowledge of global trends and best practices in HRH policy and planning. Knowledge of the following aspects: local HRH strategy, relevant information systems; performance, procurement and financial management systems; good communication (verbal and written); ability to use the Microsoft office package; and planning, organisational and management skills. Good understanding of the health professions regulatory environment, the Higher Education Act as it applies to health sciences education and training, and good understanding of health

**DUTIES**

workforce research. Ability to work independently and under pressure as well as work long and irregular hours. A valid driver's licence.

: Provide strategic leadership and facilitate the development, implementation and monitoring of HRH policies and strategies. Provide strategic direction of HRH Planning, Management and Development. Ensure the maintenance of well-developed HRH Information Systems. Strengthen relations with stakeholders in the HRH field. Provide strategic leadership and overall management to directorates within the cluster. Provide strategic support to the provinces in relation to health workforce matters. Represent SA health internationally in human resources for health matters as necessary and/or directed by senior NDOH leadership. Interact with relevant international organisations / entities in the HRH field e.g., World Health Organization, OECD and others. Interact with health sciences education and training institutions i.e., universities, colleges and research bodies. Represent the Department of Health in statutory health councils as directed and/or appointed by the Executive Authority. Liaise with all relevant stakeholders in relation to HRH matters.

**ENQUIRIES**

: Dr Percy Mahlathi on email: [percy.mahlathi@health.gov.za](mailto:percy.mahlathi@health.gov.za)

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

*DHET is committed to provide equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. People living with disability are encouraged to apply". People with disabilities and TVET College graduate are encouraged to apply. Applicants are restricted to apply for only five (5) posts and complete a separate application form for each post reference.*



- APPLICATIONS** : Please forward your application, quoting the Reference number to: Department of Higher Education and Training, Private Bag X 174, Pretoria, 0001 or hand deliver at 123 Francis Baard Street, Crn Sophie De bruyn and Francis Baard Street, Pretoria. Successful candidates will receive a stipend of R6 175.00 for Graduate intern, Student intern R5 142.40 and R4 300.88 for Security Learners per month.
- FOR ATTENTION** : Training and Development unit
- CLOSING DATE** : 03 February 2023 Time: 12h30
- NOTE** : Conditions: Application must be submitted on the recent z83 application form, which come into effect from 01 January 2021 as issued by the Minister of Public Services and Administration in line with the regulation 10 of the Public Service regulation, 2016 as amended, which is obtained online [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of Z83 must be completed (in full, accurately, legible, honestly, signed and dated) and must be accompanied by a comprehensive CV. Note: Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ Driver licences/ qualifications on application, only when shortlisted. Only shortlisted candidates will be required to submit certified copies of qualifications and other related document on or before the day of interview which should not be older than six (6) months. Candidates must be unemployed in position of an appropriate post school qualification, and not have previously served as an intern in the Public Service. Correspondence will be limited to successful candidates only. Candidates will be subjected to security clearance, personnel suitability checks (criminal record check, citizenship verification and qualification or study verification). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or emailed or faxed will not be considered.

## 2023 TO 2025 GRADUATE INTERNSHIP AND WORK INTEGRATED LEARNING PROGRAMME

*The Department of Higher Education and Training invites South African unemployed graduates who are between the ages of 18-35 to apply for the 2023/24 and 2024/25 Graduate Internship, Work Integrated Learning and Security Learnership Programme.*

## OTHER POSTS

- POST 01/54** : **GRADUATE INTERN: STUDENT SUPPORT & SECTOR ENGAGEMENT**  
**REF NO: DHET UE/2023/01**  
Branch: University Education  
Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Bachelor's Degree: Public Administration, Administration.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192
- POST 01/55** : **GRADUATE INTERN: UNIVERSITY CAPACITY DEVELOPMENT REF NO:**  
**DHET UE/2023/02**  
Branch: University Education  
Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : National Diploma/ Degree: Public Administration, Public Management, Office Administration, And Office Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza Tel No: 012 312 5192

**POST 01/56** : **GRADUATE INTERN: TEACHING QUALIFICATIONS AND POLICY REF NO: DHET UE/2023/03**  
Branch: University Education  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Management, Public Management, Administration.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza Tel No: 012 312 5192

**POST 01/57** : **GRADUATE INTERN: INSTITUTIONAL GOVERNANCE & MANAGEMENT SUPPORT REF NO: DHET UE/2023/04**  
Branch: University Education  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Bachelor's Degree: Administration  
**ENQUIRIES** : Ms N Makungo 012 312 5818, Ms G Molapo 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/58** : **GRADUATE INTERN: RESEARCH SUPPORT AND POLICY DEVELOPMENT REF NO: DHET UE/2023/05**  
Branch: University Education  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Management Assistant  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza Tel No: 012 312 5192

**POST 01/59** : **GRADUATE INTERN: INSTITUTIONAL FUNDING REF NO: DHET UE/2023/06**  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Administration or any related qualification.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza Tel No: 012 312 5192

**POST 01/60** : **GRADUATE INTERN: TEACHER EDUCATION REF NO: DHET UE/2023/07**  
Branch: University Education  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Bachelor's Degree: Public Management, Office Management, Statistics.  
**ENQUIRIES** : Ms N Makungo 012 312 5818, Ms G Molapo 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/61** : **GRADUATE INTERN: GOVERNANCE SUPPORT REF NO: DHET UE/2023/08**  
Branch: University Education  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : National Diploma/ Bachelor's Degree: Public Administration, Management and Governance

**ENQUIRIES** : Ms N Makungo 012 312 5818, Ms G Molapo 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/62** : **GRADUATE INTERN AND WIL STUDENT: PUBLIC ENTITIES REF NO: DHET CFO/2023/01**  
Branch: Chief Financial Officer  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students

**CENTRE REQUIREMENTS** : Pretoria Head Office  
National Diploma/ Degree: Financial Management. N6 Certificate: Financial Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza Tel No: 012 312 5192

**POST 01/63** : **GRADUATE INTERN AND WIL STUDENT: DEVELOPMENT SUPPORT REF NO: DHET CFO/2023/02**  
Branch: Chief Financial Officer  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142. 40 per month for WIL Students

**CENTRE REQUIREMENTS** : Pretoria Head Office  
National Diploma/ Degree: Accounting. N6 Certificate: Financial Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/64** : **GRADUATE INTERN AND WIL STUDENT: OFFICE OF THE CFO REF NO: DHET CFO/2023/03**  
Branch: Chief Financial Officer  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month For WIL Students

**CENTRE REQUIREMENTS** : Pretoria Head Office  
National Diploma/ Degree: Office Administration, Internal Audit, Risk Management, Compliance. N6 Certificate: Public Administration.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/65** : **GRADUATE INTERN AND WIL STUDENT: FINANCIAL SERVICES REF NO: DHET CFO/2023/04**  
Branch: Chief Financial Officer  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month For WIL Students

**CENTRE REQUIREMENTS** : Pretoria Head Office  
National Diploma/ Degree: Accounting. N6 Certificate: Financial Management, Public Administration.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza Tel No: 012 312 5192

**APPLICATIONS** : should be forwarded to: Department of Higher Education and Training, Private Bag X 174, Pretoria, 0001 or hand deliver at 123 Francis Baard Street, Crn Sophie De bruyn and Francis Baard Street, Pretoria

**FOR ATTENTION NOTE** : Training and Development unit  
Candidate must quote name of the post for the above-mentioned position and the correct reference number when applying.

**POST 01/66** : **GRADUATE INTERN AND WIL STUDENT: SCM (LOGISTICS ASSET MANAGEMENT) REF NO: DHET CFO/2023/05**  
Branch: Chief Financial Officer  
Period: Twenty-Four (24) Month Contract



**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month For WIL Students

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : National Diploma/ Degree: Supply Chain Management, Logistics Management, Purchasing Management, Public Management. N6 Certificate: Public Administration, Financial Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/67** : **GRADUATE INTERN: SCM (ACQUISITION AND CONTRACT MANAGEMENT) REF NO: DHET CFO/2023/06**  
Branch: Chief Financial Officer  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : National Diploma/ Degree: Supply Chain Management, Public Procurement Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/68** : **GRADUATE INTERN: SOCIAL INCLUSION AND QUALITY REF NO: DHET P/2023/01**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : National Diploma/Bachelor's Degree: Computer Science.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/69** : **GRADUATE INTERN: AFRICA AND MIDDLE EASTERN PARTNERSHIPS REF NO: DHET P/2023/02**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : Bachelor's Degree: International Relations or any equivalent qualification.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/70** : **GRADUATE INTERN: POLICY RESEARCH AND EVALUATION REF NO: DHET P/2023/03**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : Bachelor of Arts /Bachelor of Social Science with Honours: Policy Studies, Development Studies, Public Management and Governance, Monitoring and Evaluation and Master's Degree will be an added advantage.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/71** : **GRADUATE INTERN: ASIA, AMERICA AND EUROPE/ INTERNATIONAL RELATIONS REF NO: DHET P/2023/04**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : Bachelor of Arts Degree: Merged in International Relations, Political Science and Developmental Studies.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/72** : **GRADUATE INTERN: SOCIAL INCLUSION, EQUITY, ACCESS AND QUALITY REF NO: DHET P/2023/05**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per annum for Graduate Intern  
Pretoria Head Office  
National Diploma/ Bachelor's Degree: Public Relations, Graphic Design, Marketing.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/73** : **GRADUATE INTERN: SOCIAL INCLUSION AND EQUITY REF NO: DHET P/2023/06**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
Pretoria Head Office  
National Diploma/Degree: Information Technology.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/74** : **GRADUATE INTERN: CAREER DEVELOPMENT SERVICES REF NO: DHET P/2023/07**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
Pretoria Head Office  
National Diploma/Degree: Public Management, Financial Management, Office Administration.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza Tel No: 012 312 5192

**POST 01/75** : **GRADUATE INTERN: CAREER DEVELOPMENT SERVICES REF NO: DHET P/2023/08**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
Pretoria Head Office  
Honours: Public Administration, Public Management, Project Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/76** : **GRADUATE INTERN: CAREER DEVELOPMENT SERVICES REF NO: DHET P/2023/09**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
Pretoria Head Office  
Bachelor's Degree: Social Sciences, Psychology.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/77** : **GRADUATE INTERN: SOCIAL INCLUSION AND EQUITY REF NO: DHET P/2023/10**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE** : R6 175.per month for Graduate Intern  
Pretoria Head Office

**REQUIREMENTS** : National Diploma/Degree: Public Management, Financial Management, Administration Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/78** : **GRADUATE INTERN: SOCIAL INCLUSION AND EQUITY REF NO: DHET P/2023/11**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
Pretoria Head Office  
Bachelor of Arts: Humanities and Social Sciences, Education.  
Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/79** : **GRADUATE INTERN: SOCIAL INCLUSION AND EQUITY REF NO: DHET P/2023/12**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
Pretoria Head Office  
National Diploma/ Bachelor's Degree: Gender Studies, Developmental Studies, Social Sciences.  
Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/80** : **GRADUATE INTERN: SOCIAL INCLUSION AND EQUITY REF NO: DHET P/2023/13**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
Pretoria Head Office  
Bachelor of Arts: Public Administration majoring in Gender/ Disability/ Social Transformation Studies.  
Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/81** : **GRADUATE INTERN: STRATEGIC PLANNING AND ORGANISATIONAL PERFORMANCE REPORTING REF NO: DHET P/2023/14**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
Pretoria Head Office  
Degree/Honours/ Master's: Public Management, Public Administration.  
Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/82** : **GRADUATE INTERN: OPEN LEARNING REF NO: DHET P/2023/15**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
Pretoria Head Office  
National Diploma/Degree: Information Technology, Computer Science.  
Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/83** : **GRADUATE INTERN: OPEN LEARNING REF NO: DHET P/2023/16**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE** : R6 175.per month for Graduate Intern  
Pretoria Head Office

**REQUIREMENTS** : National Diploma/Degree: Information Technology, Project Management.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072,  
Ms NT Khoza 012 312 5192

**POST 01/84** : **GRADUATE INTERN: LEGAL SERVICES REF NO: DHET P/2023/17**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/Degree: Law, LLB.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072,  
Ms NT Khoza 012 312 5192

**POST 01/85** : **GRADUATE INTERN: SYSTEM MONITORING AND LABOUR MARKET INTELLIGENCE REF NO: DHET P/2023/18**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Bachelor of Commerce/ Bachelor of Social Science: Statistics. National  
Diploma: Office Administration, Secretariat.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072,  
Ms NT Khoza 012 312 5192

**POST 01/86** : **GRADUATE INTERN: POLICY, PLANNING, MONITORING AND EVALUATION REF NO: DHET P/2023/19**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/Bachelor's Degree: Public Administration.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072,  
Ms NT Khoza 012 312 5192

**POST 01/87** : **GRADUATE INTERN: OFFICE OF THE DDG: BRANCH PPS REF NO: DHET P/2023/20**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/Bachelor's Degree: Public Administration.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072,  
Ms NT Khoza 012 312 5192

**POST 01/88** : **GRADUATE INTERN AND WIL STUDENT: NATIONAL QUALIFICATIONS FRAMEWORK REF NO: DHET P/2023/23**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Bachelor's Degree: Public Administration, Public  
Management. N6 Certificate: Management Assistant.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072,  
Ms NT Khoza 012 312 5192

**POST 01/89** : **GRADUATE INTERN AND WIL STUDENT: MANAGEMENT INFORMATION SYSTEM REF NO: DHET P/2023/24**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern

**CENTRE REQUIREMENTS** : R5 142.40 per month for WIL Students  
 : Pretoria Head Office  
 : National Diploma/ Bachelor's Degree: Statistics, Information Management and Mathematics, Public Administration, Office Management. N6 Certificate: Management Assistant.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/90** : **GRADUATE INTERN: CD OFFICE SKILLS DEVELOPMENT IMPLEMENTATION REF NO: DHET NSF/2023/01**  
 Branch: Skills Development  
 Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
 : Pretoria Head Office  
 : National Diploma/ Degree: Public Administration, Management Assistant, Project Management, Public Management, Business Management, Office Administration.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/91** : **GRADUATE INTERN AND WIL STUDENT: SKILLS DEVELOPMENT IMPLEMENTATION WC/NC REF NO: DHET NSF/2023/02**  
 Branch: Skills Development  
 Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
 : R5 142.40 per month for WIL Students  
 : Pretoria Head Office  
 : National Diploma/ Degree: Project Management, Public Administration, Business Administration, Good Understanding of Financial Management. N6 Certificate: Financial Management, Business Administration, Public Administration.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/92** : **GRADUATE INTERN AND WIL STUDENT: NATIONAL SKILLS FUND BURSARIES REF NO: DHET NSF/2023/03**  
 Branch: Skills Development  
 Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
 : R5 142.40 per month for WIL Students  
 : Pretoria Head Office  
 : National Diploma/ Degree: Project Management, Public Administration, Business Administration, Office Management and Technology, Management of Training, Human Resource Development. N6 Certificate: Business Administration, Public Administration.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/93** : **GRADUATE INTERN AND WIL STUDENT: SKILLS DEVELOPMENT IMPLEMENTATION LIMP/MP REF NO: DHET NSF/2023/04**  
 Branch: Skills Development  
 Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
 : R5 142.40 per month for WIL Students  
 : Pretoria Head Office  
 : National Diploma/ Degree: Project Management, Public Administration, Management, Office Management and Technology, Management of Training, Human Resource Development, Business Administration. N6 Certificate: Public Administration, Public Management, Management Assistant.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/94** : **GRADUATE INTERN AND WIL STUDENT: NSF SKILLS DEVELOPMENT IMPLEMENTATION GP/NW/FS REF NO: DHET NSF/2023/05**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students

**CENTRE REQUIREMENTS** : Pretoria Head Office  
National Diploma/ Degree: Project Management, Financial Management, Auditing, Public Management, Public Administration. N6 Certificate: Public Administration, Public Management, Management Assistant.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/95** : **GRADUATE INTERN AND WIL STUDENT: NSF SKILLS DEVELOPMENT IMPLEMENTATION EC & KZN REGION REF NO: DHET NSF/2023/06**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students

**CENTRE REQUIREMENTS** : Pretoria Head Office  
National Diploma/ Degree: Office Management, Project Management, Financial Management, Business Management, Public Management, Public Administration. N6 Certificate: Office Management, Public Administration, Financial Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/96** : **GRADUATE INTERN AND WIL STUDENT: NSF PROGRAMME MONITORING REF NO: DHET SD/2023/07**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students

**CENTRE REQUIREMENTS** : Pretoria Head Office  
National Diploma/ Degree: Project Management, Development Studies. N6 Certificate: Office Management, Public Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/97** : **GRADUATE INTERN AND WIL STUDENT: NSF PUBLIC RELATIONS AND COMMUNICATIONS REF NO: DHET NSF/2023/08**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students

**CENTRE REQUIREMENTS** : Pretoria Head Office  
National Diploma/ Degree: Communication, Media Studies, Journalism, Marketing, Social Science Major in any of the above courses. N6 Certificate: Management Assistant, Marketing.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/98** : **GRADUATE INTERN: NSF HUMAN RESOURCE MANAGEMENT REF NO: DHET NSF/2023/09**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern

**CENTRE REQUIREMENTS** : Pretoria Head Office  
Bachelor of Arts: Human Resource Management, Public Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

- POST 01/99** : **GRADUATE INTERN: NSF ICT ANALYTICS REF NO: DHET NSF/2023/10**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree/ B Tech: Office Management and Technology, Public Administration, Public Management, Business Administration.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192
- POST 01/100** : **GRADUATE INTERN: NSF ICT ANALYTICS KZN/WC REF NO: DHET SD/2023/11**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Information Technology in Communication, Information Technology in Support Services, Information in Software Developer, Information Technology in Multimedia, Information Technology in Technical Applications, Computer Systems Engineering, Computer Science.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192
- POST 01/101** : **GRADUATE INTERN: NSF PLANNING AND REPORTING REF NO: DHET NSF/2023/12**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Financial Management.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192
- POST 01/102** : **GRADUATE INTERN AND WIL STUDENT: NSF LEGAL GOVERNANCE, RISK AND COMPLIANCE REF NO: DHET NSF/2023/13**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Public Management, Public Administration, Office Management, Bachelor of Laws: LLB. N6 Certificate: Management Assistant, Public Management, Public Administration.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192
- POST 01/103** : **GRADUATE INTERN: WSSA NATIONAL ARTISAN CAREER DEVELOPMENT REF NO: DHET SD/2023/14**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Olifantsfontein  
**REQUIREMENTS** : Bachelor of Arts: Social Science, Psychology, Social Work.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192
- POST 01/104** : **GRADUATE INTERN: NATIONAL ARTISAN MODERATION BODY REF NO: DHET SD/2023/15**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern

**CENTRE REQUIREMENTS ENQUIRIES** : Olifantsfontein  
: National Diploma/ Degree: Public Management, Office Administration.  
: Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072,  
: Ms NT Khoza 012 312 5192

**POST 01/105** : **GRADUATE INTERN: SETA SUPPORT AND LEARNERSHIPS REF NO: DHET SD/2023/16**  
: Branch: Skills Development  
: Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
: Pretoria Head Office  
: National Diploma/ Degree: Training and Development, Human Resource Management.  
: Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072,  
: Ms NT Khoza 012 312 5192

**POST 01/106** : **GRADUATE INTERN: SKILLS DEVELOPMENT IMPLEMENTATION INITIATION AND EVALUATION REF NO: DHET SD/2023/18**  
: Branch: Skills Development  
: Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
: Pretoria Head Office  
: National Diploma/ Degree: Public Administration, Development Studies, Statistics, Finance, Economics, Accounting, Investment Management.  
: Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072,  
: Ms NT Khoza 012 312 5192

**POST 01/107** : **GRADUATE INTERN: SETA SUPPORT AND LEARNERSHIPS/ SETA COORDINATION REF NO: DHET SD/2023/19**  
: Branch: Skills Development  
: Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
: Pretoria Head Office  
: National Diploma/ Degree: Public Administration, Social Sciences, Development Studies.  
: Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072,  
: Ms NT Khoza 012 312 5192

**POST 01/108** : **GRADUATE INTERN: SETA SUPPORT AND LEARNERSHIPS REF NO: DHET SD/2023/20**  
: Branch: Skills Development  
: Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
: Pretoria Head Office  
: National Diploma/ Degree: Public Administration, Public Management  
: Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072,  
: Ms NT Khoza 012 312 5192

**POST 01/109** : **GRADUATE INTERN: NSA RESEARCH, MONITORING AND EVALUATION SPM & PPR REF NO: DHET NSA/2023/21**  
: Branch: Skills Development  
: Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
: Pretoria Head Office  
: Bachelor's Degree: Human Sciences, Social Sciences, Public Management, Public Administration, Development Studies, Policy Studies, Monitoring and Evaluation.  
: Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072,  
: Ms NT Khoza 012 312 5192



**POST 01/110** : **GRADUATE INTERN: NATIONAL SKILLS AUTHORITY SECRETARIAT REF NO: DHET NSA/2023/22**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
: Pretoria Head Office  
: Bachelor's Degree: Accounting Science, Financial Management, Cost Accounting, Risk Management, Public Finance, Public Administration, Human Resource Management, LLB.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/111** : **GRADUATE INTERN: NATIONAL SKILLS AUTHORITY REF NO: DHET NSA/2023/23**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
: Pretoria Head Office  
: Degree/ Bachelor's Degree: Communication, Public Relations, Journalism, Multimedia Studies, Marketing, Graphic Design, LLB.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/112** : **GRADUATE INTERN: HRDC SECRETARIATE REF NO: DHET HRDC/2023/01**  
Branch: Corporate Services  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
: Pretoria Head Office  
: National Diploma/ Degree: Office Management, Public Management, Public Administration, Marketing and Communication, Information Technology, Information System, Social Science Studies with Research.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/113** : **GRADUATE INTERN: OFFICE OF THE DIRECTOR HRD REF NO: DHET CS/2023/02**  
Branch: Corporate Services  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
: Pretoria Head Office  
: National Diploma/ Degree: Office Management, Public Management, Public Administration.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/114** : **GRADUATE INTERN AND WIL STUDENT: HRD ORGANISATIONAL DEVELOPMENT REF NO: DHET CS/2023/03**  
Branch: Corporate Services  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
: R5 142.40 per month for WIL Student  
: Pretoria Head Office  
: National Diploma/ Degree: Organisational Development, Management Services, Industrial Psychology, Operations Management, Productive Management. N6 Certificate: Management Assistant.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/115** : **GRADUATE INTERN: HRD TRAINING AND DEVELOPMENT REF NO: DHET CS/2023/04**  
Branch: Corporate Services  
Period: Twenty-Four (24) Month Contract

**SALARY** : R6 175.per month for Graduate Intern  
**STIPEND** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Public Management, Public Administration, Human Resource Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/116** : **GRADUATE INTERN AND WIL STUDENT: HRD TRAINING AND DEVELOPMENT REF NO: DHET CS/2023/05**  
Branch: Corporate Services  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Student

**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Human Resource Management, Human Resource Development.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/117** : **GRADUATE INTERN: HRD PLANNING, EMPLOYMENT, EQUITY, POLICY & STRATEGY REF NO: DHET CS/2023/06**  
Period: Twenty-Four (24) Month Contract  
Branch: Corporate Services

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Bachelor's Degree: Human Resource Management, Industrial Organisation, Industrial Psychology.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/118** : **GRADUATE INTERN: HRD UNIT CHANGE MANAGEMENT & SERVICES DELIVERY REF NO: DHET CS/2023/07**  
Branch: Corporate Services  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Bachelor's Degree: Human Resource Management, Operations Management, Industrial Psychology.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/119** : **GRADUATE INTERN AND WIL STUDENT: HRD PERFORMANCE MANAGEMENT DEVELOPMENT SERVICES REF NO: DHET CS/2023/08**  
Branch: Corporate Services  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Student

**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Human Resource Management, Public Management, Management of Training. N6 Certificate: Human Resource Management, Public Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/120** : **GRADUATE INTERN: INTERNATIONAL SCHOLARSHIPS IN THE OFFICE OF THE DG REF NO: DHET CS/2023/09**  
Branch: Corporate Services  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Public Administration, International Relations, Communication, Marketing, Project Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/121** : **GRADUATE INTERN: OFFICE OF THE CHIEF DIRECTOR HRM&D REF NO: DHET CS/2023/10**  
Branch: Corporate Services  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Public Management, Public Administration, Office Management and Technology, Business Administration.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/122** : **GRADUATE INTERN: INTERNAL COMMUNICATION AND CLIENT SERVICES CORPORATE COMMUNICATION AND MEDIA LIAISON REF NO: DHET CS/2023/11**  
Branch: Corporate Services  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Public Relations, Education. N6 Certificate in Marketing, Public Relations.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/123** : **GRADUATE INTERN AND WIL STUDENT: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: DHET CS/2023/12**  
Branch: Corporate Services  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Student  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Human Resource Management. N6 Certificate in Human Resource Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/124** : **GRADUATE INTERN AND SECURITY STUDENT: SECURITY ADVISORY SERVICES REF NO: DHET CS/2023/13**  
Branch: Corporate Services  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R4 300.88 per month for Security Learnership Student  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Security Management. Security Certificate: PSIRA Grade C with Grade 12 Certificate.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

- POST 01/125** : **GRADUATE INTERN: COMMUNICATION AND MEDIA LIAISON REF NO: DHET CS/2023/14**  
 Branch: Corporate Services  
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Media Studies, Communication, Public Relations, Public Administration, Graphic design, Marketing, Journalism.
- ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192
- POST 01/126** : **GRADUATE INTERN: COLLECTIVE BARGAINING REF NO: DHET CS/2023/15**  
 Branch: Corporate Services  
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Labour Relations, Labour Law, Human Resource Management.
- ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192
- POST 01/127** : **GRADUATE INTERN: EMPLOYEE HEALTH AND WELLNESS REF NO: DHET CS/2023/16**  
 Branch: Corporate Services  
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Bachelor: Psychology, Bachelor of Arts: Social Sciences (Majored with Psychology), Social Work (Majored with Psychology), Behavioural Sciences.
- ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192
- POST 01/128** : **GRADUATE INTERN: OFFICE OF THE DDG: TVET BRANCH REF NO: DHET TVET/2023/01**  
 Branch: Technical Vocational Education and Training  
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma: Management Assistant.
- ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192
- POST 01/129** : **GRADUATE INTERN AND WIL STUDENT: TVET SYSTEMS PLANNING AND INSTITUTIONAL SUPPORT REF NO: DHET TVET/2023/02**  
 Branch: Technical Vocational Education and Training  
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern  
 R5 142.40 per month for WIL Student  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Public Management, Public Administration, Office Administration, Business Administration. N6 Certificate: Public Administration, Public Management, Office Administration.
- ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192
- POST 01/130** : **GRADUATE INTERN: TVET MANAGEMENT AND GOVERNANCE SUPPORT REF NO: DHET TVET/2023/03**  
 Branch: Technical Vocational Education and Training  
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R6 175.per month for Graduate Intern

**CENTRE REQUIREMENTS** : Pretoria Head Office  
: National Diploma/ Degree: Public Management, Public Administration, Office Administration, Business Administration.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/131** : **GRADUATE INTERN: PRIVATE TVET COLLEGES REF NO: DHET TVET/2023/04**  
Branch: Technical Vocational Education and Training  
Period: Twenty-Four (24) Month Contract

**SALARY CENTRE REQUIREMENTS** : R6 175.per month for Graduate Intern  
: Pretoria Head Office  
: Bachelor's Degree: Information Management, Information Systems, Informatics, Bachelor's Degree in Law.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/132** : **GRADUATE INTERN AND WIL STUDENT: STUDENT DEVELOPMENT AND SUPPORT REF NO: DHET TVET/2023/06**  
Branch: Technical Vocational Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
: R5 142.40 per month for WIL Student

**CENTRE REQUIREMENTS** : Pretoria Head Office  
: National Diploma/ Degree: Public Management. N6 Certificate: Management Assistant, Office Management, Public Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/133** : **GRADUATE INTERN: NW & MP TVET REGIONAL OFFICE REF NO: DHET TVET/2023/08**  
Branch: Technical Vocational Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
: Mbombela, Standarton  
: National Diploma: Management Assistant.  
: Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/134** : **GRADUATE INTERN: KZN TVET REGIONAL OFFICE, CS, TVET REF NO: DHET TVET/2023/09**  
Branch: Technical Vocational Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
: KwaZulu Natal  
: National Diploma/Degree: Human Resource Management, Labour Law, Industrial Relations, Labour Relations, Public Management, Public Administration, Management Assistant.  
: Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/135** : **GRADUATE INTERN: CET FINANCIAL PLANNING AND MANAGEMENT REF NO: DHET/CET/2023/01**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6 175.per month for Graduate Intern  
: Pretoria Head Office  
: National Diploma/ B-Tech Degree: Financial Management, Cost Management and Accounting.  
: Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/136** : **GRADUATE INTERN: GOVERNANCE AND MANAGEMENT SUPPORT REF NO: DHET/CET/2023/02**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Public Management, Office Administration  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/137** : **GRADUATE INTERN: INSTITUTIONAL PLANNING AND SUPPORT REF NO: DHET/CET/2023/03**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree: Public Management, Office Administration  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/138** : **GRADUATE INTERN: MONITORING AND EVALUATION REF NO: DHET/CET/2023/04**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma/ Degree/ Bachelor of Science: Administration, Office Management and Technology, Public Administration Information Technology, Information Systems, Mathematics, Statistics.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/139** : **GRADUATE INTERN AND WIL STUDENT: EASTERN CAPE CET COLLEGE REF NO: DHET/CET/2023/05**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students  
**CENTRE** : Mdantsane Boarder Training Centre  
**REQUIREMENTS** : National Diploma/ Degree: Public Management, Logistics Management, Supply Chain Management, Financial Management, Business Management, Accounting, Human Resource Management, Public Administration, Management Assistant or Office Management. N6 Certificate: Public Management.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/140** : **GRADUATE INTERN AND WIL STUDENT: NORTH WEST CET COLLEGE REF NO: DHET/CET/2023/06**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students  
**CENTRE** : Brits  
**REQUIREMENTS** : National Diploma/ Degree: Financial Management, Auditing, Human Resource Management, Management Assistant or Marketing Management. N6 Certificate: Management Assistant, Financial Management or Human Resource Management.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/141** : **GRADUATE INTERN AND WIL STUDENT: MPUMALANGA CET COLLEGE REF NO: DHET CET/2023/07**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students

**CENTRE REQUIREMENTS** : Siyabuswa  
National Diploma/ Degree: Accounting, Human Resource Management, Information Technology, Public Management, Public Administration or Marketing Management. N6 Certificate: Marketing Management or Human Resource Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/142** : **GRADUATE INTERN AND WIL STUDENT: KWAZULU NATAL CET COLLEGE REF NO: DHET CET/2023/08**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students

**CENTRE REQUIREMENTS** : Durban  
National Diploma/ Degree: Financial Accounting, Internal Auditing, Cost Management & Accounting, Public Management, Public Administration, Office Management & Technology, Marketing, Developmental Studies, Information Technology, Labour Law or Human Resource Management. N6 Certificate: Management Assistant or Public Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/143** : **GRADUATE INTERN AND WIL STUDENT: NORTHERN CAPE CET COLLEGE REF NO: DHET CET/2023/09**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students

**CENTRE REQUIREMENTS** : Kimberly  
National Diploma/ Degree/ Honours: Financial Accounting, Information Technology, Public Management, Office Administration, Business Studies, Economics, Project Management, Metallurgical Studies or Mathematics & Sciences. N6 Certificate: Management Assistant, Public Management, Office Administration, Financial Management or Civil and Building Construction.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/144** : **GRADUATE INTERN AND WIL STUDENT: LIMPOPO CET COLLEGE REF NO: DHET CET/2023/10**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students

**CENTRE** : Polokwane  
Waterburg District  
Capricorn District  
Sekhukhune District  
Vhembe & Mopani District

**REQUIREMENTS** : National Diploma/ Degree: Supply Chain Management, Human Resource Management, Public Management, Public Administration, Information technology or Psychologist. N6 Certificate: Management Assistant, Marketing or Financial Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/145** : **GRADUATE INTERN AND WIL STUDENT: FREE STATE CET COLLEGE REF NO: DHET CET/2023/11**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Students

**CENTRE REQUIREMENTS** : Bloemfontein  
National Diploma/ Degree: Finance, Accounting, Internal Auditing, Public Administration, Management Assistant, Marketing, Public Relations, Financial management, Human Resource Management, Accounting, Internal Auditing, Marketing. N6 Certificate: Financial Management, Human Resource Management, Marketing, Public Administration or Management Assistant.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/146** : **GRADUATE INTERN: GAUTENG CET COLLEGE REF NO: DHET CET/2023/12**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern

**CENTRE REQUIREMENTS** : Johannesburg  
National Diploma/ Bachelor's Degree: Financial Accounting, Cost Management, Supply Chain Management, Internal Audit., Human Resource Management, Public Relations, Public Management, Marketing.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/147** : **GRADUATE INTERN AND WIL STUDENT: WESTERN CAPE CET COLLEGES REF NO: DHET CET/2023/13**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Student

**CENTRE REQUIREMENTS** : Bellville, Mitchell's Plain, Eerste River  
National Diploma/ Degree: Office Management and Technology, Human Resource Management, Public Management, B-Com Degree Accredited by SAICA, Bachelor of Business Science: Organizational Psychology, Business Science in Marketing. N6 Certificate: Management Assistant, Office Management, Public Management.

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/148** : **GRADUATE INTERN: FREE STATE & GAUTENG REGIONAL OFFICE REF NO: DHET CET/2023/14**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern

**CENTRE REQUIREMENTS** : Johannesburg  
National Diploma/ Degree: Public Administration, Business Management

**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/149** : **GRADUATE INTERN AND WIL STUDENT: MP CET REGIONAL OFFICE REF NO: DHET CET/2023/15**  
Branch: Community Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R6 175.per month for Graduate Intern  
R5 142.40 per month for WIL Student

**CENTRE REQUIREMENTS** : Nelspruit/ Mbombela  
National Diploma/ Degree: Public Administration, Office Management, Office Administration. N6 Certificate: Management Assistant.



**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/150** : **WIL STUDENT: OPEN LERNING REF NO: DHET P/2023/21**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R5 142.40 per month for WIL Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : N6 Certificate: Management Assistant, Public Administration.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/151** : **WIL STUDENT: SOCIAL INCLUSION AND QUALITY REF NO: DHET P/2023/22**  
Branch: Policy Planning and Strategy  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R5 142.40 per month for WIL Intern  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : N6 Certificate: Management Assistant, Public Administration.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/152** : **WIL STUDENT: SETA IMPLEMENTATION OVERSIGHT REF NO: DHET SD/2023/17**  
Branch: Skills Development  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R5 142.40 per month for WIL Student  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : N6 Certificate: Public Management, Public Administration.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/153** : **WIL STUDENT: PROGRAMMES AND QUALIFICATION REF NO: DHET TVET/2023/05**  
Branch: Technical Vocational Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R5 142.40 per annum for WIL Student  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : N6 Certificate: Public Management, Office Management, Management Assistant.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

**POST 01/154** : **WIL STUDENT: TVET CURRICULUM DEVELOPMENT AND SUPPORT REF NO: DHET TVET/2023/07**  
Branch: Technical Vocational Education and Training  
Period: Twenty-Four (24) Month Contract

**STIPEND** : R5 142.40 per month for WIL Student  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : N6 Certificate: Management Assistant, Office Management, Public Management.  
**ENQUIRIES** : Ms N Makungo Tel No: 012 312 5818, Ms G Molapo Tel No: 012 312 6072, Ms NT Khoza 012 312 5192

## DEPARTMENT OF HOME AFFAIRS



**CLOSING DATE** : 27 January 2023

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

## MANAGEMENT ECHELON

**POST 01/155** : **NATIONAL COMMANDER: BORDER CONTROL REF NO: HRMC 1/23/1**  
Branch: Border Management Authority  
(Re-advertisement, candidates who have previously applied are encouraged to re-apply)

**SALARY** : R1 308 051 - R1 563 948 per annum (Level 14), an all-inclusive salary package, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE** : Pretoria, Arcadia

**REQUIREMENTS** : An undergraduate qualification in Social Sciences / Law / equivalent qualification at NQF level 7 as recognized by SAQA. An NQF level 8 and above qualification will be an added advantage. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Minimum of 5 years' experience at senior managerial level, and minimum of 8 years' experience in border law enforcement or related environment. Knowledge of the South African Constitution. Knowledge of the Border Management Authority Act. Understanding of International and Regional Protocols. Knowledge of South Africa's Foreign Policy. Understanding of the Aviation and Maritime Industry requirements. Understanding of legislation and

prescripts applicable in the border environment. Knowledge of international Conventions relating to migration, bio-security, environmental and human health. Knowledge and understanding of the port security risks in relation to port health, immigration, bio-security and environmental risk. Understanding of broad security risks in the border environment. Knowledge of the National Treasury and Risk Management Framework. Knowledge of the Public Service Act and Regulations as well as Public Finance Management Act. Ability to build strategic working relations. Good communication and presentation skills. Decision making, follow-up, planning and organising. Conflict management, analytical skills and quality orientation. Computer literacy and customer focus. Strategic thinking and problem solving. Pay attention to detail. Adaptability, creative and innovative. Willingness to go an extra mile. A valid driver's license and willingness to travel.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the Ports of Entry operations through facilitation of efficient and legitimate movement of goods, people and services. Manage the transitional activities related to the integration of multiple work streams under a single command and control. Facilitate service efficiency within the land, air, maritime ports of entry and border law enforcement areas. Oversee the prevention of and combating of illegal activities within the Ports of Entry, border law enforcement area as well as the vulnerable segments of the border line. Facilitate the development, review and implementation of the framework, systems and procedures relating to cross-border crime. Oversee the establishment and management of community cross-border forums to ensure consistency, efficiency and accountability. Facilitate and oversee the development and monitoring of policies, standard operating procedures, systems and controls. Manage and facilitate compliance protocols to ensure enforcement of legislation, policies and procedures relating to border control services. Manage and facilitate implementation of the regional, continental and international standards, regulations and protocols related to Ports of Entry and the border law enforcement area. Facilitate stakeholder relationships within the border control environment. Liaise with the various organs of state, industry partners and international organizations to enhance border management efficiencies and safety protocols. Oversee the development and management of MOUs with strategic national and international stakeholders. Manage physical, human and financial resources.

**ENQUIRIES  
APPLICATIONS**

: Ms P Hlatshwayo Tel No: (012) 432 6641  
 : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: [BMArecruitment@dha.gov.za](mailto:BMArecruitment@dha.gov.za)

**POST 01/156**

: **NATIONAL COMMANDER: NATIONAL TARGETING CENTRE REF NO: HRMC 1/23/2**  
 Branch: Border Management Authority.  
 (Re-advertisement, candidates who have previously applied are encouraged to re-apply)

**SALARY**

: R1 308 051 - R1 563 948 per annum (Level 14), an all-inclusive salary package, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE  
REQUIREMENTS**

: Pretoria, Arcadia  
 : An undergraduate qualification in Security Studies, Risk Intelligence / related qualification at NQF level 7 as recognized by SAQA. An NQF level 8 qualification and above, as well as experience in ICT will be an added advantage. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Minimum of 5 years' experience at senior managerial level, and minimum of 8 years' experience in the intelligence or related environment. Knowledge of the South African Constitution. Knowledge of the Border Management Authority Act. Understanding of legislation and prescripts applicable in the border environment. Knowledge of the Public Service Regulatory Framework as well as the Public Finance Management Act. Knowledge and understanding of the security, intelligence

and risk based information management within the border environment. Understanding of the National Crime Prevention Strategy. Ability to build strategic working relations. Good communication and presentation skills. Decision making, follow-up, planning and organising. Conflict management, analytical skills and quality orientation. Computer literacy and customer focus. Strategic thinking and problem solving. Pay attention to detail. Adaptability, creative and innovative. Willingness to go an extra mile. A valid driver's license and willingness to travel.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic direction to and leadership in the facilitation of legitimate trade and travel through the targeting and mitigation of high risk travellers, goods and conveyancers passing through the South African port of entries and the border law enforcement area. Manage and oversee the development and implementation of the BMA's national targeting strategy. Ensure the development and maintenance of an integrated risk engine technology for the border environment. Oversee the provision of specialised systems and technology to generate and process complex data. Ensure the development of automated processes to maximize the development and analysis of source data to support the identification of potential threats. Ensure efficient utilization of existing and new ICT systems for data generation, analysis and surveillance by the Port Targeting Centre (PTC) and the National Targeting Centre (NTC). Oversee and manage the production of operational intelligence and the management of risk indicators. Manage the use of risk indicators for the effective generation of triggers to inform the identification of credible targets. Manage the development and optimal utilisation of the pre-arrival risk exposure assessment, screening and impact thereof. Develop and review strategy for domestic inter-agency, organs of state coordination as well as regional and global cooperation. Manage the development and review of strategy for domestic inter-agency coordination. Manage the establishment of strategic partnerships with other countries with the potential to assist South Africa with off-shore targeting linkages. Manage physical, human and financial resources.

**ENQUIRIES  
APPLICATIONS**

: Ms P Hlatshwayo Tel No: (012) 432 6641  
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: [BMArecruitment@dha.gov.za](mailto:BMArecruitment@dha.gov.za)

**POST 01/157**

: **DIRECTOR: INFORMATION SYSTEMS SECURITY REF NO: HRMC 1/23/3**  
Branch: Information Services  
Chief Directorate: Infrastructure Management  
Directorate: Information Systems Security

**SALARY**

: R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE  
REQUIREMENTS**

: Head Office, Pretoria  
: An undergraduate qualification in Information Technology / Computer Science or related qualification at NQF level 7 as recognized by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a middle / senior managerial level in IS Security environment. Experience in establishing cybersecurity and risk metrics for reporting. Sound knowledge and understanding of the GITO requirements and frameworks. Knowledge of the State Information Technology Agency. Knowledge of the e-government policy framework consultation paper developed by GITO. Knowledge and understanding of the Protection of Information Act and Promotion of Access to Information Act. Sound knowledge of Minimum Information Security Standards, the position paper on information security ISO 17799, National Strategic Intelligence Act and the Draft Electronic Transaction Bill. Knowledge of the Public Service Act and Regulations. Understanding of depth strategies and how security devices are deployed. Solid knowledge of networks, including all related components and communication protocols. Knowledge of server hardening on multiple platforms. Knowledge of Information Technology infrastructure library (ITIL).

Understanding of the Departmental legislations and prescripts. Accountability, strategic capability and leadership. Service delivery innovation. Business continuity and stakeholder relations. People management and empowerment. Financial management. Communication. Program and project management. Decision making. Presentation skills. Problem solving and analysis. Computers and Systems. Engineering and technology. Business report writing, influencing and networking. Web services security. Telecommunications, troubleshooting as well as enterprise security architecture. Risk analysis and the ability to develop metrics and perform critical analysis. A valid driver's license, willingness to travel, work extended hours and on call may be required.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Lead and direct communication infrastructure security operations. Manage the coordination of communication security system by providing dynamic, wireless bridging in the event of disruption of the backbone at critical junctures. Manage the prevention of insider attacks that may easily circumvent all the counter measures designed for outsider attacks. Manage the coordination of server / desktop by providing security access codes in the Department. Lead and direct the development and implementation of desktop / server security strategy. Manage the coordination and implementation of cyber security architecture for infrastructure operations. Lead and direct the design, implementation and monitoring of Information System Security solutions and applications. Manage the coordination of the security frameworks, systems, processes and procedures. Lead the development of information security technology strategy that relates to the overall departmental strategy. Manage and implement strategic objectives and innovation within the Directorate. Develop and implement operational plan and ensure effective prioritization and resource planning. Ensure good governance and compliance within the Directorate. Manage physical, human and financial resources.

**ENQUIRIES** : Mr M Tshifaro Tel No: (012) 406 2575  
**APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: [isrecruitment@dha.gov.za](mailto:isrecruitment@dha.gov.za)

**POST 01/158** : **DIRECTOR: APPLICATIONS MAINTENANCE AND SUPPORT REF NO: HRMC 1/23/4**  
 Branch: Information Services  
 Chief Directorate: Applications Management  
 (Re-advertisement, Candidates who have previously applied are requested to re-apply)

**SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Information Technology related qualification at NQF level 7 as recognized by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience a middle / senior managerial level is required. Extensive experience in Application Maintenance and Support. Knowledge of the basic configuration of the various systems used by DHA (National Population Register, EDMS, BAS). Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the E government policy framework consultation paper developed by GITO. Sound knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework). Knowledge of the Public Service Regulatory Framework. Understanding of departmental legislation as well as Human Resources legislation and prescripts. A valid drivers' license, willingness to travel and work extended hours, weekend and on call are essential.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the development, monitoring and evaluation of applications. Ensure the effectiveness of application administration to prevention measures for system defects. Manage the design and programming of systems and processes. Ensure the management of each program in comparison to the costs of the application's maintenance and operations. Manage and implement strategic objectives and innovation within the Directorate. Develop the Operational plan for the directorate and ensure effective prioritisation and resource planning. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators according to required format. Manage human, financial and physical resource within the Unit.

**ENQUIRIES APPLICATIONS** : Mr X Monakali Tel No: (012) 406 7249  
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: [isrecruitment@dha.gov.za](mailto:isrecruitment@dha.gov.za)

**POST 01/159** : **DIRECTOR: HUMAN RESOURCE PLANNING REF NO: HRMC 1/23/5**  
Branch: Human Resource Management & Development  
Chief Directorate: HR Strategy and Planning  
(Re-advertisement, Candidates who have previously applied are requested to re-apply)

**SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Head Office, Pretoria  
: An undergraduate qualification in Human Resource Management / Public Management / Administration / Industrial Psychology / Management Science / Social Sciences at NQF level 7 as recognised by SAQA Completion of the Senior Management Services Pre-entry Certificate upon appointment 5 years' experience in middle / senior management is required Extensive experience in Human Resource Planning / Public Administration / Management / Industrial Psychology / Management Sciences / Social Sciences environment Knowledge of the Public Service Regulations of 2016 relevant to Human Resource Planning Knowledge of the Public Service Regulatory Frameworks relevant to Human Resource Act Planning Knowledge of Skills Development Act and related legislation Knowledge and understanding of Human Resource Delegations as well as Departmental Regulatory Framework Knowledge of Employment Equity Plan Strategic capability and leadership Client orientation and customer focus People management and empowerment Financial and knowledge management Programme and project management Accountability and change management Conflict management and resolution Business continuity and time management Problem solving and analysis Business report writing Influencing and networking Planning and organising Presentation, communication as well as interpersonal skills Coaching and mentoring Computer literacy A valid driver's license, willingness to travel and work extended hours or on call.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the development, implementation of human resource strategy and the performance of the Branch Manage the development, coordination and implementation of workforce planning in the Department Manage the development and monitor the implementation of Human Resources planning and Human Resources effectiveness in the Department Manage Human Resources policy development, review, monitor and evaluate the implementation in the Branch Manage the integrated HR Strategy, Workforce Planning, Branch Performance Planning process, review and develop HR Policies Manage the development and implementation of workforce plan strategies Advise the Department Budget governance structures on the human capital capacity Provide advice on accurate future estimates to attract potential employees Develop framework to measure HR Effectiveness in the Department Develop HR Inter-Branch Service Level

Agreement with the Branches and the Provinces as the strategic partner  
Advice on the development /crafting of the Branch Annual, Operational and  
Business Plan Conduct Analysis on the Branch performance in line with the  
APP, AOP and BP's Identify the emerging risks on the Branch performance  
and provide advice on the mitigation strategy to achieve the Branch targets  
that are on risk of not been achieved Ensure effective governance and  
compliance within the Directorate Manage human, physical and financial  
resources.

**ENQUIRIES**  
**APPLICATIONS**

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

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 30 January 2023  
**NOTE** : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

**POST 01/160** : **COURT MANAGER REF NO: 53/22/NC/PAM**

**SALARY** : R491 403 – R578 841 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate Office Pampierstad

**REQUIREMENTS** : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification. A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Planning and organizing; Problem solving; Project management.

**DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements; Manage service level agreements.

**ENQUIRIES** : Ms S Segopa Tel No (053) 8021300  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public



Buildings, (Magistrates Court) of Knight and Stead Streets, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.

- POST 01/161** : **OFFICE MANAGER (X2 POSTS)**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of The High Court: Middelburg Ref No: 2022/71/MP  
Master of The High Court: Mbombela Ref No: 2022/70/MP
- REQUIREMENTS** : A 3 years National Diploma/ Degree in Public Administration, Human Resources Management, Administration or Business Administration NQF level 6; A minimum of 3 years relevant experience in administration at supervisory level. Knowledge and understanding of the Constitution, Public Finance Management Act (PFMA) and regulatory framework/guidelines and prescripts, Procurement directives and procedures and statistics; Knowledge and understanding of DFI and Treasury Regulations; Knowledge of the departmental policy and prescripts; Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Planning and organizing; Problem solving and decision making; Project management.
- DUTIES** : Key Performance Areas: Manage procurement and Finance of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholder, Manage human resource services; Provide effective people management.
- ENQUIRIES** : Ms KN Zwane Tel No: (013) 753 9367
- APPLICATIONS** : Quoting the relevant reference number, direct your application to; Postal address: The Regional Head, Department of Justice& Constitutional Development; Private Bag X 11249; Nelspruit; 1200 OR 4<sup>TH</sup> Floor Nedbank Building; 24 Brown Street, Nelspruit; 1200
- NOTE** : People with disabilities are highly encouraged to apply
- POST 01/162** : **PRINCIPAL COURT INTERPRETER REF NO: 2022/219/GP**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Johannesburg
- REQUIREMENTS** : NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5; Proficiency in two or more indigenous languages; 5 years' practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; A valid driver's license;. Language requirements: English, isiZulu, isiXhosa, Setswana and Sesotho. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Interpret in court of Law ( Civil and Criminal matters); Small Claim court; Pre-trial proceedings and consultation; Consecutive interpreting from source to target language during court proceedings; Pre-trial consultation; Quasi and judicial; Interpret non-verbal gesture; Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management.
- ENQUIRIES** : Ms P Raadt Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
- POST 01/163** : **ADMINISTRATIVE OFFICER REF NO: 2022/218/GP**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Germiston

- REQUIREMENTS** : Three year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem solving skills; Sound leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the Criminal and Civil Court Administration Section, section related to Family Court, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000; Or Physical Address: Regional Office –Gauteng Department of Justice and Constitutional Development; 7<sup>th</sup> floor Schreiner Chambers, Corner Pritchard and Krui street, Johannesburg
- POST 01/164** : **ADMINISTRATIVE OFFICER: ENTERPRISE-WIDE RISK MANAGEMENT REF NO: 22/293/DG**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria  
: A 3 year National Diploma (NQF level 6)/ Degree in Office Administration/ Office Management or equivalent; A minimum of 3 years' experience in Office Administration. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Creative thinking; Planning and organizing skill; Customer service orientation; Problem analysis; Self -Management.
- DUTIES** : Key Performance Areas: Provide administrative support to the Directorate; Maintain Barn-Owl Risk System; Manage and control flow of documents; Perform administrative functions in relation to training and awareness on Enterprise Risk management within the department; Assist in the secretariat functions of risk management committee.
- ENQUIRIES APPLICATIONS** : Mr. S.J Kgafela Tel No: (012) 315 1042  
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 01/165** : **SENIOR COURT INTERPRETER REF NO: 2022/221/GP**  
(Re-advertisement: Candidates who previously applied are encouraged to re-apply)
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Vereeniging  
: Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting OR Grade 12 and with ten (10) year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages: Language requirements: English, Xitsonga, Tshivenda and Sesotho/ Sepedi. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of

- Court Records; Perform specific line and administrative support functions; Control and supervision of interpreters.
- ENQUIRIES** : Ms P Raadt Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
- POST 01/166** : **LEGAL ADMINISTRATION OFFICER: (MR3-MR4) REF NO: 2022/22/GP**  
(Re-advertisement: Candidates who previously applied are encouraged to re-apply)
- SALARY** : R268 755 - R367 785 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office Gauteng
- REQUIREMENTS** : An LLB Degree or four year recognised legal qualifications; At least 2 years' appropriate post qualification legal experience. Skills and Competencies: Computer literacy; Excellent Communication (verbal and written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail; Good filing skills; Report writing skills; Research ability; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Draft legal document and give legal advice to the Provincial Office and other organs of the State; Respond to petitions, representations and complaints from civil Society and other Government Departments; Liaise with relevant stakeholders and communities on the programmes around crime prevention; Prepare memoranda for appointments of Commissioners of Oath, Appraisers and Justice of Peace; Recover loss of and damage of state property; Oversee the smooth functioning of Specialized Courts in the Province i.e. Sexual Offences, Family, Equality, Community Court and Municipal Court; Facilitate Public Education and conduct community awareness campaigns on legislation administered by the Department; Co-ordinate programmes related to children in custody, awaiting trial prisoners, small claims courts ,the lay assessors system and maintenance; Act as a Departmental Gender Focal person in the Province and ensure implementation of the Victim's Charter; Support the Courts regarding quasi-judicial functions.
- ENQUIRIES** : Ms V Shiburi Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.
- POST 01/167** : **MAINTENANCE OFFICER (MR1 – MR3) (X2 POSTS)**
- SALARY** : R207 429 – R307 302 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office, De Aar Ref No: 051/22/NC/ DER  
Magistrate Office, Colesburg Ref No: 052/22/NC/ COL
- REQUIREMENTS** : An LLB Degree or four year recognised legal qualifications; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license and willing to travel extensively. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (written and verbal); Numerical skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Ability to work with public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.
- ENQUIRIES** : Mr J Tope Tel No: (053) 802 1300

**APPLICATIONS**

: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.

**NOTE**

: The successful candidate for Magistrate: De Aar: (will serve: De Aar, Phillipstown, Britstown, Hanover and Richmond). The successful candidate for Magistrate: Colesburg: (will serve: Colesburg and Noupoot). Separate application must be made quoting the relevant reference number.

## 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 2022-2026, will take highest preference in selection of suitable candidates.*

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 30 January 2023
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. 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 (6) six 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 as part of the verification process. A valid driver's license will be a requirement where applicable. 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 NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application form for employment can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. **NB!** Applicants Who Are Successful Must Please Note That The NPA Is Not In A Position To Pay Resettlement Costs **NB!** All employees considered for appointment to the

Investigating Directorate will be subject to a lifestyle audit and integrity vetting.

**ERRATUM:** The post of Director with Ref No: Recruit 2022/596 advertised in Public Service Vacancy Circular 46 dated 02 December 2022, the correct post title is Director: Physical Security Management, the closing date is extended to 30 January 2023.

#### **MANAGEMENT ECHELON**

<b><u>POST 01/168</u></b>	:	<b><u>SPECIAL ADVISOR REF NO: RECRUIT 2023/01</u></b> Office of the National Director of Public Prosecutions (Contract Linked To the Term of Office of the NDPP)
<b><u>SALARY</u></b>	:	R1 308 051 per annum (Level 14), total cost package SMS
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree (NQF level 7) or Advanced diploma NQF 7. Five years senior management experience. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act and Regulations; PFMA; The NPA Act; BCEA; LRA and Access to information Act. Knowledge of Information Management and Legal Administration. Computer skills. Writing skills. Analytical and strategic thinking capability. General management skills; people management and empowerment. Planning and prioritising. Problem solving and decision-making skills.
<b><u>DUTIES</u></b>	:	Provide related environmental, strategic analysis and advice to the office of the NDPP and NPA's senior management to ensure NPA meets its constitutional, legislative and societal responsibilities in the most effective manner possible. Collaborate with other employees within the office of the NDPP as well as employees within the broader NPA to manage the daily operations of the office and the NPA. Manage information requirements. Provide support to the NDPP. Prepare, compile and coordinate speeches for the NDPP. Provide strategic and liaison support service in stakeholder management.
<b><u>ENQUIRIES</u></b>	:	Liezel Potgieter Tel No: 012 845 6198
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit202301@npa.gov.za">Recruit202301@npa.gov.za</a>

#### **OTHER POSTS**

<b><u>POST 01/169</u></b>	:	<b><u>SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2023/02</u></b> National Prosecution Service (Re advert)
<b><u>SALARY</u></b>	:	R1 027 698.per annum (total cost package) to R1 606 404.per annum (total cost package) (Level LP-9)
<b><u>CENTRE</u></b>	:	DPP: Kimberley
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for current prosecutors. At least eight years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.
<b><u>DUTIES</u></b>	:	Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyze local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working

relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.

**ENQUIRIES** : Nicholas Mogongwa Tel No: 053 807 4539  
**APPLICATIONS** : e mail [Recruit202302@npa.gov.za](mailto:Recruit202302@npa.gov.za)

**POST 01/170** : **SENIOR STATE ADVOCATE (OCC) REF NO: RECRUIT 2023/03**  
 National Prosecutions Services

**SALARY** : R1 027 698 per annum (total cost package) to R1 606 404 per annum (total cost package) (LP-9)

**CENTRE** : Head Office: Pretoria

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive experience in prosecution of complex high court trials and guiding of complex investigations. Extensive knowledge of civil and/or criminal procedure. Experience in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents dealing with representations. Prepared to travel when required and conduct prosecutions and attend to other matters outside Pretoria.

**DUTIES** : Oversee and monitor prosecution of serious, complex organised crime cases as well as all priority matters. Advise the police on investigation of serious complex organised crime cases. Conduct legal research and keep up to date with legal developments. Prepare reports on organised crime matters, peruse and process applications for the office of the NDPP. Liaison with the DPP and lower court staff. Represent the NPA in legal challenges brought in the civil courts. Perform other ad-hoc assignments as required by the senior management of the Organised Crime Component.

**ENQUIRIES** : Glittering Hlophe Tel No: 012 845 6336  
**APPLICATIONS** : e mail [Recruit202303@npa.gov.za](mailto:Recruit202303@npa.gov.za)

**POST 01/171** : **STATE ADVOCATE REF NO: RECRUIT 2023/04 (X2 POSTS)**  
 National Prosecutions Service

**SALARY** : R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

**CENTRE** : CPP: Klerksdorp

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.

**DUTIES** : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or

any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

**ENQUIRIES  
APPLICATIONS**

: Flora Kalakgosi Tel No: 018 381 9041  
: e mail [Recruit202304@npa.gov.za](mailto:Recruit202304@npa.gov.za)

**POST 01/172**

: **STATE ADVOCATE REF NO: RECRUIT 2023/05**  
National Prosecutions Service

**SALARY**

: R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

**CENTRE  
REQUIREMENTS**

: CPP: Johannesburg  
: An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive knowledge of the law and management in respect of Sexual Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills. Positive security clearance. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.

**DUTIES**

: assist in prosecuting complex sexual offences court. Tracking, monitoring and facilitation of cases through the criminal justice system. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine months as per units strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relation hips. Constant follow-ups with the relevant stakeholders. Help increase the conviction rate. Perform other duties and activities as requested by the provincial Manager or head of unit. Assist in the setting up of Thuthuzela Care Centres and maintain the functioning thereof. Supervise, train and develop relevant role-players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the state. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/policy manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of addition evidence and draft charge sheets, indictments, and court documents. Present the state's case in court, lead and cross examine witnesses, address the court on, inter alia conviction and sentence.

**ENQUIRIES  
APPLICATIONS**

: Reuben Palai Tel No: 011 220 4124  
: e mail [Recruit202305@npa.gov.za](mailto:Recruit202305@npa.gov.za)

**POST 01/173**

: **PROJECT MANAGER REF NO: RECRUIT 2023/06 (X5 POSTS)**  
Investigating Directorate



<b><u>SALARY</u></b>	:	R766 584 per annum (MMS Level 11), (total cost package)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration, Public Administration or equivalent qualification. At least three years' experience in Project Management co-ordination and administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organising skills, written and verbal communication skills. Problem solving skills and knowledge of project administration. General computer literacy skills and knowledge in programs such as Ms Word, Excel, PowerPoint, SharePoint etc. Strong interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Ensure the implementation and maintenance of the Investigating Directorate projects within the NPA. Develop project scope, plans, goal and budget; identifying resources needed. Develop the project methodology and ensure that the timelines are adhered. Guide and perform strategic analysis for the project. Organise and manage all phases of the project to ensure on- time completion. Identify project action, risk and mitigation plans. Ensure deliverables are met and proof of work executed is kept. Prepare requests for proposals and conduct all necessary meetings to facilitate selection of project services and products. Plan and oversee the preparation and dissemination of project Communications. Liaise with NPA and other project stakeholders. Ensure that administration of projects are up to date. Ensure that expenditure reports on BAS are drawn. Maintain accounting records and report the variance between budget and expenditure. Compile minutes, action logs and issue logos for project meetings. Track and provide weekly project status reports and compile monthly reports. Maintain project files both hard copy and on SharePoint.
<b><u>ENQUIRIES</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit202306@npa.gov.za">Recruit202306@npa.gov.za</a>
<b><u>POST 01/174</u></b>	:	<b><u>DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2023/07</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R533 985 per annum (excluding benefits) to R1 247 166.per annum (total cost package) (Level SU-1 to SU-2)
<b><u>CENTRE</u></b>	:	CPP: Odi (Ga-Rankuwa)
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Flora Kalakgosi Tel No: 018 381 9041
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit202307@npa.gov.za">Recruit202307@npa.gov.za</a>
<b><u>POST 01/175</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2023/08</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R533 985 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level SU-1 to SU-2)
<b><u>CENTRE</u></b>	:	CPP: Mmabatho (Vryburg)

- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
- DUTIES** : 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.
- ENQUIRIES** : Flora Kalakgosi Tel No: 018 381 9041  
**APPLICATIONS** : e mail [Recruit202308@npa.gov.za](mailto:Recruit202308@npa.gov.za)
- POST 01/176** : **ASSISTANT DIRECTOR ADMINISTRATION REF NO: RECRUIT 2023/09**  
Investigating Directorate
- SALARY** : R393 711 per annum (Level 09), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance, Public Administration or equivalent qualification. Minimum three years relevant experience in finance and/or administration in the Public Service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organising skills, written and verbal communication skills. Planning and Prioritising skills. General computer literacy skills and knowledge in programs such as Ms Word, Excel, PowerPoint, etc. General management skills and communication skills. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Negotiating and supervisory skills. Problem solving skills and ability to meet strict deadlines. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, PFMA and Treasury Regulations. Strong administrative, decision making, organizational and general office management skills. Good planning skills. Performance management skills. Execution, interpretation and recommendations on policies and procedures. Computer literacy in programmes such as MS Word, Excel, PowerPoint and Outlook. Reliable, organized and able to work in a team.
- DUTIES** : Supervise and direct the administration of finance and supply chain serviced. Provide administrative support in analysing budget and expenditure report. Ensure that records of all finance documents and requisitions are kept. Ensure that systems are put in place for proper management and S&T, cell phone and standby claims. Ensure the administration of petty cash. Ensure that all financial systems within the office. Ensure proper inventory maintenance of all stores and assets. Supervise the provision of supply chain administration services. Certify effective and efficient management to assets. Ensure proper management of fleet, travel and accommodation services. Ensure compliance with all financial relevant legislation and prescripts. Provide human resource management and development services. Undertake Human Resource and other related administrative services. Facilitate service benefits for staff and procession thereof (housing, pension, leaves etc). Guarantee proper implementation of policies, guidelines and procedures. Monitor performance of employees and determine training needs. Consolidate staff establishment statistics on a monthly basis. Ensure that performance agreement, development plans and assessments are submitted on time. Implement operational plans emanating from strategic initiatives. Planning and coordination of workshop and meetings. Monitor the provision of administration support and document management services. Manage the provision of effective registry services including proper filing systems for easy retrieval of files. Manage all corporate services files (HR and Finance files). Ensure compliance of all relevant legislations, prescripts, processes and procedures. Compile monthly reports and statistics. Establish the smooth running of facilities management. Supervise the provision of cleaning and other facilities contracts and ensure compliance with service level agreements. Coordinate any tenant installations, renovations, and

maintenance related issues as and when required. Facilitate the allocation of office accommodation and parking bays to officials. Ensure the compliance of all facility related legislations, prescripts, processes and procedures (OHS etc). Supervise staff.

**ENQUIRIES** : Matodzi Makhari Tel No: 012 845 6012  
**APPLICATIONS** : e mail [Recruit202309@npa.gov.za](mailto:Recruit202309@npa.gov.za)

**POST 01/177** : **FINANCIAL ANALYST REF NO: RECRUIT 2023/10 (X2 POSTS)**  
Investigating Directorate

**SALARY** : R393 711 per annum (Level 09), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time-and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

**DUTIES** : Capture and convert data into usable information. Collate, clean up and arrange spreadsheets obtained from Financial Analyst. Analyse bank statements and telephone billing information with the aim of corroborating case docket information with data obtained from the AFU electronic database. Identify and advise on gaps that may exist in the criminal investigation. Obtain information and AFU database information relating to cases that have been referred to the AFU for investigation. Conduct analysis of information gathered. Determine activities in a bank account, telephone billing, etc that the Financial Investigators would need. Analyse information to enable date interrogation and manipulation. Depict information by way of link charts (Analyst Notebook), Association charts, PowerPoint presentations, or general charting to visually display the information/evidence to enable the interpretation and understanding thereof. Present analysis product by way of a quality written report or a sworn affidavit indicating the results of the analysis and any gaps that may be identified.

**ENQUIRIES** : Maureen Dibetle Tel No: 012 845 7727  
**APPLICATIONS** : e mail [Recruit202310@npa.gov.za](mailto:Recruit202310@npa.gov.za)

**POST 01/178** : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2023/11**  
National Prosecutions Service

**SALARY** : R269 214 per annum (Level 07), (excluding benefits)  
**CENTRE** : CPP: Queenstown (Graaf-Reinet)  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. 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** : Provide secretarial, administration support and personal assistant service in the office. Receiving and screening telephone calls and refer the calls to the correct role players. Type documents for the office. Operate office equipment like fax machines and photo copiers. Ensure liaison with finance office with regard to travel and logistical arrangements for meetings and events. Record incoming and outgoing documents. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the Chief Prosecutor and the staff in the cluster. Take minutes during meetings, draft routine correspondence. Maintain an accessible and user-friendly filing system. Liaise with other offices of the NPA and Administration with regards to all matters pertaining to the administrative function of the office.
- ENQUIRIES** : Ziyanda Mtwazi Tel No: 046 602 6000  
**APPLICATIONS** : e mail [Recruit202311@npa.gov.za](mailto:Recruit202311@npa.gov.za)
- POST 01/179** : **COURT PREPARATION OFFICER**  
National Prosecutions Service
- SALARY** : R269 214.per annum (Level 07), (excluding benefits)  
**CENTRE** : CPP: Queenstown (Cradock) – Ref No: Recruit 2023/12(Re-advert)  
 CPP: Klerksdorp (Wolmaransstad) – Ref No: Recruit 2023/13
- REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioural Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
- DUTIES** : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
- ENQUIRIES** : CPP: Queenstown Ziyanda Mtwazi Tel No: 046 602 3000  
 CPP: Klerksdorp Flora Kalakgosi Tel No: 018 381 9041  
**APPLICATIONS** : CPP: Queenstown (Cradock) e mail [Recruit202312@npa.gov.za](mailto:Recruit202312@npa.gov.za)  
 CPP: Klerksdorp (Wolmaransstad) e mail [Recruit202313@npa.gov.za](mailto:Recruit202313@npa.gov.za)

**NATIONAL TREASURY**

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

- CLOSING DATE** : 27 January 2023 at 12:00 am (Midnight).
- NOTE** : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicants profile on the e-Recruitment is equivalent to the new approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

**MANAGEMENT ECHELON**

- POST 01/180** : **DIRECTOR: HUMAN RESOURCES SERVICE DELIVERY REF NO: S142/2022**  
 Division: Corporate Services (CS)  
 Purpose: To provide strategic leadership and guidance in the provision of an integrated HR approach and to act as a primary point of connection between all internal stakeholders/business units and the overall HR team for the alignment on HR strategic objectives and implementations of key HR initiatives within the National Treasury
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum, (all-inclusive remuneration package)  
 : Pretoria  
 : A minimum Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Human Resources Management or Business Management or Public Administration or HR Business Relations Management, A minimum 5 years' experience at a middle management level (Deputy Director) obtained within Human Resources Management environment or related field, Knowledge and experience of the Public Service Human Resources Management Legislative Framework, Knowledge and experience of the Public Service Act and Regulations, Business Relations Skills in the HR environment, Knowledge of Human Resources Information and application Systems, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> , prior to finalisation of an appointment.
- DUTIES** : Some key outputs include: Strategy Development and Implementation: Develop and implement a Human Resources Service Delivery Strategic

implementation plan to fast-track the turn-around time of human resources service offering pertaining to clients' needs, Provide guidance and lobby internal support on the implementation of the most effective mechanisms and tools to enhance collaboration and cohesion for improved service delivery with regard to implementation of service offerings, Review policies continuously for correct application in business and in alignment with the HR Service Delivery Strategy in accordance with the ever-evolving environment against the backdrop of the needs of clients, Develop, engage and commit on the service level agreements by HR centres of excellence with the HR Service Delivery Directorate, HR Service Delivery Report: Provide guidance and direction on the effective implementation of HR offerings and services to clients, Implement a collaborative strategy with regard to service delivery provisioning and initiate projects in alignment with business requirements, Verify the correctness of the application of HR Policies and Procedures, continuously, prior to implementation of any new service offering in alignment the relevant policies and procedures, Develop and apply a customer centric service delivery culture within the National Treasury, Monitor the effectiveness of the implementation of service offerings and align discrepancies, accordingly, Stakeholder Engagement: Engage stakeholders through awareness drives on new service offerings and their benefits prior to implementation, Collaborate and enhancing partnerships with specialise business units within HRM to determine, and fast-tracking deliverables and targets for implementation, Align business plans with strategic objectives in achievement of HR objectives and targets, Provide timeous feedback on requests to stakeholder's concerns pertaining to service offering, Ensure that divisional HR Metrics are presented to divisional Exco/Manco and that focused employee matters are proactively raised and attended to, HR Policy and Prescribes Analysis: Align the HR Service delivery objectives with National Treasury annual business plans to conform to business units demands, Influence and obtain buy-in from stakeholders within business on HR initiatives and offerings, Develop and analyse a comprehensive HR feedback analysis desk board portraying service offerings and progress in support of business continuity, Align memoranda on HR offerings and services for the smooth implementation within the broader business, Develop and effectively implement Secondment Guidelines to ensure strategic input to employee engagement and retention, Ensure that Rotations Protocols are in place and serve as employee engagement, development and retention.

**ENQUIRIES  
APPLICATIONS**

: Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
 : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**POST 01/181**

: **DIRECTOR: INTERNATIONAL DEVELOPMENT CO-OPERATION (IDC)  
REF NO: S146/2022**  
 Division: Budget Office (BO)  
 Purpose: To coordinate the Official Development Assistance Programme (ODA) in the National Treasury and promote sound ODA processes within the social and governance clusters.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 105 383 per annum, (all-inclusive remuneration package)  
 : Pretoria  
 : A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Social sciences or Development studies, A minimum of 5 years' experience at a middle management level (Deputy Director) obtained in a portfolio or strategic ODA programme management environment, Knowledge and experience of public policy development and implementation, Knowledge of Developmental Management, Knowledge and experience of Investment, Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES**

: Some key outputs include: Coordination, ownership and management of ODA: Align ODA programmes to selected South African policies and procedures within the broader framework, Oversee and guide the review, assessment trends pertaining to the social and governance clusters, Administer all administrative functions related to ODA management and coordination. Programme Conveyance: Monitor programme delivery status

and develop strategies for interventions to support improvements, Monitor actions and maintain close relations with Development Partners to enable smooth facilitation of ODA programmes. Compliance with global ODA commitments: Provide support on behalf of the SA government on global ODA debates, discussions and forums within the aid effectiveness arena, Prepare key South African position papers/ memos etc. within the aid effectiveness discourse and participation in debates/ for aid. Strengthen ODA knowledge base: Implement the IDC knowledge management strategy for the benefit of the ODA and government stakeholder community, Provide advice to current and future programmes of the sector based on ODA best practices and case studies within the sector, Oversee the optimisation of Development Cooperation Management Information System (DCMIS) as a tool of knowledge management for the IDC and ODA environment. Alignment of ODA to budget: Coordinate the support in the utilisation of ODA's in strategic plans of line departments in sectors and clusters, Provide ODA information flow and analysis of budget processes for specific clusters, Align ODA to the budget and the promotion of the "value addition", innovation, catalytic approach of ODA in the General Budget Support (GBS) allocations processes, Review and compare past allocations and develop analyses of trends and value of interventions for reporting purposes, Verify information tabled by political leadership in Parliament for clusters, Monitor flow of funds in the Reconstruction and Development Programme account and collaborate with ODA stakeholders to improve integrity of budgetary information in the reporting process.

**ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**POST 01/182** : **DIRECTOR: ENVIRONMENTAL AND FUEL TAXES REF NO: S147/2022**  
 Division: Tax and Financial Sector Policy (TFSP)  
 Purpose: To provide advice on policy and develop appropriate tax policy interventions pertaining to sustainable development, environmental fiscal reform, fuel taxes and other market related instruments (taxes, charges and tax incentives) that would contribute towards an equitable, and coherent tax policy framework in South Africa

**SALARY** : R1 105 383 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Finance, A minimum 5 years' experience at a middle managerial level (Deputy Director) obtained in research and policy analysis (formulation), Knowledge and experience of environmental and fuel taxes processes, and, Knowledge and experience of the broader Public Service Policy Framework on Tax Policy, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>, prior to finalisation of an appointment.

**DUTIES** : Some key outputs include: Policy Development: Create an enabling environment for service delivery and an appropriate tax policy intervention, Assess the implementation of indirect taxation policy advice and instruments design, Develop environmental fiscal reform, fuel taxes and other market related instruments for implementation Initiate a tax policy research platform with domestic and international recognised institutions on best practices, Provide briefing notes to the Deputy Director-General: Tax and Financial Sector Policy, Director-General: National Treasury and the Minister of Finance on latest trends and updates within the environmental and fuel taxes environment, Respond to Parliamentary questions, media queries, taxpayer queries and engage SARS and other government institutions on mutual interest, Partake in surveys from international institutions, e.g. OECD, IMF and the World Bank. Sustainable Environmental Development of fiscal instruments: Exercise oversight and co-ordination over policy guidelines, reviews, analyses, research and advice on taxes, incentives, charges and subsidies with the focus on sustainable development, Quantify price-based environmental fiscal instruments in Climate Change adaptation/ mitigation (inclusive of electricity taxes, emissions taxes, energy taxes, fuel taxes, etc.), Develop quantity-based environmental fiscal instruments in Climate Change

adaptation/ mitigation, Develop instruments on Water resource management, Waste Management (Solid, Wastewater and radioactive) and Cleaner Production and Air Quality. Co- ordinate compilation of databases, formulation of tax policy, analysis of macro-economic impacts of policy intervention relating to environmental issues in the fields of Energy, Renewable energy, Energy efficiency, Clean fuels initiatives, fuel switching, Transport fuels, Mining and Chemicals, Provide inputs into the legislative amendments and interact with legal drafters to ensure policy proposals and amendments are incorporated into law Biodiversity and Conservations: Co- ordinate policy advice, analytical scrutiny, reviews and analysis on tax instruments and tax revenue, interventions relating to the macro-economic impacts of environmental tax policy on: Fiscal instruments to incentivise biodiversity conservation; Environmental Rehabilitation Initiatives (such as the Mining rehabilitation fund), Interact with Departments of Environmental Affairs and Tourism, and Minerals and Energy, Investigate and analyse the implications of proposed amendments and liaise with SARS, stakeholders and clients on such amendments, Liaise with legal drafters to ensure policy proposals and amendments are incorporated into law as intended including cabinet submissions. Environmental and Fuel Taxes: Co-ordinate policy advice, quantitative analysis, review, conduct research, maintain databases and effect stakeholder consultation on environmental-related excise taxes, including: Fuel taxes, Diesel fuel tax refund, Biofuels taxes/incentives, Vehicle taxes (purchase taxes and annual licence fees), Plastic levies, International departure tax. General Environmental Issues: Compilation of databases, formulation of tax policy, analysis of macro-economic impacts of environmental policy and intervention relating to: Renewable energy, Energy efficiency, Fuel Switching, Transport fuel tax issues, Clean fuels initiatives, Mining; Energy; and Chemicals MTBPS and Budget: Respond to request pertaining to research to parliamentary, ministerial, and public enquiries, MTBPS and budgetary inputs, Prepare concise responses to clients and liaise with relevant external and internal stakeholders Compile relevant information in alignment with the budget review processes and procedures.

**ENQUIRIES  
APPLICATIONS**

: Only (No applications): Recruitment.Enquiries@treasury.gov.za  
 : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**OTHER POSTS**

**POST 01/183**

: **SENIOR ECONOMIST: CGE MODELLING REF NO: S144/2022**  
 Division: Economic Policy (EP)  
 Purpose: To maintain and develop a suit of CGE models and SAM databases for implementation and consumption by stakeholders and provide policy analysis and advise.

**SALARY  
CENTRE  
REQUIREMENTS**

: R908 502 per annum, (all-inclusive remuneration package)  
 : Pretoria  
 : A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Mathematical or Econometrics, A minimum of 4 years' experience in development of suites of databases and CGE models, Knowledge and experience in developing and implementation of the simulation of large CGE models, Knowledge and experience in interpreting and analysis of information, Knowledge of policy formulation, and Knowledge of the GAMS software and programming.

**DUTIES**

: Some key outputs include: Maintain SAM and Sectoral Databases: Develop databases from various statistical sources and integrate relevant data, Incorporate statistical data into a SAM database, Provide macro-economic data to stakeholders for inputs and development of statistical information, Develop data sources and encourage stakeholder utilisation of databases. Develop a Suit of CGE Models: Maintain existing CGE models and assist with the formulation of future suits for improvement on data integrity, Recommend and implement adjustments to CGE models for alignment to policy and analysis of data, Provide policy advice with emphasis on quantification of policy proposals and utilisation of the suit of CGE models, Develop new models and potential data sources to improve robustness and quality of policy analysis and advice. Policy Analysis and Advice: Produce well-researched speaking and briefing notes, memos and speeches based on policy relevant issues using CGE analysis, Provide inputs (i.e. CGE analysis) into policy



discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders, Engage stakeholders on policy initiatives and advice. Benchmarking and Research: Conduct research and benchmarking exercises with recognised international institutions on latest trends and best practices, Engage stakeholders for the refinement of models and suits and their consideration prior to implementation, Conduct research into policy-relevant developments using the suite of models and databases in the CGE space Engage stakeholders on findings for enrichment and improvement of modelling practices, methodologies and analysis. Budget and MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS as required, Assist with number checking and proof reading. Project Management and Support: Plan and execute projects in model maintenance and development, capacity building as well as research projects.

**ENQUIRIES** :  
**APPLICATIONS** : Only (No applications): Recruitment.Enquiries@treasury.gov.za  
 To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**POST 01/184** : **SENIOR ECONOMIST: SOCIO-ECONOMIC POLICY REF NO: S143/2022**  
 Division: Economic Policy (EP)  
 Purpose: To monitor and evaluate economic developments in the South African economy, To analyse and advise on the economic impacts of various related policy proposals made by other government departments and/or stakeholders, plan and execute research projects, and engage external stakeholders on relevant economic developments to inform sound policy advice and as inputs into the economic framework for the MTBPS and the Budget.

**SALARY** : R908 502 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum Bachelor's degree (equivalent to NQF level 7) in one or more of the following disciplines: Economics or Econometrics or Finance or Statistics or Business Science or Data Science or Accounting or Mathematic, An NQF level 8 or 9 and /or 10 qualification in one of more of the above-mentioned disciplines will be an added advantage, A minimum 4 years' experience in research, policy and economic analysis, Knowledge of and experience of trends and principles of macroeconomic policy, Knowledge and experience of the latest trends in research and sources of information, Knowledge and experience in the dissemination and interpretation of economic policy outcomes, Knowledge and understanding of principles of research methodology.

**DUTIES** : Some key outputs include: Economic research and policy analysis, and assessments of government policy proposals: Establish and monitor a policy framework that supports greater employment, equality and poverty alleviation, Compile research outputs approved by the DDG, including, but not limited to, research papers, research notes, technical analysis, reviews and assessments of external proposals. Commentary on economic data releases: Compile and distribute regular reports and presentations in the relevant subject area, Update an extensive database to inform research and respond to requests from other divisions in National Treasury and other departments, Provide data in user-friendly format to users in National Treasury upon request, Develop and maintain a database of information relevant to the research subject area. Support and build strong stakeholder relations, internally and externally, to advance the development of economic policy and the objectives of the National Treasury: Provide inputs to stakeholders to advance the development of economic policy and the objectives of the National Treasury, Contribute to qualitative comment and assessment of research on relevant SA economic issues conducted outside of the National Treasury, Provide support to the Ministry, DG's office in respect of speeches, presentations and briefing notes.

**ENQUIRIES** :  
**APPLICATIONS** : Only (No applications): Recruitment.Enquiries@treasury.gov.za  
 To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

<b><u>POST 01/185</u></b>	:	<b><u>SENIOR ECONOMIST: LOCAL GOVERNMENT BUDGET ANALYSIS REF NO: S145/2022</u></b> Division: Intergovernmental Relations (IGR) Purpose: To initiate development of budget formats and regulations, building capacity in provincial treasuries and non-delegated municipalities in the analysis, implementation and monitoring of municipal budgets.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	908 502 per annum, (all-inclusive remuneration package) Pretoria A minimum National Diploma (equivalent to an NQF level 6) or Bachelors' degree (equivalent to an NQF 7) in any of the following disciplines: Accounting or Finance or Economics, A minimum 4 experience obtained in budget analysis, dissemination of financial reports, Knowledge of report writing, monitoring and evaluation of budgets, Knowledge and experience of the regulatory framework on budgets and financial management within municipalities and provinces.
<b><u>DUTIES</u></b>	:	Some key outputs include: Budget Preparation and Support: Coordinate the budget preparation processes of non-delegated municipalities in accordance with the MFMA; Monitor, assess and provide feedback on budgets and related documentation of non-delegated municipalities in alignment with the provisions of the Municipal Finance Management Act (MFMA), Arrange logistical and planning processes for budget visits to non-delegated municipalities, Advice provincial treasuries on budgets and financial management reforms in accordance with the Municipal Financial Management Act. Budget Implementation and Monitoring: Monitor service delivery and expenditure trends within municipal budgets , Provide support on budgetary and financial management to non-delegated municipalities, Initiate the follow-up on municipal budgets, Integrated Development Plans, in-year reports, service delivery and budget implementation plans, performance management plans and annual reports , Maintain a financial and service delivery database on budget reforms pertaining to the delegated municipalities , Assist with the compilation and analysis of reports on municipalities to internal and external stakeholders, i.e., DG: National Treasury, Minister of Finance, TCF, Budget Council, PCC and Cabinet. Intergovernmental Coordination: Monitor submission of financial and service delivery data for the annual IGFR, MTBPS, Budget Review and other publications, Evaluate and provide feedback on reviews and structuring of grants allocations. Financial Management Reforms: Promote effective budgeting and financial management in non-delegated municipalities , Advice non-delegated municipalities and Provincial Treasuries on in-year financial reports and verify data , Monitor In-Year Financial Reports, Annual Financial Statements and Annual Reports by non-delegated municipalities and Provincial Treasuries , Follow-up on budget and financial returns from non-delegated municipalities and ensure Council-endorsed documents , Assess the SDBIP's of non-delegated municipalities in alignment with the annual budget of non-financial targets and indicators. Stakeholder Engagement: Support performance plans, budget analysis, and annual review of strategy, Engage municipalities and encourage them to submit MFMA support documentation timeously
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>

## OFFICE OF THE CHIEF JUSTICE

**APPLICATIONS**

: **Gauteng Division of the High Court:** Johannesburg/Provincial Service Centre/land Claims Ranburg: Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

**Supreme Court of Appeal:** Bloemfontein/Free state Division of the High Court/Free state Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

**Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200

**Bisho:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London

**CLOSING DATE**

: 27 January 2023

**NOTE**

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

online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

**ERRATUM:** Kindly note that the post of Data Capturer: Eastern Cape Division of the High Court with Ref No: 2022/238/OCJ advertised on Public Service Vacancy Circular 46 dated 02 December has been withdrawn. Apologies for any inconvenience caused.

#### **OTHER POSTS**

- POST 01/186** : **STATISTICIAN REF NO: 2023/02/OCJ**
- SALARY** : R331 188 - R390 129.per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Supreme Court Of Appeal: Bloemfontein  
: Matric certificate and a Bachelor is Degree in Statistics or an equivalent qualification. A minimum of two (2) years' statistics/data collection experience of which one (1) year must be on a supervisory level. Experience in statistical analysis and reporting. A valid driver's license. Skills and Competencies: Computer Skills (MS Office – especially Excel). Excellent communication skills (verbal and written). Planning and organising, problem solving, numerical skills. Attention to details. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.
- DUTIES** : Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.
- ENQUIRIES** : Technical enquiries: Ms C.A Martin Tel No: (051) 412 7400  
HR related enquiries: Ms M A Luthuli Tel No: (051) 492 4523
- POST 01/187** : **REGISTRAR REF NO: 2023/01/OCJ**
- SALARY** : R268 755 – R307 302 per annum (MR3 –MR5), (Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division Of The High Court: Johannesburg  
: Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of three (3) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written). Planning and organising, problem solving, numerical skills. Attention to details. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.
- DUTIES** : Co-ordination of Case Flow Management and support process to the Judiciary. Comply with court rules and all relevant prescripts. Handling taxation as Taxing Master and quasi-judicial functions. Manage the issuing of all processes and initiating court proceedings. Co-ordinate appeals and reviews (civil and criminal). Process and grant judgements by default. Quality check of criminal record books. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Issue/ sign court orders/ letters to attorneys/ litigants on behalf of the Court. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Process

unopposed divorces and facilitation of Pre-trial conferences. Keep/ check and analyse Court's monthly, quarterly and annual statistics and submission thereof. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. Prepare and present cases for audit purposes. Monitor functionality of court recording system. Notify relevant managers regarding needs for translation/ transcripts of cases. Attend/ oversee to general public queries/ correspondences. Manage Performance in terms of Annual Performance Plan. Handling of urgent applications during working hours, after-hours, weekends and public holidays. Facilitate/ monitoring/ evaluation of sub-ordinates. Attend to office management, planning and organising. Manage the staff component and performance assessments.

**ENQUIRIES** : Technical enquiries: Ms R Bramdaw Tel No: (011) 335 0145  
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

**POST 01/188** : **HUMAN RESOURCE OFFICER REF NO: 2023/03/OCJ**

**SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Provincial Service Centre: Gauteng  
**REQUIREMENTS** : Matric certificate or equivalent qualification. A three year National Diploma/ Degree in Human Resources Management with 360 credits as recognised by SAQA will serve as an added advantage. Introduction to PEASAL certificate. A minimum of one-year functional experience in Human Resource management. Knowledge of the prescripts regulating Human Resources. Skills and competencies: Good communication skills (written and verbal), report writing and good organising skills, computer literacy (Microsoft Office, PERSAL experience) good interpersonal relations. Ability to work under pressure. Accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people.

**DUTIES** : Implementation of transaction on PERSAL system in respect of appointments, leave, pension, labour relations, recruitment and selection, injury on duty, transfer, housing allowance, acting allowance, long service recognition and PMDS etc. keep statistics of all activities and report accurate statistics to supervisors assist with all administrative duties of Human Resources component and respond to client's queries.

**ENQUIRIES** : Technical enquiries: Ms LO Netshitomboni Tel No: (011) 335 0522  
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

**POST 01/189** : **DATA CAPTURER REF NO: 2023/04/OCJ**

**SALARY** : R151 884 - R178 917 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Mpumalanga Division of the High Court  
**REQUIREMENTS** : Matric certificate or equivalent qualification. A minimum of one-year experience in data capturing. Knowledge of clerical duties, practices as well as the ability to capture data. Skills and Competencies: Good communication skills (verbal and written). Job Knowledge. Planning and organisation skills. Flexibility. Teamwork. Good interpersonal relations. Advanced computer skills and ability to work under pressure.

**DUTIES** : Provide administration support service. Capture and update data from available records into the required formats e.g. databases, table, spreadsheet. Generate spreadsheets. Update the system on all data sets. Validate and review data (for quality purpose) to ensure correctness, completeness and consistency. Compile and update routine statistical information/reports and registers. Receive, register and track records or documents submitted for further processing in the Human Resource Management and Development component of the Institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic record. Provide routine and administrative maintenance services. Continuous updating of information on computer for reporting purposes and retrieving information required. Verify query missing data and errors observed during data entry. Submit data. Make regular backups of data. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to the component.

**ENQUIRIES** : Technical enquiries: Ms A Malambe Tel No: 013 429 2214  
HR related enquiries: Mr MI Jele/ Mr MV Maeko Tel No: 013 758 0000

- POST 01/190** : **TYPIST REF NO: 2023/05/OCJ**
- SALARY** : R151 884 - R178 917 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Local Division: Bisho  
: Matric Certificate or equivalent qualification. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem solving skills. Accuracy and attention to details. Ability to work under pressure. Good timekeeping. Telephone etiquette.
- DUTIES** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties. 63 Assisting taxing master with drawing taxation files, taxation dates for attorneys and his/her diary, attending to telephone calls regarding taxation dates and court order processes, if the matter was heard and order was made. Attend to switchboard operation and other task allocated by the supervisor.
- ENQUIRIES** : Technical enquiries: Mr L Ceza Tel No: 040 6087728/  
HR related enquiries: Mr S Mponzo Tel No: 043 726 5217
- POST 01/191** : **FOOD SERVICE AID REF NO: 2023/06/OCJ**
- SALARY** : R128 166 - R150 975 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Land Claims Court: Rundburg  
: Adult Basic Education and Training Course Level 4/ Grade 10, a minimum of 2 years appropriate experience and relevant knowledge as a Food Aid; Previous experience in hospitality environment will serve as an advantage; Good verbal communication skills and must be highly responsible with good work ethic.
- DUTIES** : Ensure that the dining area is clean, tables are clean, neat and set correctly according to the menu; Ensure that cutlery and condiments are available on the table; Ensure that water and juice jugs are clean and always refilled; Assist in preparing, serving and storing food; Ensure safekeeping of office/storeroom keys and report any losses, damages or theft; Perform any other duty assigned to you by the Supervisor.
- ENQUIRIES** : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 5392  
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 30 January 2023
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance within one month of appointment.

## OTHER POST

- POST 01/192** : **DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT FOR HOUSING FINANCE REF NO: DPSA 42/2022**
- SALARY** : R766 584 per annum (Level 11). Annual progression up to a maximum salary of R876 705 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate at NQF level 4, an appropriate Bachelor's Degree qualification in Business Management, Public Relations, Marketing and Communication, Stakeholder Management or related equivalent qualification at NQF level 7. At least 3 years' relevant experience in human Resource/Conditions of Services/Housing Scheme environment or Stakeholder relations environment. At least 2 years' managerial experience. Knowledge of Stakeholder Management, Public Relations, Customer Relations Management, Housing Development Fraternity, Real Estate Sector, and Knowledge of collective bargaining, and public service legislative and policy framework. Managerial skills: Strategy Management, Project Management, Communication, Stakeholder and Customer Relations Management. Generic skills: Project Management skills, people management skills, leadership skills, management and supervisory skills, strategic thinking, result orientation and customer focus, good interpersonal relationship skills, and influencing skills. Report writing and presentation, computer literacy, cross-functional influence and engagement, facilitation experience, marketing and communication skills, negotiation skills, swift decision-making ability, problem solving, innovative, confident, resilient, self-starter, energetic, professional, persuasive, time management and team player. Technical skills:

**DUTIES**

verbal and written communication skills, including report writing, computer literacy and ability to work independently and as part of a team.

:

To ensure the development of stakeholder management strategy and plan relating to housing finance providers and housing finance assistance funders. To ensure the establishment and maintenance of constructive relations with stakeholders to position the Scheme strategically. Ensure the preparation and management of memoranda of understanding and service level agreements with stakeholders or partners. Prepare reports and presentations. Provide secretarial and support service to the GEHS Advisory Council of Forum.

**ENQUIRIES**

:

Ms. Thokozile Mkhonto Tel No: (012) 336 1371



## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



**CLOSING DATE** : 27 January 2023 at 16H00

**NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

## OTHER POSTS

**POST 01/193** : **DEPUTY DIRECTOR: PROPERTY DISPOSAL REF NO: 2023/01**

**SALARY** : R908 502 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

**CENTRE** : Bloemfontein Regional Office

- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Property Management / Development or Property Law. Extensive relevant working experience in Property Management Development, Built Environment and Project Management, relevant managerial experience. Knowledge of the State Land Disposal Act, Broad-based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management Framework, Preferential Procurement Policy Framework, procurement directives and procedures and Government budget procedures. Computer literacy. Time management skills, Effective Communication, diplomacy and negotiation skill. People management, coaching and mentoring skills. Presentation and report-writing skills. Planning, organizing and facilitation skills. Problem-solving skills. Willingness to adapt to work schedule in accordance with professional requirements. Willingness to travel. Valid driver's license.
- DUTIES** : Manage the disposal process of fixed assets. Co-ordinate and facilitate the process of identifying superfluous properties to be disposed of. Manage the prioritization of assets to be disposed of. Develop and implement strategies to guide the disposal of State immovable properties. Establish the ownership of properties to be disposed of. Ensure that no property disposal infringes on the National Land Reform Programme. Manage the transfer of ownership of immovable assets disposed of. Ensure compliance with Departmental policies on disposal. Manage financial processes on the disposal of fixed assets. Assist in the valuation of properties to be disposed of. Manage the compilation of budget inputs. Compile and present budget review reports on property disposals. Manage the recovery of State funds. Oversee and ensure timeous payments of consultants and related fees. Prepare and present quarterly projections to the Supply Chain Management. Attend to the resolution of audit queries. Manage the Property Disposal Section effectively. Prepare and present progress reports. Manage human resource-related processes. Assist in the tender administration of properties to be disposed of. Manage project contracts. Liaise and interact with stakeholders.
- ENQUIRIES** : J Jabari, Tel No: (051) 408 7535
- APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
- FOR ATTENTION** : Mr D Manus
- POST 01/194** : **CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2023/02**
- SALARY** : R491 403 per annum
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) (T/N/S streams) in Electrical Engineering or N3 and a passed trade test in the built environment or Registration as an Engineering Technician and an appropriate relevant experience. A valid driver's license is compulsory. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy.
- DUTIES** : Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the progress and expenditure on current maintenance and minor new works projects and attend monthly project meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist Small, Medium and Micro Enterprises (SMME), Broad Based-Black Economic Empowerment (BBBEE) and Public-Private Partnership (PPP). Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled;

develop and interpret plans and sketches, draw-up documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and request for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities for employees. Administer the department performance and development systems.

**ENQUIRIES** : Ms Z Nghona Tel No: (021) 402 2013  
**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.  
**FOR ATTENTION** : Ms. C Rossouw

**POST 01/195** : **SENIOR FORENSIC INVESTIGATOR: GOVERNANCE, RISK AND COMPLIANCE BRANCH REF NO: 2023/03 (X5 POSTS)**

**SALARY** : R331 188 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Good interpersonal, organisational and communication skills are also required. Valid Driver's licence.

**DUTIES** : The successful candidate will be responsible for the following duties in the office of the Director-Fraud Awareness and Investigations: To plan and implement forensic investigations, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, and develop summary of findings report on investigations completed with clear findings, conclusions and recommendations.

**ENQUIRIES** : Mr M. Mabotja Tel No: (012) 406 1328  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 01/196** : **CHIEF WORKS MANAGERS: BUILDING REF NO: 2023/04**

**SALARY** : R331 188 per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Building Sciences and appropriate technical experience OR an N3 certificate plus appropriate trade test with extensive technical experience in the built environment. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, national building regulation, the environmental conversation act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

**DUTIES** : Attend to day-to-day maintenance requests from clients. Compile scopes of work and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of building equipment and installation. Ensure building works and drawings comply with the OHSA. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions. Prepare and compile reports.

**ENQUIRIES** : Mr. T Mongwe Tel No: (053) 838 5297  
**APPLICATIONS** : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION** : Ms N Hlongwane

<b><u>POST 01/197</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: BUDGET REF NO: 2023/05</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Johannesburg Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Finance or equivalent qualification. An appropriate relevant experience in Finance. Knowledge of Public Finance Management Act (PMFA), Treasury regulations, Basic Accounting System (BAS) Procurement Policies and MS Office – Word, Excel & Power Point. Skills: Ability to communicate at all levels, Analytical thinking, Computer literacy, Budgeting, Report writing, Creativity. Personal Attributes: Interpersonal skills, Understanding advance financial concepts, People orientated, Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Collect and register budget inputs from line managers, administer the consolidation of budget inputs, assist with preparation of budget input schedule, Administer changes in budget input schedule, assist with monitoring of expenditure levels, compile reports on budget inputs. Administer budget allocation schedules, request budget items split from line managers, process allocations on BAS/SAGE, update allocations on BAS/SAGE, request explanation on variances and deviation from line managers, compile report on allocation and expenditure levels. Assist with the compilation of budget reports, assist with compiling of early warning reports, attend to the resolution of audit queries, assist with handling of logistical arrangement in the sub-directorate, administer the flow of information in and out of the office and perform adhoc duties related to the Finance unit.
<b><u>ENQUIRIES</u></b>	:	Ms G Mofokeng Tel No: (011) 713 6285
<b><u>APPLICATIONS</u></b>	:	Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.
<b><u>FOR ATTENTION</u></b>	:	Mr M Mudau
<b><u>POST 01/198</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2023/06</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Real Estate Management or related qualification. An appropriate relevant experience in property management. Knowledge and understanding of the Public Finance Management Act (PFMA), Government Immovable Asset Management Act (GIAMA), Property related Acts, Property Laws and Local Regulations. A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.
<b><u>DUTIES</u></b>	:	Updating the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Ensure compliance with GIAMA. Carry out regular inspections on State property to ensure maximization of property utilization and for vesting purposes and prepare Inspection Reports. Identify superfluous State properties and prepare disposals. Ensure State properties are secured by requesting Security Services to appoint security companies to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Letting out of State-owned property. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance with PFMA, Treasury Regulations, and other prescripts and policies of the department. Liaise with all spheres of Government(s) in respect of property-related matters. Carry out all property-related matters, rental collections, administration, lease renewals and extensions, maintenance, etc. Administrate duties as requested by the Property Manager. General supervision of employees
<b><u>ENQUIRIES</u></b>	:	Ms. I Murundwa Tel No: (021) 402 2056
<b><u>APPLICATIONS</u></b>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at

Ground floor, Customs House, Lower Heerengracht Street, Cape Town.  
Register the application in the book.  
Ms. C Rossouw

**FOR ATTENTION** :

**POST 01/199** : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2023/07**

**SALARY** : R269 214 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Financial Management and/ or relevant qualification. Appropriate experience in property payments and experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's license. Computer literacy. The following will serve as recommendations: knowledge of SAGE and PMIS, knowledge of property industry, knowledge of property payments, knowledge of procurement and tender regulations. Good verbal and written communication skills.

**DUTIES** : Timeous processing of payments of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Ensure that all property payments invoices are countersigned and authorized. Ensure that all payments comply with related prescripts, delegations and procedures. Provide budget inputs on property payments and liaise with clients regarding property payments. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section. Compile creditors reconciliations and register new services and service providers

**ENQUIRIES** : Mr. L Funde, Tel No: (041) 408 2017  
**APPLICATIONS** : Port Elizabeth Regional Office Applications : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

**FOR ATTENTION** : Ms S Mafanya.

**POST 01/200** : **STATE ACCOUNTANT: DEBTORS FINANCIAL ACCOUNTING & BUDGETS REF NO: 2023/08**

**SALARY** : R269 214 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Commerce with relevant experience in financial environment. Knowledge and understanding of debtor's management. Computer literacy is essential. Good communication and report writing skills, ability to work under pressure.

**DUTIES** : Collection and recording of State monies. Open and maintain Debtors accounts. Reconciliation of debtors against income. Capturing of receipts and journalizing individual debtors transactions and follow up on long outstanding debtors. Issuing of monthly debtors statements and compilation of demand letters for outstanding debts. Liaise with legal services with regards to long outstanding debtors. Compilations of debtors write off submission. Maintenance of debtors files. Ensure proper processing of supplier payments. Verify supplier details on business systems. Ensure reconciled business systems (PMIS, WCS and BAS).Attend to suspense accounts.

**ENQUIRIES** : Ms. A Mdludlu Tel No: (041) 408 2170  
**APPLICATIONS** : Port Elizabeth Regional Office Applications : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

**FOR ATTENTION** : Ms S Mafanya

**POST 01/201** : **ADMINISTRATIVE OFFICER: UTILIZATION AND CONTRACT ADMINISTRATION (PROPERTY MANAGEMENT) REF NO: 2023/09**

**SALARY** : R269 214 per annum  
**CENTRE** : Johannesburg Regional Office

<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Real Estate Management Services, Property Development and Management, Business Administration, or relevant qualification, with experience in property management or fixed asset management environment. Good computer, communication and interpersonal skills. Good written, analytic and financial skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Conduct physical verification to ensure that properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Ensure that all information relating to properties is captured in time on the system. Liaise with client departments to ensure optimal utilization of properties. Management of lease contracts. Collecting of state revenue. Assist with preparation of reports. Comply with the requirements of the PFMA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms F Khoza, Tel No: (011) 713 6079
	:	Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.
<b><u>FOR ATTENTION</u></b>	:	Mr M Mudau
<b><u>POST 01/202</u></b>	:	<b><u>ADMINISTRATION OFFICER: INTERNAL CONTROL REF NO: 2023/10 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 per annum Cape Town Regional Office
	:	A three year tertiary qualifications (NQF Level 6) in Finance / Auditing / Supply Chain Management. Relevant working experience. Good interpersonal, administrative, managerial skills, report writing, accounting and numeric skills, analytical, communication skills, interpersonal skills and problem solving skills. Knowledge of Financial prescripts, Government Financial systems, Public Finance Management Act, National Treasury Regulations and Supply Chain Management prescripts.
<b><u>DUTIES</u></b>	:	Conduct the inspection of Finance and SCM related systems (e.g. BAS, LOGIS, PERSAL, Supplier Database, SAGE and PMIS) to identify ineffective internal controls, Identify and communicate internal control deficiencies, Perform pre and post audit procedures on bids awarded to identify instances of non-compliance, Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure, Receive audit queries and requests from auditors and identify responsible branches / units for dissemination, Update records / schedules of audit queries and requests, Follow up with branches / units on outstanding responses and requested information, Disseminate the request for the Internal Control Dashboard, Conduct investigations on reported cases of financial misconduct, Provide inputs to the report on non-compliant transactions, Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure, Provide administrative and supervisory services to support effective functioning of the sub-directorate-: Maintain and report registers of post audit transactions and submit to supervisor, Maintain working papers for audit trail purposes, Provide logistical service in the sub-directorate, Administer the flow of information in and out of the office, Prepare administration reports as required, ensure adherence to developed and approved internal controls.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Y Mntonintshi Tel No: (021) 402 2347
	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw
<b><u>POST 01/203</u></b>	:	<b><u>ARTISAN BRICKLAYER: WORKSHOP REF NO: 2023/11 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R199 317 per annum, (OSD Salary package) Cape Town Regional Office
	:	The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings. A Trade test in Bricklaying in terms of the provision of Section 13(2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act with relevant three years or more experience after qualifying as an

Artisan. Valid Code 8/C1 Driver's license. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have general knowledge of tools, equipment and machinery in the workshop.

**DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island.

**ENQUIRIES** : Mr. M Stephens Tel No: (021) 402 2334

**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

**FOR ATTENTION** : Ms. C Rossouw

**POST 01/204** : **ARTISAN ELECTRICAL: WORKSHOP REF NO: 2023/12 (X2 POSTS)**

**SALARY** : R199 317 per annum, (OSD Salary package)

**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings. A Trade Test in Electrical in terms of the provision of Section 13(2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act with relevant three years or more experience after qualifying as an Artisan. A Valid Code 8/C1 Driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.

**DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island.

**ENQUIRIES** : Mr. M Stephens Tel No: (021) 402 2334

**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

**FOR ATTENTION** : Ms. C Rossouw

**POST 01/205** : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT SERVICES REF NO: 2023/13**

**SALARY** : R181 599 per annum

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A Senior certificate (Standard 10 / Grade 12). Private Security Industry Regulatory Authority (PSIRA) Grade B Certificate. An appropriate relevant experience in security supervision. A valid 08 driver's licence. Knowledge: Knowledge of physical security. Knowledge of the access control procedures and control of assets movement. Knowledge of the control room procedure (closed-circuit television (CCTV) surveillance systems). Knowledge of key control procedure. Knowledge of key management and control procedures. Knowledge of the Control of Access to Public Premises and Vehicle Control Act 53 of 1985, The Protection of Information Act 82 of 1984, Protection of Personal Information Act 4 of 2013, Minimum Information Security Standards of 1996 (MISS) and The Minimum Physical Security Standards of 2019. Knowledge of the relevant OHS and emergency procedures. Skills: Supervisory skills, Interpersonal skills, decision making and problem solving

<b><u>DUTIES</u></b>	:	skills, Communication skills (verbal and written), Computer literacy and Investigation skills. Willingness to work shifts and irregular hours.
	:	Effective supervision of security personnel. Implement physical security policy and procedures. Ensure compliance to physical security measures. Implement efficient and effective access control. Allocate duties to security officers. Conduct regular inspection of security posts. Check security registers to ensure completeness. Conduct parades amongst security officers to ensure that they are fit and proper when reporting on duty. Ensure keys are controlled effectively. Inspect and report all non-functional electronic security systems (e.g. X-Ray machines, Walk-through metal detectors, security lights, etc). Report adverse security incidents and breaches. Provide support in case of emergencies. Perform security administrative functions including posting security officers according to duty roster, determining development and training needs of security officers. Manage leaves, overtime and performance of security offices. Implement discipline amongst security officers in line with prescripts.
<b><u>ENQUIRIES</u></b>	:	Mr H Kidsingh Tel No: (012) 406 1526
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 01/206</u></b>	:	<b><u>ADMINISTRATIVE CLERK: HORTICULTURE SERVICES REF NO: 2023/14</u></b>
<b><u>SALARY</u></b>	:	R181 599 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Senior certificate (Standard 10) / Grade 12 or equivalent with relevant experience in Horticulture and logistics. Must be computer literate. Be in possession of a valid driver's license and PDP. Knowledge of administrative practices and transport related procedures in terms of horticulture working environment. Communication skills and able to work with large staff component. Knowledge of SCM Procurement related processes.
<b><u>DUTIES</u></b>	:	The successful candidate will be: Render Transport duties. Be able to communicate well. Liaise with internal and external stakeholders in relation to transport related matters. Stock control of all vehicle assets. Performs regular equipment maintenance inspections at all horticultural sections when requested. Notification of problems areas related to transport matters. Responsible for the maintenance of vehicles. Random visit of horticultural sections for vehicle checking. Supervise. Supervise personnel and Render general administrative support services. Provide financial administration support services. Provide SCM related services to Chief Horticulturist.
<b><u>ENQUIRIES</u></b>	:	Mrs. E. Bessick Tel No: (021) 402 2407
<b><u>APPLICATIONS</u></b>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw
<b><u>POST 01/207</u></b>	:	<b><u>PROCESS CONTROLLER: WATER PURIFICATION AND WASTEWATER TREATMENT PLANT OPERATOR REF NO: 2023/15 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R151 884 per annum
<b><u>CENTRE</u></b>	:	Kimberley Regional Office
<b><u>REQUIREMENTS</u></b>	:	Grade 10 (or NTC I); plus Operators Certificate in Water/Process control; or NQF level 3 qualification in Water/Process control with the core Unit Standard or Classification as Process Controller by Department of Water Affairs. Relevant experience in the field. National Water Act, Water Services Act Occupational health and safety, Basic laboratory testing. Effective communication, analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, ability to operate equipment and machines analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working. A valid Drivers' license. Willing to work shifts.
<b><u>DUTIES</u></b>	:	Screen and strain incoming raw wastewater. Monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove the grit from chambers. Properly dispose the screenings and grit.



Skim off scum from the surface of the tanks. Pump the wastewater for further processing.

**ENQUIRIES** : Mr B Maano at 076 904 2090  
**APPLICATIONS** : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.  
**FOR ATTENTION** : Ms N Hlongwane

**POST 01/208** : **SENIOR FOREMAN: SUPERVISOR GROUNDS SERVICES REF NO: 2023/16**

**SALARY** : R151 884 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent with relevant experience as a supervisor in the field of horticulture. Have exposure in dealing with people of high profile such as: Ministers, Magistrate Judges etc. Be able to handle a large staff component. Valid driver's license with PDP and be prepared to travel when requested.

**DUTIES** : The Supervision of personnel and horticulture services. Special request for long distances garden maintenance, plot clearing and firebreaks. Delegation and implementation of landscaping and garden maintenance duties. Notification of problem areas to Horticulturist. Oversee plot maintenance, fire break clearing and maintain therefore. Site inspection of various vacant state properties. Handling of Special arranging Ministerial duties as well arranging of plant decorations and flower display as and when requested. Able to manage the maintenance of plant nursery.

**ENQUIRIES** : Mr M Jantjies Tel No: (021) 689 5741  
**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

**FOR ATTENTION** : Ms. C Rossouw

**POST 01/209** : **DRIVER: HORTICULTURAL SERVICES FACILITIES MANAGEMENT REF NO: 2023/17**

**SALARY** : R128 166 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : Applicant must have a Grade 10 / Standard 8/ Junior Certificate or Abet Level 4 Certificate plus three years' experience in transporting horticulture goods as well as workers. Applicant must be in conversant with the requirements of the Occupational Health and Safety Act and Regulations. The candidate must also have had experience in leading a team of workers and giving instructions to these workers. Have a good communication skills. The officer must be in possession of a heavy duty license (C1 and PDP).

**DUTIES** : The Transportation of employees and horticultural goods. Able to travel long distance areas for plot cleaning and firebreaks, Supervision of lorry assistance. Removal garden refuse and offloading to dumping site. Receiving instruction from supervisor and reporting back. Reporting of disciplinary matters to supervisor. Support supervisor and colleagues.

**ENQUIRIES** : Mrs. E. Bessick Tel No: (021) 402 2406  
**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

**FOR ATTENTION** : Ms. C Rossouw

**POST 01/210** : **GROUNDSMAN: HORTICULTURAL SERVICES FACILITIES MANAGEMENT REF NO: 2023/18**

**SALARY** : R107 196 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : Applicant must have a Grade 10 / Standard 8/ Junior Certificate or Abet Level 4 Certificate with 1 year experience or Grade 8 with 2 years experiences only in general garden maintenance. Interpersonal and Basic Literacy skills. An added advantage is that the candidate has had previous experience in operating machinery. Knowledge of Occupational Health and Safety Act.

**DUTIES**

: Maintain premises and surroundings. To perform general garden maintenance tasks as given by the supervisor, planting, pruning, paving, watering, mowing and tree felling work. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required. Ensure adherence and compliance with occupational and health standards.

**ENQUIRIES**

: Mrs. E Bessick Tel No: (021) 402 240

**APPLICATIONS**

: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

**FOR ATTENTION**

: Ms. C Rossouw

## DEPARTMENT OF SCIENCE AND INNOVATION

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

<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:saoshs@dst.gov.za">saoshs@dst.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	27 January 2023
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be accompanied by a fully completed and signed new Z83 form and up-to-date curriculum vitae only (including three contactable referees). Each application for employment form must be fully completed, duly signed, dated and initialed by the applicant, failure to do so will result in your application not being considered. Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. No copies/attachments/proof of application, only Z83 and CV. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Applications received on the wrong email address will be disqualified. Applications must be submitted as one combined document. Shortlisted candidates will be subjected to personal suitability checks (criminal record check, citizenship verification, previous employment verification and verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise to test relevant technical elements of the job, the logistics for which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to undergo a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) directive on the implementation of competency-based assessments and using the mandated DPSA SMS competency-assessment tools. All SMS candidates must have completed a senior management leadership programme with either the National School of Government (NSG) or a higher education institution accredited by the NSG (see <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> ). Shortlisted candidates will be requested to submit proof of this on or before day of interview. For more information on the course please visit the NSG website: <a href="https://www.thensg.gov.za">https://www.thensg.gov.za</a> .

## OTHER POST

<b><u>POST 01/211</u></b>	:	<b><u>SENIOR ADMIN OFFICER: SUSTAINABLE HUMAN SETTLEMENTS</u></b> (One-Year Contract)
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 6 qualification in social science, the built environment, geography, development studies or related field. A certificate in project management and geographic information systems (GIS) would be an advantage. At least two years' working experience in an innovation for service delivery environment, where innovation and technology solutions have been applied to improve municipal water, energy or sanitation services, or ICT used for or sustainable human settlements. Basic understanding of science and technology and its impact on development. Basic understanding of the national system of innovation and European Union-funded programmes. Basic understanding of the Public Finance Management Act and project-management principles. Strong administrative and organisational skills.

Written and verbal communication skills. Computer skills (Microsoft Word and Excel) and ArcGIS software. Time management, basic research and analytical skills. Proactive and able to take initiative. Ability to work as part of a team and under pressure.

**DUTIES**

: Provide content and research support for the Viability and Validation of Innovations for Service Delivery Programme (VVISDP). Monitor the VVISDP's expenditure, implementation and project deliverables. Provide programme administration. Coordinate logistics for the VVISDP and serve as secretariat. Support the programme's GIS database and spatial mapping.

**ENQUIRIES**

: Ms Nontobeko Nkosi Tel No: 012 843 6861

## 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, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street. In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 27 January 2023
- NOTE** : The application must only include a completed and signed new Z83, obtained from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on the day of the interview date. Failure to use the new Z83 form will result in disqualification. 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. It is not required that an applicant submit such when applying for the post prior to the closing date but the nominated candidate (first and second choice) must have completed the pre-entry certificate and must be in possession of such prior to issuing the offer of employment letter. The nominated candidate must submit the pre-entry Certificate as proof that the course has been completed within 15 days from the conclusion of the interviews. 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 discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. 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. 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 posts 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 Mr S Boshielo. DSD reserves the right not to fill a vacancy that was advertised during any stage of the recruitment process.

## OTHER POSTS

- POST 01/212** : **MONITORING AND EVALUATION MANAGER REF NO: G2/A/2022**  
Chief Directorate: HIV/ AIDS (G2G Project)  
(Contract until 30 September 2024)
- SALARY** : R908 502 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 recognised bachelor's degree in Social/Behavioral and/or Health Sciences studies or equivalent qualification PLUS 7 years of experience in evaluation and research design, data collection, indicator construction, curriculum development and computer software. Previous experience in working with SAG Social Sector USAID/PEPFAR. Knowledge and understanding of policies, and regulations related to SAG, International development, non- government organisations (NGOs), USAID and PEPFAR. Knowledge and understanding of Social and behavioural change and DREAMS (Determined, Resilient, Empowered, AIDS-Free, Mentored and Safe implementations) programmes. Knowledge and understanding of human behavior and social system. Knowledge and understanding of legislation, policies and strategies pertaining to HIV & AIDS. Knowledge and understanding of government MERL systems and requirements. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development. Information and knowledge management skills. Excellent communication (written and verbal) skills. Service delivery innovation skills. Problem solving and change management skills. People Management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Time management skills. Networking and liaison skills. Monitoring and evaluation skills. Quality management skills. Asset management skills. Technical writing skills. Negotiation skills. Report writing skills. Attributes: Confidentiality. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Ability to liaise with senior government officials, dignitaries, executives of NGOs, FBOs, CBOs, for-profit business community and senior members of the donor communities. Diplomatic. Independent thinker. Ability to navigate complex organisational structures and motivate people for program participation. Cost consciousness. Honesty and Integrity. Self-Starter. Assertiveness.
- DUTIES** : Develop, review, monitor and implement MERL framework and MERL Work plan strategies and activities. Manage the development, implementation, and regular review and audit of the monitoring and evaluation systems to produce customized quality reports within the required timeframes. Provide capacity building to ensure effective implementation of MERL framework and MERL by Programme and MERL personnel. Establish and maintain relations with key stakeholders and forums involved in the G2G projects and National and International HIV and AIDS response. Lead, mentor and supervisor G2G MER project officers.
- ENQUIRIES** : Ms M Pule Tel No: (012) 312-7465 / 083 396 3964
- POST 01/213** : **NATIONAL PROJECT MANAGER REF NO: G2/B/2022**  
Chief Directorate: HIV/ AIDS (G2G Project)  
(Contract until 30 September 2024)
- SALARY** : R766 584 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 recognised bachelor's degree in Social/Behavioral and/or Health Sciences studies or equivalent qualification PLUS 10 years of

experience in designing, implementing, managing HIV programs with SBC and OVCY support programs. Knowledge and understanding of policies, and regulations related to SAG, International development, non- government organisations (NGOs), USAID and PEPFAR. Knowledge and understanding of Social and behavioural change and DREAMS (Determined, Resilient, Empowered, AIDS-Free, Mentored and Safe implementations) programmes. Knowledge and understanding of human behavior and social system. Knowledge and understanding of legislation, policies and strategies pertaining to HIV/AIDS. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Information and Knowledge management. Communication (written and verbal) skills. Service delivery innovation skills. Problem solving and change management. People Management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Time management skills. Networking and liaison skills. Monitoring and evaluation skills. Quality management skills. Asset management skills. Technical writing skills. Negotiation skills. Report writing skills. Attributes: Confidentiality. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Ability to liaise with senior government officials, dignitaries, executives of NGOs, FBOs, CBOs, for-profit business community and senior members of the donor communities. Diplomatic. Independent thinker. Ability to navigate complex organisational structures and motivate people for program participation. Cost consciousness. Honesty and Integrity. Self-Starter. Assertiveness.

**DUTIES**

: Provide technical support and capacity building to project team and implementing partners in the implementation of evidence-based SBC and other core packages of services to the Project beneficiaries' programs. Provide technical guidance to increase demand for high impact HIV services and promote protective behaviours for HIV known status initiative to accelerate HIV/AIDS Epidemic Control within the communities, aligning to 95 95 95 UNAIDS initiative. Establish and maintain collaborative relationship with key stakeholders such as (Provincial PEPFAR partners, private organisations, DSD and other critical stakeholders). Supervise, coordinate and mentor project team towards development, of maintain high quality monthly, quarterly, and annual reports and project plans. Manage project team to ensure the effective and efficient utilisation of finance and human resources.

**ENQUIRIES**

: Ms M Pule Tel No: (012) 312-7465 / 083 396 3964

**SOUTH AFRICAN POLICE SERVICE**

**APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed at The Section Head: Corporate Support, (Attention: Lt Col JL Shandu/ Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001

**CLOSING DATE** : 27 January 2023 at 15:30

**NOTE** : Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with 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. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**OTHER POSTS**

**POST 01/214** : **ADMINISTRATION CLERK (X2 POSTS)**

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Executive Support Ref No: NC05/01/2023  
 Administration Management Ref No: NC06/01/2023

**REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of post



- will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work under pressure and extended hours.
- DUTIES** : Render administrative support functions, Administer logistical Matters. Maintain leave records, registers and files. Answer and Screen all incoming calls to the office of the Section. Type reports, letters, minutes, agendas, handle confidential documents, keeping record of the minutes and monitor flow of documents to the office of the Section Head. Liaise with other components and section on matters relating to the Section Head. Receive and hosts visitors in the office. Serving refreshments to visitors during meetings. Arrange and book venues for the meetings in accordance with the number of people expected to attend. Maintain good record keeping, filing and bring forward system. Operate standard equipment (fax, photocopy machine, telephone, computers, etc.)
- ENQUIRIES** : Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/SPO KK Mashiloane at Tel No: (012) 397 7256/ 7240.
- POST 01/215** : **SECRETARY (X3 POSTS)**
- SALARY CENTRE** : R181 599 per annum (Level 05)  
: Executive Support Ref No: NC07/01/2023  
: Administration Management Ref No: NC08/01/2023  
: Strategic Management: Planning Ref No: NC09/01/2023
- DUTIES** : To provide secretarial support functions to the Section Head. Arrange, prepare meetings, agendas, typing and taking Minutes. Answer and screen all incoming calls to the office of the Section Head. Liaise with other Sections and components on matters relating to the Section Head's office. Maintain good Recordkeeping, filing and bring forward system. Handle Confidential documents. Process and submit claims, make travelling and accommodation arrangement. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, Computer etc.). Serving refreshment to visitors and during Meetings. Manage office inventory.
- ENQUIRIES** : Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/SPO KK Mashiloane at Tel No: (012) 397 7256/ 7240.

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. should appear in the subject line), 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 Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 30 January 2023
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. The dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s).

## OTHER POST

- POST 01/216** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: ODG-020**  
Overview: To assist the Department in identifying, assessing and evaluating risks that could prevent achievement of the business objectives.
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree in Risk Management/Business Management / Internal Audit or Public Administration. 3-5 years' experience in risk management and Business Continuity Management. 3-5 years managing resources in a risk and/or governance environment. Skills/Knowledge: Experience in conducting risk assessments within an organisation. Experience in developing and compiling risk registers. Experience in conducting risk awareness and training. Experience in risk governance (Risk Policy, strategy, risk appetite). Experience in risk reporting. Experience in high-level stakeholder management. Experience in project, financial and human resources management. A thorough understanding of Risk Management and Business Continuity Management. Attention to detail and quality of work. Communication skills (verbal & written), research and analytical skills, negotiation skills, project management skills, interpersonal skills, planning and organising skills & time management skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Proficient in MS Packages.
- DUTIES** : Risk Assessments: Facilitate the Branch risk workshops and risk registers. Assess the effectiveness of controls in the registers. Assess action plans on a quarterly basis, obtain portfolio of evidence for completed actions and facilitate changes to residual risks. Attend all Branch planning sessions (strategic planning/exco/manco meetings) to assist the Branches with risk

management processes in line with the Risk Management Strategy and policy. Finalise and quality assure all project risk registers. Attend all project meetings of the Branches to identify risks that could prevent the achievement of the project objectives as well as risks to the business/operationalisation of the project. Risk Governance: Develop/review/update and obtain approval of Risk Policy, Risk Strategy, Risk Appetite, thresholds. Check adherence to the Risk and BCM policies and strategies. Risk training and awareness: Educate and train risk staff, risk champions and all employees in the department on risk management principles, trends, best practice, etc. Provide support to risk champions, at least every quarter, in updating Branch risk registers and assessing the management of risks. Create awareness in the Department on risk management (newsflash/classroom training, etc). Business Continuity Management: Facilitate the BCM and disaster management initiatives for the Department. Provide guidance to Branches on BCM. Quality assure and ensure updated Business Continuity Plans are signed off by business. Coordinate testing of all BCPs per test plan. Compile reports on progress of BCM for reporting to Opscom, AC, ICT Steercom, Branches and RMC meetings at least every quarter. Create awareness in the Department on BCM (newsflashes, physical training, workshops, etc) .Risk reporting: Produce reports on risk and BCM deliverables. Compile reports for the Risk Management Committee meetings every quarter and when requested. Produce reports on trends and concentrations in the Department re Risk and BCM. Management of resources in risk team: Recruit, develop and performance manage staff.

**ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 27 January 2023
- : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

**MANAGEMENT ECHELON****POST 01/217**

- : **DIRECTOR: PROTO CMA REF NO: 270123/01**  
Branch: Provincial Coordination And International Cooperation: Gauteng  
(This is a re-advertisement, applicants who have previously applied are encouraged to re-apply)

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

- : R1 105 383 per annum (Level 13), (all-Inclusive salary package)
- : Gauteng Provincial Office
- : A Bachelor of Science degree or Business Management (NQF 7). Five (5) to ten (10) years relevant experience in Water Resource Management Environment of which five (5) years must be at middle or senior management level. Knowledge and experience of the water sector and water related legislation and policies preferably in Integrated Water Resource Management. Knowledge and experience of business and management principles. Knowledge of Public Service Act and Regulations. Knowledge and experience of strategic planning, resource allocation and Human Resources. Problem solving and analysis. Appropriate experience in the establishment

and management of Water Management Institutions. Ability to develop policies and strategies in terms of key performance areas for the Region. Good understanding of Integrated Water Resource Management and water use 185 efficiency. Proven managerial and leadership abilities. Ability to interact at a high level both nationally and internationally. Excellent communication (verbal and written) skills. Good management and financial management skills. Good negotiation, problem solving, interpersonal and decision-making skills. Knowledge of project and programme management. A valid and unexpired driver's license.

**DUTIES** : Development and implement a performance improvement suggestion scheme. Advise top management and legislature as well as relevant sector bodies on policies and strategies relevant to the Directorate. Assist in the development of Business Plan for institutions. Investigate and make recommendations for license applications. Monitor license conditions. Manage river control systems. Manage Water Use Licence Applications (WULA). Provide technical information and support services to Waste Management and Sanitation Improvement (WMI). Coordinate and manage the information Monitoring and Evaluation system. Monitor environmental flows, eco-systems, and habitat integrity. Manage water conversation campaigns. Manage Water Resources Management functions. Lead, direct and manage the establishment of Proto CMA in an effective and efficient manner. Ensure water quality objectives are maintained. Coordinate the establishment and administration of integrated catchment forums. Plan the execution of resource water quantities for short and medium term. Coordinate Proto-CMA meetings and forums. Effectively manage relationship to achieve Directorate's goals. Oversee risk management and mitigation plans. Perform monitoring and evaluation dashboard.

**ENQUIRIES APPLICATIONS** : Mr J Mogane Tel No: 012 392 1487  
 : Pretoria (Head Office): For purposes of response handling, please email your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

**FOR ATTENTION** : Recruitment and Selection Unit

**OTHER POSTS**

**POST 01/218** : **CHIEF ENGINEER GRADE A REF NO: 270123/02**  
 Branch: Provincial Coordination And International Cooperation: KwaZulu-Natal

**SALARY** : R1 090 224 – R1 246 560 per annum, (all-inclusive OSD salary package)  
 Note: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.

**CENTRE REQUIREMENTS** : Durban  
 : An Engineering degree (B. Eng / B.Sc. (Eng) in Civil Engineering, Agriculture Engineering or related Engineering Degree. Six (6) years post qualification engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. A valid unexpired driver's license. Willingness to travel extensively. Experience in Water Resources Planning and Management, Program, Project and Contract Management. Ability to relate with associated professional fields in a multi-disciplinary team and ability to train and develop young graduates. Knowledge of the National Water Act, Water Services Act, the Public Finance Management Act (PFMA), Environmental and land legislation. Additional studies or experience in water resource management, hydrology, water quality, project management, engineering economics, project financing modelling, environmental engineering, assessments of projects, institutional aspects will be an added advantage. Computer proficiency. Good written, verbal communication and presentation skills.

**DUTIES** : The Chief Engineer will be responsible for Water Resource Planning and related duties within the region including the coordination of all Water Resource Planning Programs. Assessment of Provincial water needs and associated budgets. Processing Water Use License Applications in terms of National Water Act while investigating and providing advice regarding registration of Water Use. Demand management and water conservation.

Verification of Water Use. Assessment of Water Use Licenses taking cognizance of hydrological, environmental, social and other factors and Dam safety evaluations. Attending and addressing stakeholder meetings on water resource related issues. Negotiation with stakeholders and affected parties to obtain acceptable license conditions. Promote integrated planning through coordination and management of the water sector stakeholder planning. Participate in provincial intergovernmental (IGR) cluster committees. Advise Water Users and Water Services Authorities on appropriate technological applications. Coordination and processing of inputs from a wide range of disciplines. Comparative analysis, optimization and providing professional advice. Management of appointed Professional Service Providers. Capacity building and mentoring of Engineers and Technicians.

- ENQUIRIES** : Mr JG Reddy Tel No: 031 336 2700
- APPLICATIONS** : Pretoria (Head Office): For purposes of response handling, please email your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 01/219** : **CHIEF ENGINEER GRADE A: REF NO: 270123/03**  
Branch: Provincial Coordination and International Cooperation: Gauteng Water Use Licensing Administration Maintenance
- SALARY** : R1 090 224 – R1 246 560 per annum, (all-inclusive OSD salary package). Note: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.
- CENTRE** : Gauteng Provincial Office (Pretoria)
- REQUIREMENTS** : An Engineering degree (B Eng / BSc (Eng)). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid unexpired driver's License. Knowledge of Integrated Water Resource Management. Knowledge of relevant Sector Legislation (NWA, CARA, NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Programme and project management skills. Knowledge of Engineering, legal and operational compliance. Engineering design and analysis. Knowledge of Engineering Code of Conduct; technical report writing, Knowledge Management and financial management. Research and development skills. Computer-aided engineering applications. Engineering and professional judgement. Communication skills both verbal and written. Computer skills: people management skills, planning and organising, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and analysis. Decision making; team leadership, creativity, financial management, customer focus and responsiveness.
- DUTIES** : The successful candidate will be responsible to perform and manage all aspects of integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all engineering technical design reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations. Participation in post authorisation litigation processes. Provide leadership to the sector. Conduct strategic and business planning for the sector. Financial Management and People Management. Engineering principles are to be applied to ensure protection of water resources, legal and operational compliance. Contribute to the strategic plan of the Branch. Assists in developing strategic plans, annual business plans and budget for the Directorate. Revise plans quarterly. Provide verbal and written reports to managers.
- ENQUIRIES** : Ms. F Mamabolo Tel No: 012 392 1361

- APPLICATIONS** : Pretoria (Head Office): For purposes of response handling, please email your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 01/220** : **CHIEF ENGINEER GRADE A REF NO: 270123/04**  
Branch: Provincial Coordination and International Cooperation: Limpopo  
SD: Water Use Licensing Administration and Maintenance
- SALARY** : R1 090 224 – R1 246 560 per annum, (all-inclusive OSD salary package).  
Note: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.
- CENTRE** : Polokwane
- REQUIREMENTS** : An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid unexpired driver's license. Knowledge of Integrated Water Resource Management. Knowledge of relevant Sector Legislation (NWA, CARA, NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Programme and project management skills. Knowledge of Engineering, legal and operational compliance. Engineering design and analysis. Knowledge of Engineering Code of Conduct; technical report writing, Knowledge Management and financial management. Research and development skills. Computer-aided engineering applications. Engineering and professional judgement. Communication skills both verbal and written. Computer skills: people management skills, planning and organising, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and analysis. Decision making; team leadership, creativity, financial management, customer focus and responsiveness.
- DUTIES** : The successful candidate will be responsible to perform and manage all aspects of integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all engineering technical design reports and submissions in connection with water use licence applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations. Participation in post authorisation litigation processes. Provide leadership to the sector. Conduct strategic and business planning for the sector. Financial Management and People Management. Engineering principles are to be applied to ensure protection of water resources, legal and operational compliance. Contribute to the strategic plan of the Branch. Assists in developing strategic plans, annual business plans and budget for the Directorate. Revise plans quarterly. Provide verbal and written reports to managers.
- ENQUIRIES** : Mr N. Mphuma Tel No: 015 290 1477
- APPLICATIONS** : Pretoria (Head Office): For purposes of response handling, please email your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 01/221** : **CHIEF ENGINEER GRADE A REF NO: 270123/05**  
Branch: Provincial Coordination and International Cooperation Free State: Proto Cma  
SD: Water Use Authorisation
- SALARY** : R1 090 224 – R1 246 560 per annum, (all-inclusive OSD salary package).  
Note: This appointment will be made on the minimum notch of the salary

range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.

**CENTRE  
REQUIREMENTS**

: Bloemfontein  
: An Engineering degree (B Eng/ BSc Eng) or relevant qualification in Civil Engineering. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid unexpired drivers license. Preference will be given to Civil Engineering. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA, NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools, and procedures; policy development, implementation, and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in multi-disciplinary teams. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.

**DUTIES**

: Review integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental, and ecological concerns. Conduct dam safety evaluations, Conduct research on new methodologies for behavior monitoring of dams. Studying, participating in discussions, and providing comments on all civil design reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies, and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorize the taking and storing of water and to manage compliance to the authorizations. Participation in post authorisation litigation processes. Provide technical engineering support, guidance and advice to junior personnel, consultants who apply for the water use authorizations. Mentoring and training, Candidate Engineers, Graduate Trainees and Technicians.

**ENQUIRIES  
APPLICATIONS**

: Mr VS Dywili Tel No: 051 405 9000  
: Pretoria (Head Office): For purposes of response handling, please email your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

**FOR ATTENTION  
NOTE**

: Recruitment and Selection Unit  
: NB: In the filling of vacant post, The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post.

**POST 01/222**

: **SCIENTIST MANAGER GRADE A REF NO: 270123/06 (X3 POSTS)**  
Branch: Provincial Coordination and International Cooperation: Gauteng  
SD: Water Use Licensing Administration

**SALARY  
CENTRE  
REQUIREMENTS**

: R939 408 per annum, (all-inclusive OSD salary package)  
: Gauteng Provincial Office (Pretoria)  
: An MSc degree or relevant qualification in Aquatic, Geohydrology, Hydrology, Natural, Water Resource Management and Environmental Management or related Sciences. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired drivers license. Experience in and knowledge of water use authorisation applications and processes, water resource protection measures and environmental impact management. Understanding and knowledge of the National Water Act, 1998 and related legislation. Sound knowledge of integrated water resource management and water resource protection. Knowledge water resources assessment / exploration, aquifer characterizations, acid mine drainage, insteam water uses, wetland best management practices and rehabilitation plans, development and use of information management products / tools. Sound scientific and evaluation skills of water use authorisation applications, EIAs, EMP and other scientific



reports. The following competencies are essential: Scientific, managerial, co-ordination and organisational skills. Knowledge and experience in Project management is essential. Ability to manage human resources and finances. Strong leadership skills and the ability to promote transformation and service delivery excellence. Communication Skills, including written and verbal communication skills, and willingness to travel and work irregular hours. Interpersonal skills and ability to work in a multi-disciplinary team. Presentation skills.

**DUTIES** : Reviewing water use authorisation applications relating to instream water use, geohydrological and hydrological reports and provide scientific recommendations aimed at protecting watercourses; Participate in development or amendment of regulations, policies, guidelines and strategies relating to protection of watercourses and instream water uses; Attend and participate in wetland forum meetings, ensure the management of both hydrological and geohydrological services within the Department and with external stakeholders; Manage a multidisciplinary scientific team; Manage staff key performance areas and monitor and implement Performance Management Development System (PMDS); Provide scientific and technical support and guidance to subordinates and conduct capacity buildings for their personal development; Participate in financial management activities such as budget, demand management plan and expenditure.

**ENQUIRIES** : Ms. F Mamabolo Tel No: 012 392 1361  
**APPLICATIONS** : Gauteng Provincial Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor Reception, Pretoria, 0001.

**FOR ATTENTION** : Ms. Beaula Mekwa

**POST 01/223** : **SCIENTIST MANAGER GRADE A WULA REF NO: 270123/07 (X3 POSTS)**  
 Branch: Provincial Coordination and International Cooperation Mpumalanga: Water and Sanitation Services Management

**SALARY** : R939 408 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Bronkhorstspuit  
**REQUIREMENTS** : An MSc Degree or relevant qualification in Natural Science. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired drivers license. Good experience in modelling technologies. Proven ability to communicate scientific information in a brief and clearly expressed manner in writing and verbally including good technical report writing skills. Sound knowledge of the National Water Act and other related legislation. Computer literacy and ability to use software packages. The ability to integrate and interpret water quality data and draw scientifically sound conclusions based on fundamental data. A proven ability to manage a multidisciplinary group of scientists and other professionals. Good conceptual thinking skills are essential. Sound knowledge of project management, financial management and people management.

**DUTIES** : Coordinate and undertake integrated water resource studies (quality, quantity ecology surface and groundwater) with focus on impact of land-based activities on water. Coordinate the development of integrated water resource modelling methodologies and analysis tools. Coordinate the reporting on the state of water for the country. Provide water resources expertise to all stakeholders including the water sector and any other interested parties. Liaise with other Government Departments, local authorities, the public and other clients on water issues. Mentor and develop personnel. Lead and manage projects.

**ENQUIRIES** : Mr. Nkuna S Tel No: 013-759 7317 / Ms FM Mkhwanazi Tel No: 013 759 7515 / Ms PC Ngwamba Tel No: 013 759 7446 / Mr SG Nkosi Tel No: 013 759 7335

**APPLICATIONS** : Mpumalanga (Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

**FOR ATTENTION** : Ms FM Mkhwanazi

**POST 01/224** : **SCIENTIST MANAGER GRADE A WATER USE AUTHORISATION REF NO: 270123/08 (X3 POSTS)**

Branch: Provincial Coordination and International Cooperation North-West

- SALARY** : R939 408 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : An MSc Degree or relevant qualification in Natural Science. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired drivers license. Experience in RDM tools. Experience in water resource management. Scientific methodologies and models. Research and development. Knowledge of legal compliance. Scientific presentation. Data analysis. Business processes to ensure data flow. Professional judgement. Scientific mentoring. Policy analysis and implementation. Strategic Financial Management. Change Management.
- DUTIES** : Ensure the development and implementation of policies, systems and operating procedures. Provide strategic leadership and direction. Lead, coordinate and develop scientific models and regulatory frameworks. Research and development. Facilitate compliance monitoring inspections in accordance with RQO's, Reserve - and class of the significant water resource as stipulated as condition of water use license. Prepare baseline inspection / audit reports for enforcement action on non-compliance of prescribed RQO'S – and provide guidance to other CM units to monitor Reserve – and lass of the significant water resource in the water use authorisation. Governance. Financial Management. People management.
- ENQUIRIES** : Ms W Ralekoa at (082) 875 4158  
**APPLICATIONS** : North West(Mmabatho): Please forward your application quoting the relevant reference number to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho 2735 or hand deliver at Mega City Shopping Centre, Corner Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.
- FOR ATTENTION** : Mr Ntwe MJ
- POST 01/225** : **SCIENTIST MANAGER GRADE A REF NO: 270123/09**  
Branch: Provincial Coordination and International Cooperation: Limpopo  
SD: Water Use Licensing Administration
- SALARY** : R939 408 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An MSc degree or relevant qualification in Geohydrology/Hydrogeology or Groundwater related scientific qualifications. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Experience and knowledge of water use authorization applications and processes, water resource protection measures and environmental impact management. Understanding and knowledge of the National Water Act, 1998 and related legislation. Sound knowledge of integrated water resource management and water resource protection. Knowledge water resources assessment / exploration, aquifer characterizations, acid mine drainage, instream water uses, wetland best management practices and rehabilitation plans, development and use of information management products / tools. Sound scientific and evaluation skills of water use authorisation applications, EIAs, EMP and other scientific reports. The following competencies are essential: Scientific, managerial, co-ordination and organisational skills. Knowledge and experience in Project management is essential. Ability to manage human resources and finances. Strong leadership skills and the ability to promote transformation and service delivery excellence. Communication Skills, including written and verbal communication skills, and willingness to travel and work irregular hours. Interpersonal skills and ability to work in a multi-disciplinary team. Presentation skills.
- DUTIES** : Reviewing water use authorisation applications relating to geohydrological and hydrological reports and provide scientific recommendations aimed at protecting watercourses; Participate in development or amendment of regulations, policies, guidelines and strategies relating to protection of watercourses and instream water uses; Attend and participate in groundwater forum meetings, ensure the management of both hydrological and geohydrological services within the Department and with external stakeholders; Manage a multidisciplinary scientific team; Manage staff key performance areas and monitor and implement Performance Management

		Development System (PMDS); Provide scientific and technical support and guidance to subordinates and conduct capacity buildings for their personal development; Participate in financial management activities such as budget, demand management plan and expenditure.
<b><u>ENQUIRIES</u></b>	:	Mr N. Mphuma Tel No: 015 290 1477
<b><u>APPLICATIONS</u></b>	:	Limpopo(Polokwane): Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4rth floor).
<b><u>FOR ATTENTION</u></b>	:	Mr HH Khoza Tel No: 015 290 1222
<b><u>POST 01/226</u></b>	:	<b><u>SCIENTIST MANAGER GRADE A (WATER QUALITY MANAGEMENT) REF NO: 270123/10</u></b> Branch: Provincial Coordination and International Cooperation Free State: Proto Cma SD: Water Use Authorisation
<b><u>SALARY</u></b>	:	R939 408 per annum, (all-inclusive OSD salary package)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An MSc degree or relevant qualification. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. The following competencies are essential: Scientific, managerial, co-ordination and organisational skills. Sound knowledge of integrated water resource management and water resource protection. Understanding of the water resource classification system and its application thereof. Knowledge and experience in Project management is essential. Understanding and knowledge of water quality management Implement principles of national water act in terms of protection, development, use, control and management of water resources of the National Water Act, 1998 and related legislation. Ability to manage human resources and finances. Strong leadership skills and the ability to promote transformation and service delivery excellence. Communication Skills, including written and verbal communication skills, and willingness to travel when required. Interpersonal skills and ability to work in a multi-disciplinary team. Knowledge and ability to conduct stakeholder engagement sessions very critical.
<b><u>DUTIES</u></b>	:	The incumbent will be part of a team with the primary responsibility of classifying water resources and determining associated resource quality objectives for current and future needs of significant water resources in the country; Review and recommend scientific projects. Give specialist comments on the water use authorisations with water quality related uses; Align projects to organisational strategies; Monitor progress on the implementation of projects related to water resources protection; . Management of waste discharge charge system and surface water data management. Guiding the development of strategies, procedures and guidelines for the classification of water resources and resource quality objectives; Interfacing with line function water resource managers in the implementation of water resource protection requirements; Assist in supporting Water Tribunal cases and related court cases; Providing technical service with regards to water resource protection to the Department of Water and Sanitation. Management of personnel and financial resources in the sub-directorate and implement PMDS; Compile and manage budgets and control cash flows; Managing a multidisciplinary scientific team.
<b><u>ENQUIRIES</u></b>	:	Mr VS Dywili Tel No: 051 405 9000
<b><u>APPLICATIONS</u></b>	:	Free State(Bloemfontein) Please forward your application to the Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.
<b><u>FOR ATTENTION</u></b>	:	Ms L Wymers
<b><u>NOTE</u></b>	:	NB: In the filling of vacant post, The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post.
<b><u>POST 01/227</u></b>	:	<b><u>SCIENTIST MANAGER GRADE A (GEOHYDROLOGY) REF NO: 270123/11</u></b>

Branch: Provincial Coordination and International Cooperation Free State:  
Proto Cma  
SD: Water Use Authorisation

**SALARY** : R939 408 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An MSc degree or relevant qualification. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired drivers license. The following competencies are essential: Scientific, managerial, co-ordination and organisational skills. Sound knowledge of integrated water resource management and water resource protection. Understanding of the water resource classification system and its application thereof. Knowledge and experience in Project management is essential. Understanding and knowledge 119 of the National Water Act, 1998 and related legislation. Ability to manage human resources and finances. Strong leadership skills and the ability to promote transformation and service delivery excellence. Communication Skills, including written and verbal communication skills, and willingness to travel when required. Interpersonal skills and ability to work in a multi-disciplinary team. Knowledge and ability to conduct stakeholder engagement sessions very critical.

**DUTIES** : The incumbent will be part of a team with the primary responsibility of classifying water resources and determining associated resource quality objectives for current and future needs of significant water resources in the country; Review and recommend scientific projects and specialist inputs related to geohydrology; Align projects to organisational strategies; Management of personnel and financial resources in the sub-directorate and implement PMDS; Monitor progress on the implementation of projects related to water resources protection; compile and manage budgets and control cash flows; He/she will be responsible for the following: Managing a multidisciplinary scientific team; Guiding the development of strategies, procedures and guidelines for the classification of water resources and resource quality objectives; Promote groundwater protection and management through the water use authorisation process and implement DWA's role and function with respect to groundwater protection and management; Assist in supporting Water Tribunal cases and related court cases; Provide assistance in drafting of specific groundwater license conditions. Interpretation an analysis of ground water data submitted and monitoring of the groundwater network.

**ENQUIRIES** : Mr VS Dywili Tel No: 051 405 9000  
**APPLICATIONS** : Free State(Bloemfontein): Please forward your application to the Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

**FOR ATTENTION** : Ms L Wymers  
**NOTE** : NB: In the filling of vacant post, The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post.

**POST 01/228** : **SCIENTIST MANAGER GRADE A REF NO: 270123/12 (X3 POSTS)**  
Branch: Provincial Coordination and International Cooperation: Western Cape

**SALARY** : R939 408 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Bellville  
**REQUIREMENTS** : An MSc Degree or relevant qualification in Natural Science. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Good experience in modelling technologies. Proven ability to communicate scientific information in a brief and clearly expressed manner in writing and verbally including good technical report writing skills. Sound knowledge of the National Water Act and other related legislations. Computer literacy and ability to use Micro Office packages. The ability to integrate and interpret water quality data and draw scientifically sound conclusions based on fundamental data. A proven ability to manage a multidisciplinary group of scientists and other professionals. Good conceptual thinking skills are essential. Sound

- knowledge of project management, financial management and people management.
- DUTIES** : Coordinate and undertake integrated water resource studies (quality, quantity, ecology surface and groundwater) with focus on impact of land-based activities on water. Coordinate the development of integrated water resource modelling methodologies and analysis tools. Coordinate the reporting on the state of water for the country. Provide water resources expertise to all stakeholders including the water sector and any other interested parties. Liaise with other Government Departments, local authorities, the public and other clients on water issues. Mentor and develop personnel. Lead and manage projects. To support Water Use Authorization current regulated SOP. Support and supervise the provision of the Specialist comments on Water Use Licencing Applications. Assessment of strategic WULA when required. To support the assessors during Pre-Consultation meeting for Complex WULAs. To support WUAAAC and if required or appointed serve as WUAAAC members. To mentor young professionals.
- ENQUIRIES APPLICATIONS** : Mr MJ Murovhi Tel No: 021 941 6237  
: Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.
- FOR ATTENTION** : Mr B Saki
- POST 01/229** : **ENGINEER PRODUCTION GRADE A-C (WATER USE AUTHORISATION) REF NO: 270123/13**  
Branch: Provincial Coordination And International Cooperation Northern Cape: Proto Cma  
SD: Water Use Authorisation
- SALARY** : R750 693 - R1 140 018 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Kimberley  
: An Engineering degree (B Eng/ BSc Eng) or relevant qualification in Civil Engineering. Three years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer. A valid unexpired driver's license. Preference will be to civil engineering. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA, NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools, and procedures; policy development, implementation, and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in multi-disciplinary teams. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.
- DUTIES** : Review integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental, and ecological concerns. Studying, participating in discussions, and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies, and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations. Participation in post authorisation litigation processes.
- ENQUIRIES APPLICATIONS** : Mr T Rasikhanya Tel No: 053 830 8800  
: Northern Cape (Kimberley): Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.
- FOR ATTENTION** : Ms C Du Plessis
- POST 01/230** : **ENGINEER PRODUCTION GRADE A-C REF NO: 270123/14**

Branch: Provincial Cooperation and International Coordination Gauteng  
SD: Water Use Authorisation

**SALARY** : R750 693 - R1 140 018 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

**CENTRE REQUIREMENTS** : Gauteng Provincial Office  
: An Engineering degree (B Eng/ BSc Eng) or relevant qualification in civil engineering. Three years post qualification engineering experience required. Compulsory registration with ECSA as Professional Engineer. A valid unexpired driver's license. Preference will be to civil engineering. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA, NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in multi-disciplinary teams. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.

**DUTIES** : Review integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all engineering technical design reports and submissions in connection with water use licence applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations. Participation in post authorisation litigation processes.

**ENQUIRIES APPLICATIONS** : Mrs F Mamabolo Tel No: 012 392 1361  
: Gauteng Provincial Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor Reception, Pretoria, 0001.

**FOR ATTENTION** : Mr. Elphus Pinga

**POST 01/231** : **ENGINEER PRODUCTION GRADE A – C (CIVIL) WULA REF NO: 270123/15 (X5 POSTS)**  
Branch: Provincial Cooperation and International Coordination Mpumalanga  
Water and Sanitation Services Management

**SALARY** : R750 693 – R1 140 018 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

**CENTRE REQUIREMENTS** : Bronkhorstspuit  
: An Engineering degree (B Eng / BSc Eng) or relevant qualification. Three (3) years post qualification in engineering experience required. Compulsory registration with ECSA as a Professional Engineer. A valid unexpired driver's unexpired drivers license. Experience in dam engineering specifically in aspect of dam safety evaluation, instrumentation and rehabilitation is highly recommended. Experience in asset lifecycle management of water resources infrastructure will be recommended. Experience in project and contracts management is recommended. Understanding of procurement processes in the Public Sector. Sound financial planning and management. Further studies in project management or water infrastructure field will be an added advantage. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most common MS Office programs is highly recommended. Ability to work with structural analysis software such as MSc Marc, Prokon and AutoCAD Civil 3d will be an added advantage.

**DUTIES** : Incumbent will be expected to conducting dam safety evaluations, dams monitoring and implementation of rehabilitation projects in line with Chapter 12 of the National Water Act of 1998 as well as Government Notice R139 of February 2012. Manage small to medium size projects and oversee all

aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC 2015, FIDIC and NEC Suits of contracts. Manage the technical, environmental, contractual, risk, social and financial aspects of dams' rehabilitation projects. Ensure compliance with technical standards, legal requirements, and timeframes and approved budgets during the implementation of projects. Knowledge of the Public Management Financial Act (PFMA) is essential.

**ENQUIRIES** : Mr Sydney Nkuna Tel No: 013 759 7317/Ms FM Mkhwanazi Tel No: 013 759 7515/Ms PC Ngwamba Tel No: 013 759 7446/Mr SG Nkosi Tel No: 013 759 7335

**APPLICATIONS** : Mpumalanga (Mbombela) Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela, 1200.

**FOR ATTENTION** : Ms FM Mkhwanazi

**POST 01/232** : **ENGINEER PRODUCTION GRADE A – C (CIVIL) WULA REF NO: 270123/16 (X6 POSTS)**  
Branch: Provincial Cooperation and International Coordination Mpumalanga Water and Sanitation Services

**SALARY** : R750 693 – R1 140 018 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

**CENTRE REQUIREMENTS** : Bronkhorstspuit  
An Engineering degree (BEng / BSc. (Eng) or relevant qualification. Three (3) years post qualification in engineering experience required. Compulsory registration with ECSA as a Professional Engineer. A valid unexpired driver's license. Experience in dam engineering specifically in aspect of dam safety evaluation, instrumentation and rehabilitation is highly recommended. Experience in asset lifecycle management of water resources infrastructure will be recommended. Experience in project and contracts management is recommended. Understanding of procurement processes in the Public Sector. Sound financial planning and management. Further studies in project management or water infrastructure field will be an added advantage. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most common MS Office programs is highly recommended. Ability to work with structural analysis software such as MSc Marc, Prokon and AutoCAD Civil 3d will be an added advantage.

**DUTIES** : Incumbent will be expected to conducting dam safety evaluations, dams monitoring and implementation of rehabilitation projects in line with Chapter 12 of the National Water Act of 1998 as well as Government Notice R139 of February 2012. Manage small to medium size projects and oversee all aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC 2015, FIDIC and NEC Suits of contracts. Manage the technical, environmental, contractual, risk, social and financial aspects of dams' rehabilitation projects. Ensure compliance with technical standards, legal requirements, and timeframes and approved budgets during the implementation of projects. Knowledge of the Public Management Financial Act (PFMA) is essential.

**ENQUIRIES** : Mr Sydney Nkuna Tel No: 013 759 7317/Ms FM Mkhwanazi Tel No: 013 759 7515/Ms PC Ngwamba Tel No: 013 759 7446/Mr SG Nkosi Tel No: 013 759 7335

**APPLICATIONS** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela, 1200.

**FOR ATTENTION** : Ms FM Mkhwanazi

**POST 01/233** : **ENGINEER PRODUCTION GRADE A - C REF NO: 270123/17**  
Branch: Provincial Cooperation and International Coordination Limpopo SD: Water Use Authorisation

**SALARY** : R750 693 – R1 140 018 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

**CENTRE** : Polokwane

- REQUIREMENTS** : An Engineering Degree (B Eng/ BSc Eng) or relevant qualification in Civil Engineering. Three (3) years post qualification engineering experience required. Compulsory registration with ECSA as Professional Engineer. A valid unexpired driver's license. Preference will be to civil engineers. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA, NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in multi-disciplinary teams. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.
- DUTIES** : Review integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all engineering technical design reports and submissions in connection with water use licence applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations. Participation in post authorisation litigation processes.
- ENQUIRIES** : Mr N. Mphuma Tel No: 015 290 1477
- APPLICATIONS** : Limpopo (Polokwane): Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4rth floor).
- FOR ATTENTION** : Mr HH Khoza Tel No: 015 290 1222
- POST 01/234** : **ENGINEER: PRODUCTION GRADE A-C REF NO: 270123/18**  
Branch: Provincial Cooperation and International Coordination Free State:  
Proto Cma  
SD: Water Use Authorisation
- SALARY** : R750 693 – R1 140 018 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An Engineering degree (B Eng/ BSc Eng) or relevant qualification in Civil Engineering. Three years post qualification engineering required. Compulsory registration with ECSA as Professional Engineer. A valid unexpired driver's license. Preference will be to civil engineering. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA, NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools, and procedures; policy development, implementation, and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in multi-disciplinary teams. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.
- DUTIES** : Review integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental, and ecological concerns. Conducting of dam safety evaluations, Conduct research on new methodologies for behavior monitoring of dams. Studying, participating in discussions, and providing comments on all civil design reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies, and law amendments of the Department and with other



government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorize the taking and storing of water and to manage compliance to the authorisations. Participation in post authorisation litigation processes.

**ENQUIRIES  
APPLICATIONS**

: Mr VS Dywili Tel No: 051 405 9000  
: Free State(Bloemfontein): Please forward your application quoting the reference number to the Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

**FOR ATTENTION  
NOTE**

: Ms L Wymers  
: NB: In the filling of vacant post, The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post.

**POST 01/235**

: **ENGINEER PRODUCTION GRADE A – C CIVIL REF NO: 270123/19 (X2 POSTS)**  
Branch: Provincial Cooperation and International Coordination: Western Cape

**SALARY**

: R750 693 – R1 140 018 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

**CENTRE  
REQUIREMENTS**

: Bellville  
: An Engineering degree (B Eng / BSc Eng) or relevant qualification. Three (3) years post qualification in engineering experience required. Compulsory registration with ECSA as a Professional Engineer. A valid unexpired driver's license (. Experience in dam engineering specifically in aspect of dam safety evaluation, instrumentation and rehabilitation is highly recommended. Experience in asset lifecycle management of water resources infrastructure will is recommended. Experience in project and contracts management is recommended. Understanding of procurement processes in the Public Sector. Sound financial planning and management. Further studies in project management or water infrastructure field will be an added advantage. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most common MS Office programs is highly recommended. Ability to work with structural analysis software such as MSc Marc, Prokon and AutoCAD Civil 3d will be an added advantage.

**DUTIES**

: Incumbent will be expected to conducting dam safety evaluations, dams monitoring and implementation of rehabilitation projects in line with Chapter 12 of the National Water Act of 1998 as well as Government Notice R139 of February 2012. Manage small to medium size projects and oversee all aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC 2015, FIDIC and NEC Suits of contracts. Manage the technical, environmental, contractual, risk, social and financial aspects of dams' rehabilitation projects. Ensure compliance with technical standards, legal requirements, and timeframes and approved budgets during the implementation of projects. Knowledge of the Public Management Financial Act (PFMA) is essential. To support Water Use Authorization current regulated SOP. Support and supervise the provision of the Civil specialist comments on Water Use Licencing Applications. Assessment of strategic WULAs when required. To support the assessors during Pre-Consultation meeting for Complex WULA. To support WUAAAC and if required or if appointed serve as WUAAAC members. To mentor young professionals.

**ENQUIRIES  
APPLICATIONS**

: Mr MJ Murovhi Tel No: 021 941 6237  
: Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville

**FOR ATTENTION**

: Mr B Saki

**POST 01/236**

: **ENGINEER PRODUCTION GRADE A-C REF NO: 270123/20**  
Branch: Provincial Cooperation and International Coordination: Kwazulu-

Natal

**SALARY** : R750 693 – R1 140 018 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

**CENTRE** : Durban  
**REQUIREMENTS** : An Engineering degree (B Eng / BSc Eng) in Civil Engineering, Agriculture Engineering or related Engineering Degree. Three (3) years post qualification engineering experience. Compulsory registration with ECSA as a Professional Engineer. A valid unexpired driver's license. Willingness to travel extensively. Experience in Water Resources Planning and Management, Program, Project and Contract Management. Ability to relate with associated professional fields in a multi-disciplinary team and ability to train and develop young graduates. Knowledge of the National Water Act, Water Services Act, the Public Finance Management Act (PFMA), Environmental and land legislation. Additional studies or experience in water resource management, hydrology, water quality, project management, engineering economics, project financing modelling, environmental engineering, assessments of projects, institutional aspects will be an added advantage. Computer proficiency. Good written, verbal communication and presentation skills.

**DUTIES** : The Engineer will be responsible for Water Resource Planning and related duties within the region including the coordination of all Water Resource Planning Programs. Assessment of Provincial water needs and associated budgets. Processing Water Use License Applications in terms of National Water Act while investigating and providing advice regarding registration of Water Use. Demand management and water conservation. Verification of Water Use. Assessment of Water Use Licenses taking cognizance of hydrological, environmental, social and other factors and Dam safety evaluations. Attending and addressing stakeholder meetings on water resource related issues. Negotiation with stakeholders and affected parties to obtain acceptable license conditions. Promote integrated planning through coordination and management of the water sector stakeholder planning. Participate in provincial intergovernmental (IGR) cluster committees. Advise Water Users and Water Services Authorities on appropriate technological applications. Coordination and processing of inputs from a wide range of disciplines. Comparative analysis, optimization and providing professional advice. Management of appointed Professional Service Providers. Capacity building and mentoring of Candidate engineers and Technicians.

**ENQUIRIES** : Mr JG Reddy Tel No: 031 336 2700  
**APPLICATIONS** : KwaZulu Natal (Durban): Please forward your applications quoting the reference number to the: Provincial Head: Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban, 4001.

**FOR ATTENTION** : The Manager (Human Resource)

**POST 01/237** : **ENGINEER PRODUCTION GRADE A-C WATER USE AUTHORISATION**  
**REF NO: 270123/21 (X2 POSTS)**  
Branch: Provincial Coordination and International Cooperation North-West

**SALARY** : R750 693 – R1 140 018 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

**CENTRE** : Mmabatho  
**REQUIREMENTS** : An Engineering degree (B Eng / BSc Eng) in Civil Engineering, Agriculture Engineering or related Engineering Degree. Three (3) years post qualification engineering experience in the field of Water Engineering or Water Resource. Compulsory registration with ECSA as a Professional Engineer. A valid unexpired driver's license. Knowledge of water resource system operation. Environmental management. Water resource assessment. Analysis of water requirement. Water requirement systems analysis. Water Quality Assessment.

**DUTIES** : Evaluation of systems water availability, requirements and infrastructure performance. Testing of water resources management scenarios in order to provide a balance and timely water resources management decision support. Undertake social, economical and environmental impact assessments. Provide technical and administrative support in sub-directorate systems operation and/ or systems analysis. Building capacity and mentoring young resources engineers/analysts. Undertake water resources planning/operation modelling developments and/ or analyses. Evaluation of civil design reports for Water Use Licence Application.

**ENQUIRIES APPLICATIONS** : Ms W Ralekoa at (082) 875 4158  
 : North West(Mmabatho): Please forward your application quoting the relevant reference number to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho 2735 or hand deliver at Mega City Shopping Centre, Corner Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

**FOR ATTENTION** : Mr Ntwe MJ

**POST 01/238** : **SCIENTIST PRODUCTION GRADE A - C WULA REF NO: 270123/22 (X6 POSTS)**  
 Branch: Provincial Cooperation and International Coordination Mpumalanga: Water and Sanitation Services Management

**SALARY** : R646 854 – R982 326 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

**CENTRE REQUIREMENTS** : Bronkhorstspuit  
 : A Science degree (BSc) (Hon) or relevant qualification in Geohydrology or Earth Sciences Specialised in Groundwater. Three (3) years post qualification experience. Compulsory registration with the SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Knowledge and experience in the following will serve as recommendations: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring, technical report writing skills. Willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Good sound knowledge of geohydrological processes, groundwater assessments and integrated water resource management. Computer Skills. People management and Conflict Management. Report writing skills.

**DUTIES** : Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Assist with groundwater monitoring, assessment and reporting systems in the region. Create public awareness of the science system. Apply appropriate scientific data, information and advice as requested. Interpret, evaluate and analyse scientific data. Provide groundwater specialist input on water use licence applications for mining, industries, municipalities, urban development and agriculture activities. Conducting of site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement DWS's role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater licence conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects.

**ENQUIRIES** : Mr Sydney Nkuna Tel No: 013-759 7317/Ms FM Mkhwanazi Tel No: 013 759 7515/Ms PC Ngwamba Tel No: 013 759 7446/Mr SG Nkosi Tel No: 013 759 7335

**APPLICATIONS** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela, 1200.

**FOR ATTENTION** : Ms FM Mkhwanazi

**POST 01/239** : **SCIENTIST PRODUCTION GRADE A - C WATER USE AUTHORISATION REF NO: 270123/23 (X2 POSTS)**  
 Branch: Provincial Coordination and International Cooperation: North-West

**SALARY** : R646 854 - R982 326 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

**CENTRE REQUIREMENTS** : Mmabatho  
 : Science degree (BSc) (Hon) or relevant qualification. Three (3) years post qualification experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Knowledge of the key Water and Environmental Acts and related policies. Knowledge of

- compliance, monitoring and enforcement processes and water resource regulations.
- DUTIES** : Manage Water Use Licence Authorisations. Manage and perform electronic Water Use Licence Application and Authorisation and authorisation system (e-WULAAS). Provide scientific advice to the Directorate, and all other water users. Ensure investigation of unlawful/non-compliance of water usage according to section 21 of the National Water Act in relation to mining, agricultural, industries, development and local government. etc. Ensure routine inspection to ascertain compliance and non-compliance to National Water Act. Participate in the development and implementation of methodologies, policies, systems, and procedures in line with the compliance monitoring and enforcement protocols. Perform scientific analysis and regulatory functions. Conduct research and development.
- ENQUIRIES APPLICATIONS** : Ms W Ralekoa at (082) 875 4158  
: North West(Mmabatho): Please forward your application quoting the relevant reference number to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho 2735 or hand deliver at Mega City Shopping Centre, Corner Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.
- FOR ATTENTION** : Mr Ntwe MJ
- POST 01/240** : **SCIENTIST PRODUCTION GRADE A - C WULA REF NO: 270123/24**  
Branch: Provincial Coordination and International Cooperation: Limpopo
- SALARY** : R646 854 - R982 326 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Polokwane  
: A Science degree (Bsc) (Hon) or relevant qualification in Geohydrology or Earth Sciences (Specialised in Groundwater). Three (3) years post qualification experience. Compulsory registration with the SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Knowledge and experience in the following will serve as recommendations: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring, technical report writing skills. Willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Good sound knowledge of geohydrological processes, groundwater assessments and integrated water resource management. Computer Skills. People management and Conflict Management. Report writing skills.
- DUTIES** : Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Assist with groundwater monitoring, assessment and reporting systems in the region. Create public awareness of the science system. Apply appropriate scientific data, information and advice as requested. Interpret, evaluate and analyse scientific data. Provide groundwater specialist input on water use licence applications for mining, industries, municipalities, urban development and agriculture activities. Conducting of site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement DWS's role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater licence conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects.
- ENQUIRIES APPLICATIONS** : Mr N. Mphuma Tel No: 015 290 1477  
: Limpopo (Polokwane): Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4rth floor).
- FOR ATTENTION** : Mr HH Khoza Tel No: 015 290 1222

- POST 01/241** : **SCIENTIST PRODUCTION GRADE A - C WULA REF NO: 270123/25 (X2 POSTS)**  
Branch: Provincial Coordination and International Cooperation: Limpopo
- SALARY** : R646 854 - R982 326 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Polokwane  
A Science degree (Bsc) (Hon) or relevant qualification in Water Resources Management, Water Quality Management, Natural Sciences or Earth Sciences. Three (3) years post qualification experience. Compulsory registration with the SACNASP as a Professional Natural Scientist. Knowledge and experience in the following will serve as recommendations: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring, technical report writing skills. A valid unexpired driver's licence. Willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Good sound knowledge of geohydrological processes, groundwater assessments and integrated water resource management. Computer Skills. People management and Conflict Management. Report writing skills.
- DUTIES** : Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Assist with groundwater monitoring, assessment and reporting systems in the region. Create public awareness of the science system. Apply appropriate scientific data, information and advice as requested. Interpret, evaluate and analyse scientific data. Provide groundwater specialist input on water use licence applications for mining, industries, municipalities, urban development and agriculture activities. Conducting of site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement DWS's role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater licence conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects.
- ENQUIRIES APPLICATIONS** : Mr N. Mphuma Tel No: 015 290 1477  
Limpopo (Polokwane): Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4th floor).
- FOR ATTENTION** : Mr HH Khoza Tel No: 015 290 1222
- POST 01/242** : **SCIENTIST PRODUCTION GRADE A - C COMPLIANCE MONITORING AND ENFORCEMENT REF NO: 270123/26 (X2 POSTS)**  
Branch: Provincial Coordination and International Cooperation: North-West
- SALARY** : R646 854 - R982 326 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Mmabatho  
Science degree (BSc) (Hon) or relevant qualification. Three (3) years post qualification experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Knowledge of the key Water and Environmental acts and related policies. Knowledge of compliance, monitoring and enforcement processes and water resource regulations.
- DUTIES** : Provide scientific advise to the Directorate, and all other water users. Ensure investigation of unlawful/non-compliance of water usage according to section 21 of the National Water Act in relation to mining, agricultural, industries, development and local government etc. Ensure routine inspection to ascertain compliance and non-compliance to National Water Act. Participate in the development and implementation of methodologies, policies, systems, and procedures in line with the compliance monitoring and enforcement

protocols. Perform scientific analysis and regulatory functions. Conduct research and development.

**ENQUIRIES** : Ms W Ralekoa at (082) 875 4158

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

**FOR ATTENTION** : Mr Ntwe MJ

**POST 01/243** : **SCIENTIST PRODUCTION GRADE A-C (WATER QUALITY MANAGEMENT) REF NO: 270123/27**  
Branch: Provincial Cooperation and International Coordination Free State:  
Proto Cma  
SD: Water Use Authorisation

**SALARY** : R646 854 – R982 326 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : Science degree (BSc) (Hon) or relevant qualification. Three (3) years post qualification experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Understanding of the water resource classification system and its application thereof. Knowledge and experience in Project management is essential. Understanding and knowledge of water quality management. Implement principles of national water act in terms of protection, development, use, control and management of water resources of the National Water Act, 1998 and related legislation. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

**DUTIES** : Implement National Water Act with focus on classifying water resources and determining associated resource quality objectives for current and future needs of significant water resources in the country; Review and recommend scientific projects; Give input on water use license applications for mining, industries, municipalities, urban development and agriculture activities as they relate to resources water quality. Process water use license applications. Conduct site inspections and attend meetings for various water uses. Promote surface and groundwater protection and management through the water use authorisation process and implement DWA's role and function with respect to water resource protection and management. Management of waste discharge charge system and surface water data management. Provide assistance in drafting of specific water quality license conditions. Interpretation an analysis of surface water data submitted and monitoring of the surface water resources.

**ENQUIRIES** : Mr VS Dywili Tel No: 051 405 9000

**APPLICATIONS** : Free State(Bloemfontein): Please forward your application to the Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

**FOR ATTENTION** : Ms L Wymers

**NOTE** : NB: In the filling of vacant post, The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post.

**POST 01/244** : **SCIENTIST PRODUCTION GRADE A-C (INSTREAM WATER USE) REF NO: 270123/28**  
Branch: Provincial Cooperation and International Coordination Free State:  
Proto Cma

SD: Water Use Authorisation

**SALARY** : R646 854 – R982 326 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)

**CENTRE REQUIREMENTS** : Bloemfontein  
Science Degree (BSc) (Hon) or relevant qualification. Three (3) years post qualification experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired drivers license. Sound knowledge of integrated water resource management and water resource protection. Understanding of the water resource classification system and its application thereof. Knowledge and experience in Project management is essential. Understanding and knowledge of water quality instream water use. Implement principles of national water act in terms of protection, development, use, control and management of water resources of the National Water Act, 1998 and related legislation. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

**DUTIES** : Implement National Water Act with focus on classifying water resources and determining associated resource quality objectives for current and future needs of significant water resources in the country; Review and recommend scientific projects; Give input on water use license applications for mining, industries, municipalities, urban development and agriculture activities as they relate to instream water use and impacts. Process water use license applications. Conduct site inspections and attend meetings for various water uses. Promote groundwater protection and management through the water use authorization process and implement DWA's role and function with respect to water resource protection and management. Provide assistance in drafting of specific instream water use license conditions. Interpretation an analysis of water resource data submitted and monitoring of the both surface and ground water resources.

**ENQUIRIES APPLICATIONS** : Mr VS Dywili Tel No: 051 405 9000  
Free State(Bloemfontein) Please forward your application to the Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

**FOR ATTENTION NOTE** : Ms L Wymers  
NB: In the filling of vacant post, The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post.

**POST 01/245** : **SCIENTIST PRODUCTION GRADE A - C REF NO: 270123/29 (X6 POSTS)**  
Branch: Provincial Cooperation and International Coordination: Western Cape

**SALARY** : R646 854 – R982 326 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)

**CENTRE REQUIREMENTS** : Bellville  
A Science degree (Bsc) (Hon) or relevant qualification in Geohydrology or Earth Sciences Specialised in Groundwater. Three (3) years post qualification experience. Compulsory registration with the SACNASP as a Professional Natural Scientist. Knowledge and experience in the following will serve as recommendations: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring, technical report writing skills. A valid unexpired driver's licence. Willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Good sound knowledge of geohydrological processes, groundwater assessments and integrated water resource management.

- Computer Skills. People management and Conflict Management. Report writing skills.
- DUTIES** : Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Provide groundwater specialist input on water use licence applications for mining, industries, municipalities, urban development and agriculture activities. Conducting of site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement DWS's role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater licence conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects. To support Water Use Authorization current regulated SOP. Support and supervise the provision of the Specialist comments on Water Use Licencing Applications. Assessment of strategic WULA when required. To support the assessors during Pre-Consultation meeting for Complex WULA. To support WUAAAC and if required or appointed serve as WUAAAC members. To mentor young professionals.
- ENQUIRIES APPLICATIONS** : Mr MJ Murovhi Tel No: 021 941 6237  
: Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.
- FOR ATTENTION** : Mr B Saki
- POST 01/246** : **SCIENTIST PRODUCTION GRADE A-C INSTREAM WATER USE REF NO: 270123/30 (X2 POSTS)**  
Branch: Provincial Cooperation and International Coordination Kwazulu-Natal
- SALARY** : R646 854 – R 982 326 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)
- CENTRE** : Durban
- REQUIREMENTS** : A Science Degree (BSc) (Hon) in Aquatic, Natural or relevant qualification. Three (3) years post qualification Natural Scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Sound knowledge and functional experience in water use authorisations, water resource protection measures and environmental impact management. Sound understanding of water and environmental legislation and related policies, principles, guidelines, protocols and procedures. Functional and proven experience in in stream water use authorisations, compliance monitoring and auditing, wetland best management practices and rehabilitation plans. Sound scientific and evaluation skills of EIA, EMP, rehabilitation and remediation reports and procedures. Willingness to travel and work irregular hours. Proven communication, reporting, presentation and computer skills. Ability to resolve problems, conflict resolution and work under pressure. Sound and proven planning and project management skills. Ability to think creatively and take initiative. Sound interpersonal skills and the ability to work in multidisciplinary team.
- DUTIES** : Formulation and implementation of policy documents, regulations, guidelines, systems, strategies, protocols, norms and standards in the fields of in-stream water use and environmental. Provide on-going scientific and technical support to the department and its stakeholders regarding in stream water use authorisations. Apply and evaluate environmental assessment and management tools, reports and plans. Liaise with departmental directorates, other departments and external stakeholders in the implementation of water and environmental legislation, in stream water use policies and related processes and procedures.
- ENQUIRIES APPLICATIONS** : Mr B Mdluli Tel No: 031 336 2700  
: KwaZulu Natal (Durban): Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban, 4001.



**FOR ATTENTION** : The Manager (Human Resource)

**POST 01/247** : **SCIENTIST PRODUCTION GRADE A-C REF NO: 270123/31**  
Branch: Provincial Cooperation and International Coordination Eastern Cape  
Mzimvubu – Tsitsikamma Proto-Catchment Management Agency

**SALARY** : R646 854 – R 982 326 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)

**CENTRE REQUIREMENTS** : East London  
A Science Degree (BSc) (Hons) or relevant qualification in Geohydrology or Earth Sciences Specialised in Groundwater. Three (3) years post qualification Natural Scientific experience. Compulsory registration with the SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Knowledge and experience in acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension. Knowledge of GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring including technical report writing skills). Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Good sound knowledge of geohydrological processes, groundwater assessments and integrated water resource management. Willingness to travel. People management conflict management.

**DUTIES** : Implement National Water Act with a focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Assist with groundwater monitoring, assessment and reporting systems in the region. Create public awareness of the science system. Apply appropriate scientific data, information and advice as requested. Interpret, evaluate and analyse scientific data. Provide groundwater specialist input on water use licence applications for mining, industries, municipalities, urban development and agriculture activities. Conduct site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement Department of Water and Sanitation roles and functions in respect of groundwater protection and management. Provide assistance in drafting of specific groundwater licence conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects.

**ENQUIRIES APPLICATIONS** : Ms. Tabisa Fiko Tel No: 043 701 0352  
Eastern Cape (King William's Town): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.

**FOR ATTENTION** : Mr MK Noah Tel No: (043) 604 5323.

**POST 01/248** : **SCIENTIST PRODUCTION GRADE A-C REF NO: 270123/32**  
Branch: Provincial Cooperation and International Coordination Eastern Cape  
Mzimvubu – Tsitsikamma Proto-Catchment Management Agency

**SALARY** : R646 854 – R 982 326 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)

**CENTRE REQUIREMENTS** : East London  
A BSc (Hons) Degree in Natural or Earth Sciences or relevant qualification. Three (3) years post qualification Natural Scientific experience. Compulsory registration with the SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Knowledge and understanding of the National Water Act (Act 36 of 1998) and other Environmental Legislation. Knowledge and experience of water use authorizations as well as integration of different science disciplines water quality, ecology, hydrology, geology, and related environmental science practices into water resource management and protection. Knowledge of the River Eco-status Monitoring Program (REMP). Good technical and scientific report writing and interpretation skills. Ability to work productively in an environment consisting of interdisciplinary internal and external stakeholders. Sound interpersonal skills as well as willingness to work irregular hours and travel extensively in remote areas.

- DUTIES** : Provide specialist and technical inputs on Water Use License Applications. Analyse and interpret scientific data. Prepare and submit Technical Reports. Provide guidance in the evaluation of licence applications, reports and other documents related to impeding or diverting the flow of water in a watercourse and altering the bed, banks, course or characteristics of a watercourse. Analyse water use authorisation applications submitted in accordance with relevant legislation, procedures and guidelines and make recommendations regarding the issuing of relevant Authorisation. Promote water conservation and efficient water utilisation through the authorisation process. Provide comments on environmental impact Assessments (EIA's), Environmental Management Plans (EMP's) environmental program reports (EMPR's) and applications within the Water Management Area. Support the determination of the Reserve in the Water Management Area. Conduct site inspections and undertake routine and special investigations. Prepare reports and interpret analytical results. Respond to queries from internal and external clients. Participate in the Water Use Authorisation Assessment Advisory Committee and other relevant committees. Give inputs to projects relevant to the management of water resources initiated by the Department. Supervision and empowerment of staff.
- ENQUIRIES APPLICATIONS** : Ms Tabisa Fiko Tel No: (043) 701 0352  
: Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.
- FOR ATTENTION** : Mr MK Noah Tel No: (043) 604 5323

**POST 01/249** : **CONTROL ENVIRONMENTAL OFFICER GRADE A (WATER USE AUTHORISATION) REF NO: 270123/33 (X2 POSTS)**  
Branch: Provincial Cooperation and International Coordination Northern Cape: Proto Cma  
SD: Water Use Authorisation

**SALARY CENTRE** : R517 725 per annum, (OSD)  
: Kimberley (X1 Post)  
Upington (X1 Post)

**REQUIREMENTS** : A four (4) year degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience. A valid unexpired driver's license. Computer literacy. Extensive experience in integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools, and procedures; policy development, implementation, and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills, conflict, project management, problem solving, negotiation and facilitation skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

**DUTIES** : Assist in development of policies, strategies, and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to water use authorisation. Supervision of staff. Assist in the evaluation of water use authorisation applications, reports and other documents submitted in accordance with legislation, policy, procedures, and guidelines relevant to Water Use Authorisations and make recommendations regarding the issuing of licenses. Quality check completeness of (RoRs) and resultant decision documents. Support staff in liaising with clients and other stakeholders to obtain outstanding information during WULA assessments. Promote water conservation and efficient water utilisation through the authorisation process. Support staff in requesting of scientific input within the Department using the specified templates. Participate in the Water Use Authorisation Assessment Advisory Committee (WUAAAC). Facilitate training and development of staff. Final assessment of information submitted by Water Use License Applicants

and input from internal specialists. Assist on responding to queries from clients within and outside the department. Support catchment management forums and bilateral meetings with stakeholders. Assist in supporting Water Tribunal cases and related court cases. Conduct quality checks the report on statistics on water use authorisation. Promotion of Water Allocation Reform including allocation of water to Historically Disadvantaged Individual. Support Review and amendments of water use authorisations.

**ENQUIRIES** : Upington: Mr SC Cloete Tel No: 054 3385800 / Kimberley: Mr T Rasikhanya Tel No: 053 830 8800.

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

**FOR ATTENTION** Ms C Du Plessis

**POST 01/250** : **CONTROL ENVIRONMENTAL OFFICER GRADE A WATER USE AUTHORISATION REF NO: 270123/34 (X2 POSTS)**  
Branch: Provincial Coordination And International Cooperation: Limpopo: Proto Cma  
SD: Water Use Authorisation

**SALARY** : R517 725 per annum, (OSD)

**CENTRE** : Polokwane

**REQUIREMENTS** : A four (4) years degree in Natural Environmental Science or equivalent qualification. Six (6) years post qualification experience. A valid unexpired driver's license. Computer literacy. Extensive experience in integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools, and procedures; policy development, implementation, and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills, conflict, project management, problem solving, negotiation and facilitation skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

**DUTIES** : Assist in development of policies, strategies, and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to water use authorisation. Supervision of staff. Assist in the evaluation of water use authorisation applications, reports and other documents submitted in accordance with legislation, policy, procedures, and guidelines relevant to Water Use Authorisations and make recommendations regarding the issuing of licenses. Quality check completeness of (RoRs) and resultant decision documents. Support staff in liaising with clients and other stakeholders to obtain outstanding information during WULA assessments. Promote water conservation and efficient water utilisation through the authorisation process. Support staff in requesting of scientific input within the Department using the specified templates. Participate in the Water Use Authorisation Assessment Advisory Committee (WUAAAC). Facilitate training and development of staff. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Assist on responding to queries from clients within and outside the department. Support catchment management forums and bilateral meetings with stakeholders. Assist in supporting Water Tribunal cases and related court cases. Conduct quality checks the report on statistics on water use authorisation. Promotion of Water Allocation Reform including allocation of water to Historically Disadvantaged Individual. Support Review and amendments of water use authorisations.

**ENQUIRIES** : Mr N. Mphuma Tel No: 015 290 1477

**APPLICATIONS** : Limpopo (Polokwane): Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4th floor).

**FOR ATTENTION** : Mr HH Khoza Tel No: 015 290 1222

**POST 01/251** : **CONTROL ENVIRONMENTAL OFFICER GRADE A (WATER USE AUTHORISATION) REF NO: 270123/35 (X2 POSTS)**  
Branch: Provincial Coordination and International Cooperation: Free State:  
Proto Cma  
SD: Water Use Authorisation

**SALARY CENTRE REQUIREMENTS** : R517 725 per annum, (OSD)  
: Bloemfontein  
: A four (4) year degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience. A valid unexpired driver's license. Computer literacy. Extensive experience in integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools, and procedures; policy development, implementation, and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills, conflict, project management, problem solving, negotiation and facilitation skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

**DUTIES** : Assist in development of policies, strategies, and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to water use authorisation. Supervision of staff. Assist in the evaluation of water use authorisation applications, reports and other documents submitted in accordance with legislation, policy, procedures, and guidelines relevant to Water Use Authorisations and make recommendations regarding the issuing of licenses. Quality check completeness of (RoRs) and resultant decision documents. Support staff in liaising with clients and other stakeholders to obtain outstanding information during WULA assessments. Promote water conservation and efficient water utilisation through the authorisation process. Support staff in requesting of scientific input within the Department using the specified templates. Participate in the Water Use Authorisation Assessment Advisory Committee (WUAAAC). Facilitate training and development of staff. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Assist on responding to queries from clients within and outside the department. Support catchment management forums and bilateral meetings with stakeholders. Assist in supporting Water Tribunal cases and related court cases. Conduct quality checks the report on statistics on water use authorisation. Promotion of Water Allocation Reform including allocation of water to Historically Disadvantaged Individual. Support Review and amendments of water use authorisations.

**ENQUIRIES APPLICATIONS** : Mr VS Dywili Tel No: 051 405 9000  
: Free State(Bloemfontein): Please forward your application to the Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

**FOR ATTENTION NOTE** : Ms L Wymers  
: NB: In the filling of vacant post, The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post.

**POST 01/252** : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 270123/36 (X2 POSTS)**

Branch: Provincial Coordination and International Cooperation: Western Cape

**SALARY CENTRE REQUIREMENTS** : R517 725 per annum, (OSD)  
: Bellville  
: A four (4) years degree in Natural Environmental Science or equivalent qualification. Six (6) years post qualification experience. A valid unexpired driver's license. Computer literacy. Extensive experience in integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles,

guidelines, tools, and procedures; policy development, implementation, and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills, conflict, project management, problem solving, negotiation and facilitation skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

**DUTIES** : Assist in development of policies, strategies, and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to water use authorisation. Supervision of staff. Assist in the evaluation of water use authorisation applications, reports and other documents submitted in accordance with legislation, policy, procedures, and guidelines relevant to Water Use Authorisations and make recommendations regarding the issuing of licenses. Quality check completeness of (RoRs) and resultant decision documents. Support staff in liaising with clients and other stakeholders to obtain outstanding information during WULA assessments. Promote water conservation and efficient water utilisation through the authorisation process. Support staff in requesting of scientific input within the Department using the specified templates. Participate in the Water Use Authorisation Assessment Advisory Committee (WUAAAC). Facilitate training and development of staff. Final assessment of information submitted by Water Use Licence Applicants and input from internal specialists. Assist on responding to queries from clients within and outside the department. Support catchment management forums and bilateral meetings with stakeholders. Assist in supporting Water Tribunal cases and related court cases. Conduct quality checks the report on statistics on water use authorisation. Promotion of Water Allocation Reform including allocation of water to Historically Disadvantaged Individual. Support Review and amendments of water use authorisations.

**ENQUIRIES APPLICATIONS** : Mr MJ Murovhi Tel No: 021 941 6239  
 : Western Cape: Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

**FOR ATTENTION** : Mr B Saki

**POST 01/253** : **CONTROL ENVIRONMENTAL OFFICER GRADE A COMPLIANCE MONITORING AND ENFORCEMENT REF NO: 270123/37**  
 Branch: Provincial Cooperation and International Coordination North-West

**SALARY CENTRE REQUIREMENTS** : R517 725 per annum, (OSD)  
 : Mmabatho  
 : A four (4) years degree in Natural Environmental Science or equivalent qualification in the fields of Earth Science, Environmental Science, Water Care. Six (6) years post qualification experience in the fields of Environmental, Water Management, Waste Management, industries, rural or urban development. A valid unexpired driver's license. Programme and project management. Research and development. Knowledge and experience in Project and Programme Management. Understanding of the departments role and policy with respect to water resource management. Knowledge of National Water Act, 36 of 1998, Water Services Act, 108 of 1997 and related policies and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking and networking skills. Knowledge of Human Resource policies. Proven management and negotiation skills. Ability to work productivity in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy, good communication (verbal and written), presentation and report writing skills. Ability to provide technical and scientific support to other DWS functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.

**DUTIES** : The successful candidate will be: Responsible for the implementation and enforcement of the National Water Act, 1998 (Act No. 36 of 1998) and relevant policies, strategies and regulations. Responsible for Integrated Water Resources Management, processing of Water Use Authorization and registration applications, Compliance Monitoring, Reporting and Enforcement,

procurement and financial management and implementation of policies and procedures pertaining to water quality. Promote water conservation and efficient water use through the authorization process. Provide specialist input on applications made in terms of Environmental, Mining and Agricultural legislation. Facilitate and co-ordinate the training, capacity building and career development of staff. Supervise and mentor Environmental Officers and other Subordinates. Assist in the establishment and regulation of Water Management Institutions. Supervise staff.

**ENQUIRIES** : Ms W Ralekoa at (082) 875 4158  
**APPLICATIONS** : North-West (Mmabatho): Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor.  
**FOR ATTENTION** : Mr Ntwe MJ

**POST 01/254** : **CONTROL ENGINEERING TECHNICIAN GRADE A (COMPLIANCE MONITORING AND ENFORCEMENT) REF NO: 270123/38**  
 Branch: Provincial Cooperation and International Coordination North-West

**SALARY** : R466 482 per annum, (OSD)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A National Diploma in Engineering. Six (6) years post qualification technical (engineering) experience. Compulsory registration with ECSA as a Professional Engineering. A valid driver's license. Project Management. Technical design and analysis knowledge. Research and development. Decision making, team work, creativity and project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.

**DUTIES** : Manage technical services and support in conjunction with Engineers, Technologists and associates in the field. Provide guidance, assistance, supervision, and training of technical personnel in all engineering aspects. Research and development. Conduct dam safety inspections and promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions.

**ENQUIRIES** : Ms W Ralekoa at (082) 875 4158  
**APPLICATIONS** : North-West (Mmabatho): Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor.

**FOR ATTENTION** : Mr Ntwe MJ

**POST 01/255** : **CONTROL ENGINEERING TECHNICIAN GRADE A WATER ALLOCATION REFORM AND AUTHORISATION REF NO: 270123/39**  
 Branch: Provincial Cooperation and International Coordination North-West

**SALARY** : R466 482 per annum, (OSD)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A National Diploma in Engineering. Six (6) years post qualification technical (engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's licence. Project Management. Technical design and analysis. GIS knowledge, research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.

**DUTIES** : Manage technical services. Manage administrative and related functions. Research and development. Interpret the policy and the act in the recommended water use licenses. Review and evaluate water use licence applications in terms of legal, technical water resource management inputs. Integrate key areas of work with relevant priority departmental programmes such as water allocation reform, water for growth and development. Compile, manage and report on the statistics of all water use authorizations. Ensure maintenance, records, correspondences and appeals pertaining to water use authorization applications. Ensure coordination with affected government departments for water use authorization application. Ensure water use

authorizations processes are correctly implemented. Render an advisory service to applicants in applying for water use. Liaise with stakeholders with regards to the applications. Provide strategic and operational leadership to the unit. Ensure that all policies and strategies relevant to the functions of the sections are implemented. Conduct strategic and business planning. Responsible for the financial management of the section. Responsible for Human Resource Management of the sub-directorate and general office management.

**ENQUIRIES** : Ms W Ralekoa at (082) 875 4158  
**APPLICATIONS** : North-West (Mmabatho): Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor.  
**FOR ATTENTION** : Mr Ntwe MJ

**POST 01/256** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 270123/40**  
 Branch: Provincial Coordination and International Cooperation: Eastern Cape  
 Mzimvubu – Tsitsikamma Proto-Catchment Management Agency

**SALARY** : R466 482 per annum, (OSD)  
**CENTRE** : Gqeberha  
**REQUIREMENTS** : A National Diploma in Engineering. Six (6) years post qualification technical engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid unexpired driver's license. Relevant experience in Integrated Water Resource Management and stakeholder management. Practical experience in water use licensing will be an added advantage. Proven ability to interpret and implement policy and strategy. Relevant experience in project and programme management. Proven ability to solve problems. Demonstrate decision-making ability. Ability to communicate with a range of stakeholders. Proven ability to forge partnerships between government and non-government stakeholders. Excellent verbal and written skills. Excellent administrative and organizational skills. General management experience.

**DUTIES** : Provide technical / engineering support to the Water Use License Authorization process. Review and evaluate water use license applications in terms of legal, technical water resource management inputs. Integrate key areas of work with relevant priority departmental programmes such as Water Allocation Reform. Ensure maintenance of records, correspondence and appeals pertaining to water use authorization applications. Conduct site inspections and co-ordinate relevant stakeholder engagement with applicants in support of water use authorization. Ensure water use authorization processes are correctly implemented. Liaise with stakeholders with regards to the water use license applications. Provide strategic and operational leadership to the unit.

**ENQUIRIES** : Ms. Tabisa Fiko Tel No: 043 701 0352  
**APPLICATIONS** : Eastern Cape (King William's Town): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.

**FOR ATTENTION** : Mr. MK Noah Tel No: (043) 604 5323

**POST 01/257** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 270123/41**  
 Branch: Provincial Coordination and International Cooperation Northern Cape  
 Proto Cma  
 SD: Water Allocation Reform & Authorisation Administration

**SALARY** : R466 482 per annum, (OSD)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : A National Diploma in Engineering. Six (6) years post qualification technical engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid unexpired driver's license. Relevant experience in Integrated Water Resource Management and stakeholder management. Proven ability to interpret and implement policy and strategy. Relevant experience in project and programme management. Proven ability to solve problems. Demonstrate decision-making ability. Ability to communicate with a range of stakeholders. Proven experience in strategic and business planning. Proven ability to forge partnerships between

government and non-government stakeholders. Excellent verbal and written skills. Excellent administrative and organizational skills. General management experience.

- DUTIES** : Perform duties in the Northern Cape Provincial Office under Sub-Directorate: Water Use License Authorisation. Interpret the policy and the act in the recommendations of license applications. Review and evaluate water use license applications in terms of legal, technical water resource management inputs. Integrate key areas of work with relevant priority departmental programmes such as Water allocation reform, Water for growth and development. Compile, manage and report on the statistics of all water use authorizations. Ensure maintenance of records, correspondence and appeals pertaining to water use authorization applications. Ensure co-ordination with affected Government Departments for water use authorization applications. Ensure water use authorization processes are correctly implemented. Render an advisory service to applicants in applying for water use. Liaise with stakeholders with regards to the applications. Provide strategic and operational leadership to the unit. Ensure that all policies and strategies relevant to the functions of the sections are implemented. Conduct strategic and business planning. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section.
- ENQUIRIES** : Mr T Rasikhanya Tel No: 053 830 8800
- APPLICATIONS** : Northern Cape (Kimberley): Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.
- FOR ATTENTION** : Ms C Du Plessis

- POST 01/258** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 270123/42 (X2 POSTS)**  
Branch: Provincial Coordination and International Cooperation Northern Cape: Proto Cma  
SD: Water Allocation Reform & Authorisation Administration

- SALARY** : R326 031 - R495 099 per annum, (OSD), (Offer will be based on years of experience)

- CENTRE** : Kimberley (X1 Post)  
Upington (X1 Post)

- REQUIREMENTS** : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with ECSA as an Professional Engineering Technician. A valid unexpired drivers license. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools, and procedures; policy development, implementation, and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially relevant to Corporative Governance and stakeholder engagement.

- DUTIES** : Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental, and ecological concerns. Studying, participating in discussions, and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies, and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the



		Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.
<b><u>ENQUIRIES</u></b>	:	Upington: Mr SC Cloete Tel No: 054 3385800 / Kimberley: Mr T Rasikhanya Tel No: 053 830 8800.
<b><u>APPLICATIONS</u></b>	:	Northern Cape (Kimberley / Upington): Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.
<b><u>FOR ATTENTION</u></b>	:	Ms C Du Plessis
<b><u>POST 01/259</u></b>	:	<b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 270123/43</u></b> Branch: Provincial Coordination and International Cooperation: Eastern Cape Mzimvubu – Tsitsikamma Proto-Catchment Management Agency
<b><u>SALARY</u></b>	:	R326 031 - R495 099 per annum, (OSD), (Offer will be based on years of experience)
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid unexpired drivers license. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work under pressure as well as travel around the Province. Proven liaison and networking skills relevant to Corporative Governance and stakeholder engagement.
<b><u>DUTIES</u></b>	:	Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.
<b><u>ENQUIRIES</u></b>	:	Ms. Tabisa Fiko Tel No: 043 701 0352
<b><u>APPLICATIONS</u></b>	:	Eastern Cape (King William's Town): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.
<b><u>FOR ATTENTION</u></b>	:	Mr MK Noah Tel No: (043) 604 5323
<b><u>POST 01/260</u></b>	:	<b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A - C WATER RESOURCE PLANNING AND MANAGEMENT REF NO: 270123/44 (X2 POSTS)</u></b> Branch: Provincial Coordination and International Cooperation: North-West
<b><u>SALARY</u></b>	:	R326 031 - R495 099 per annum, (OSD), (Offer will be based on years of experience)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid unexpired driver's licence. Project Management. Technical Design and analysis. Research development. Computer-aided engineering applications. Knowledge of legal compliance. Technical Report writing. Technical consulting.
<b><u>DUTIES</u></b>	:	Research and development. Render technical services to the Directorate. Assist engineers, technologists and associates in the appraisal of business plans and technical reports. Conduct dam safety inspections and promote

safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions.

**ENQUIRIES** : Ms W Ralekoa at (082) 875 4158  
**APPLICATIONS** : North-West (Mmabatho): Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor.

**FOR ATTENTION** : Mr Ntwe MJ

**POST 01/261** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C WATER USE AUTHORISATION REF NO: 270123/45 (X4 POSTS)**  
Branch: Provincial Coordination and International Cooperation Northern Cape  
SD: Proto Cma  
SD: Water Use Authorisation

**SALARY** : R285 135 - R495 099 per annum, (OSD), (Offer will be based on proven years of experience)

**CENTRE** : Kimberley  
**REQUIREMENTS** : A National Diploma in Environmental Management in Natural Sciences. Practical experience in the field of water quality management will be an added advantage. A valid unexpired driver's license. Good computer literacy and writing skills; Good communication skills (both written and verbal). Understanding of the National Water Act 1998, the Water Services Act 1997, and related Environmental legislation e.g., NEMA. Knowledge of industrial, agricultural, and mining processes. Practical knowledge on wastewater treatment process and related technologies will serve as an advantage. Knowledge of Water Quality Management with an understanding of prevailing principles of in Integrated Water Resource Management and Catchment Management will be additional requirement. Willing to travel extensively and work irregular hours.

**DUTIES** : Processing of Water Use Licence Applications in Water Management Areas. Provide comments on Environmental Impact Assessments, Environmental Management Reports and Development Applications in the Water Management areas. Liaise with stakeholders in the Water Sector and other Government Departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, agricultural activities, local authorities, etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchment areas. Prepare reports and interpret water quality monitoring results. Capturing of water quality results of Water Management System.

**ENQUIRIES** : Mr T Rasikhanya Tel No: 053 830 8800  
**APPLICATIONS** : Northern Cape (Kimberley): Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

**FOR ATTENTION** : Ms C Du Plessis

**POST 01/262** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C COMPLIANCE MONITORING AND ENFORCEMENT REF NO: 270123/46 (X5 POSTS)**  
Branch: Provincial Coordination and International Cooperation North-West

**SALARY** : R285 135 - R495 099 per annum, (OSD), (Offer will be based on proven years of experience)

**CENTRE** : Mmabatho  
**REQUIREMENTS** : A National Diploma in Environmental Management in Natural Sciences. Relevant experience in Water Resource Environment will be an added advantage. A valid unexpired Drivers License. Technical report writing. Professional judgement. Data analysis. Good understanding of the National Water Act, 1998, the Water Services Act, 1997, and related environmental legislation. Dispute Resolution skills. Understanding of social and economic development issues.

**DUTIES** : Apply policies and strategies on Water Regulation to ensure that principles and legal aspects are complied with by all water users as set up in the National Water Act and Water Services Act. Evaluate environmental

management plans, environmental impact assessments and basic assessment reports to ensure protection of the water resources. Conduct authorisation conditions compliance monitoring and audits in mines, agriculture, industries and domestic sectors. Address non compliances to conditions of authorisation licenses by ensuring implementation of enforcement protocol in line with the National Water Act. Perform general inspections throughout all water use sectors within the North-West Provincial Offices area of responsibility. Investigations and inspections of possible unlawful/unauthorised water use activities. Investigation and inspection of pollution incidence cases. Applicant must be willing to travel long distances and work long hours. Ensure responsible management of water quality and compliance with resource quality objectives within specific catchment areas. Ensure enforcement of statutory obligations regarding water quality.

**ENQUIRIES APPLICATIONS** : Ms W Ralekoa at (082) 875 4158  
 : North-West (Mmabatho) Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor.

**FOR ATTENTION** : Mr Ntwe MJ

**POST 01/263** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C WATER RESOURCE PLANNING AND MANAGEMENT REF NO: 270123/47 (X2 POSTS)**

Branch: Provincial Coordination and International Cooperation North-West

**SALARY** : R285 135 - R495 099 per annum, (OSD), (Offer will be based on proven years of experience)

**CENTRE REQUIREMENTS** : Mmabatho  
 : A National Diploma in Environmental Management in Natural Sciences. Practical experience in the field of Water Quality Management will serve as an added advantage. A valid unexpired Drivers License. Understanding of WMS operating system will serve an advantage. Good computer literacy and writing skills. Good communication skills (both verbal and written). Understanding of the National Water Act 1998, the Water Services Act 1997, and related environmental legislation e.g. NEMA. Knowledge of industrial, agricultural and mining processes. Practical knowledge on waste water treatment processes and related technologies will serve as an advantage. Knowledge of Water Quality Management with an understanding of prevailing principles of integrated Water Resource Management and catchment management. Willing to travel extensively and work irregular hours and days. Presentation skills. Policy development and analysis. Programme and project management. Technical report writing skills. Data analysis.

**DUTIES** : The promotion of water resource awareness in order to maintain water quality policies, legislation, protocols, regulations and guidelines. Catchment management, providing comments on scientific reports. Process environmental authorisation applications for development and utilization of areas in terms of environmental legislation. Conduct catchment monitoring and draft water quality reports. Attend to pollution incidents. Management of water quality within specific catchment areas. Co-ordinate the promotion of strategies for cleaner production technologies. Ensure enforcement of statutory obligations regarding water quality. Participate on water resource management.

**ENQUIRIES APPLICATIONS** : Ms W Ralekoa at (082) 875 4158  
 : North-West (Mmabatho): Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor.

**FOR ATTENTION** : Mr Ntwe MJ

**POST 01/264** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO REF NO: 270123/48 (X6 POSTS)**

Branch: Provincial Coordination and International Cooperation: Gauteng SD: Water Use Licensing Administration

**SALARY** : R285 135 - R495 099 per annum, (OSD), (Offer will be based on proven years of experience)

**CENTRE** : Gauteng Provincial Office (Pretoria)

- REQUIREMENTS** : A National Diploma in Environmental Management or Natural Sciences. One year working experience, including internship or experiential learning will also be an added advantage. A valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Knowledge and experience of water use authorisations in terms of section 21 c and l of the National Water Act as well as integration of different sciences disciplines ( e.g. water quality, ecology, hydrology, and related environmental sciences practices, etc) into water resource management and protection. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.
- DUTIES** : Assess completeness of WULAs & conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting of scientific input within the Department using the specified templates. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998. Drafting of record of recommendations (RoRs) and resultant decision documents. Draft licence conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department.
- ENQUIRIES APPLICATIONS** : Mrs F Mamabolo Tel No: 012 392 1361  
: Gauteng Provincial Office(Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor Reception, Pretoria, 0001.
- FOR ATTENTION** : Mr Given Mkafane
- POST 01/265** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C WULA REF NO: 270123/49 (X7 POSTS)**  
Branch: Provincial Coordination and International Cooperation: Mpumalanga Water and Sanitation Services Management
- SALARY** : R285 135 - R495 099 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Bronkhorstspuit  
: A National Diploma in Environmental Management or Natural Sciences. One year working experience, including internship or experiential learning. A valid unexpired driver's license. Competencies: Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement. Excellent knowledge of livestock and crop water requirements and related models including CROPWAT, SWB, PLANWAT, SAPWAT etc in evaluating WULAs.
- DUTIES** : Assess completeness of WULAs & conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting of scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to licence applications, in order to advise the Committee for Coordination of Agricultural Water (CCAW) on allocation of water to agricultural users and on the advisability of issuing new water use licences or reviewing of existing licences. Determine crop water requirements using relevant models including CROPWAT, SWB, PLANWAT and or

SAPWAT. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to Agricultural water uses. Final assessment of information submitted by Water Use Licence Applicants and input from internal specialists. Drafting of record of recommendations (RoRs) and resultant decision documents. Draft licence conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department. Access and evaluate socio-economic and environmental information with regard to SFRA waer use licence applications, in order to advise the Licence Assessment Advisory Committees (LAACs) on allocation of water to SFRAs and on the advisability of issuing new water use licences or altering existing licences. Technical assessment of the impact of Stream Flow Reduction Activities on the ecological and social environment. Assess water requirements for SFRA activities using models. Assist in development, implementation and review of socio-economic tools/standards for the evaluation of SFRAs water use licences. Capture and process data for SFRA allocations, GPS surveys of plantation and wetland areas. Inspect and evaluate field conditions where plantations are proposed. Liaise with other authorising departments on SFRA issues.

- ENQUIRIES** : Mr Sydney Nkuna, Tel: 013 759 7317/Ms FM Mkhwanazi, Tel: 013 759 7515/Ms PC Ngwamba, Tel: 013 759 7446/Mr SG Nkosi, Tel: 013 759 7335
- APPLICATIONS** : Mpumalanga (Mbombela) Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela, 1200.
- FOR ATTENTION** : Ms FM Mkhwanazi
- POST 01/266** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C (WATER USE AUTHORISATION REF NO: 270123/50)**  
Branch: Provincial Coordination and International Cooperation Limpopo  
SD: Proto Cma  
SD: Water Use Authorisation
- SALARY** : R285 135 – R 495 099 per annum, (OSD), (Offer based on proven years of experience)
- CENTRE** : Polokwane
- REQUIREMENTS** : A National Diploma in Environmental Management or Natural Sciences. Practical experience in the field of integrated water resources management will be an added advantage. A valid unexpired driver's license. Good computer literacy and writing skills; Good communication skills (both written and verbal). Understanding of the National Water Act 1998, the Water Services Act 1997, and related Environmental legislation e.g., NEMA. Knowledge of industrial, agricultural, and mining processes. Practical knowledge on wastewater treatment process and related technologies will serve as an advantage. Knowledge of Water Quality Management with an understanding of prevailing principles of in Integrated Water Resource Management and Catchment Management will be additional requirement. Willing to travel extensively and work irregular hours.
- DUTIES** : Processing of Water Use Licence Applications in Water Management Areas. Provide comments on Environmental Impact Assessments, Environmental Management Reports and Development Applications in the Water Management areas. Liaise with stakeholders in the Water Sector and other Government Departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, agricultural activities, local authorities, etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchment areas. Prepare reports and interpret water quality monitoring results. Capturing of water quality results of Water Management System
- ENQUIRIES** : Mr N. Mphuma Tel No: 015 290 1477
- APPLICATIONS** : Polokwane: Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4rth floor).
- FOR ATTENTION** : Mr HH Khoza Tel No: 015 290 1222

<b><u>POST 01/267</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: PRODUCTION GRADE A-C REF NO: 270123/51 (X5 POSTS)</u></b> Branch: Provincial Coordination and International Cooperation Free State: Proto Cma SD: Water Use Authorisation
<b><u>SALARY</u></b>	:	R285 135 – R495 099 per annum, (OSD), (Offer based on proven years of experience)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein A National Diploma in Environmental Management or Natural Science. A valid unexpired driver's license. Sound knowledge of integrated water resource management, water quality management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) and related policies, regulations, guidelines and principles; and implementation thereof. Good communication, interpersonal relations and organising skills. Report writing and presentation skills. Ability to work in a multi-disciplinary environment. Willingness to work beyond normal working hours and travel; and ability to work under pressure. Liaising and networking skills relevant to Corporative Governance and stakeholder engagement.
<b><u>DUTIES</u></b>	:	Assess completeness of Water Use License Applications and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during Water Use License Authorisation assessments. Request scientific inputs within the Department using the specified templates. Access and evaluate Hydrological and Environmental information regarding license applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998 regarding the water use sector. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Drafting record of recommendations (RORs) and resultant decision documents. Draft license conditions to control/mitigate the negative impacts of water use. Assist on responding to queries from clients within and outside the department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr B Fortuini Tel No: 051 405 9000 Free State (Bloemfontein): Please forward your application to the Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms L Wymers NB: In the filling of vacant post, The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post.
<b><u>POST 01/268</u></b>	:	<b><u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: 270123/52 (X5 POSTS)</u></b> Branch: Provincial Coordination and International Cooperation Kwazulu-Natal
<b><u>SALARY</u></b>	:	R285 135 – R495 099 per annum, (OSD), (Offer based on proven years of experience)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Durban A National Diploma in Environmental Management or Natural Science. Knowledge of water quality management as well as an understanding of prevailing principles of integrated water resource management and catchment management are requirements. Knowledge of the National Water Act. Computer literacy. A valid unexpired driver's license and minimum 2-year driving experience are essential requirements. Willingness to travel extensively and work irregular hours. Good communication skills (both written and verbal); Report writing skills.
<b><u>DUTIES</u></b>	:	Conducting regular compliance monitoring at industries, local authorities, etc.; water quality monitoring in a management area and the investigation of pollution incidents. Provide comment on Environmental Impact Assessments (EIAs), Environmental Management Plan (EMP) and rezoning applications in the region; support catchment management forums; Liaising with stakeholders in the water sector and other government departments; assist in the processing of water use authorisation applications in a specific Water Management Area of the KwaZulu-Natal region. Assist in the management of the water management systems.

**ENQUIRIES APPLICATIONS** : Mr SNP Buthelezi Tel No: 031 336 2700  
: KwaZulu Natal (Durban): Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban, 4001.

**FOR ATTENTION** : The Manager (Human Resource)

**POST 01/269** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C WATER USE REF NO: 270123/53 (X2 POSTS)**  
Branch: Provincial Coordination and International Cooperation Kwazulu-Natal

**SALARY** : R285 135 – R495 099 per annum, (OSD), (Offer based on proven years of experience)

**CENTRE REQUIREMENTS** : Durban  
: A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience including internship or experiential learning will be an added advantage. A valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

**DUTIES** : Assess completeness of WULAs & conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting of scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to license applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to water use sector. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft license conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department.

**ENQUIRIES APPLICATIONS** : Ms C Moonsamy Tel No: 031 336 2700  
: KwaZulu Natal (Durban): Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban, 4001.

**FOR ATTENTION** : The Manager (Human Resource)

**POST 01/270** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: 270123/54 (X3 POSTS)**  
Branch: Provincial Coordination and International Cooperation Mzimvubu – Tsitsikamma Proto-Catchment Management Agency

**SALARY** : R285 135 – R495 099 per annum, (OSD), (Offer based on proven years of experience)

**CENTRE REQUIREMENTS** : East London /Gqeberha/ Mthatha  
: A National Diploma in Environmental Management or Natural Sciences. A valid unexpired driver's license. Good TTACH computer literacy and writing skills; Good communication skills both written and verbal. Understanding of the National Water Act 1998, the Water Services Act 1997 and related Environmental legislation e.g. NEMA. Knowledge of industrial, agricultural and mining processes. Practical knowledge on wastewater treatment processes and related technologies will serve as an advantage. Knowledge of Water Quality Management with an understanding of prevailing principles of in Integrated Water Resource Management and Catchment Management will be additional requirement. Willing to travel extensively and work irregular hours.

- DUTIES** : Processing of Water Use Licence Applications in the Mzimvubu–Tsitsikamma Water Management Area. Providing of comments on Environmental Impact Assessments, Environmental Management Reports and Development Applications in the Water Management area. Liaise with stakeholders in the Water Sector and other Government Departments. Serve on various committees. Conduct compliance monitoring at mines, industries, agricultural activities, local authorities, etc. Undertake water resource monitoring and special investigations. Perform necessary environmental management at designated catchment areas. Prepare reports and interpret monitoring results.
- ENQUIRIES** : Ms. Lizna Fourie Tel No: 043 701 0248
- APPLICATIONS** : Eastern Cape (King William’s Town): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William’s Town 5600.
- FOR ATTENTION** : Mr MK Noah Tel No: (043) 604 5323



**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications are submitted via one of the Options Below: Via the e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>, OR email their applications and quote the reference number of the post in the subject of the email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za). The e-Recruitment System Closes at 23:59 pm on the closing date. To report technical glitches, for any assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- CLOSING DATE** : 27 January 2023. Applications received after the closing date will not be considered. No faxed will be accepted, No Hand Delivered applications will be accepted
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Refer all application related enquiries to the specified contact person. For e-Recruitment enquiries send email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**MANAGEMENT ECHELON**

- POST 01/271** : **DIRECTOR: INFRASTRUCTURE BUDGET AND SUPPORT REF NO: OTP 01/01/2023**
- SALARY CENTRE** : R1 105 383 per annum (Level 13)  
: Head Office: Bhisho

## **REQUIREMENTS**

: B-Degree in Public Administration /Management or Development Studies or any relevant degree in Social Sciences/Humanities/ Economics. 5 years' experience in Middle Management Services in the development planning, policy development and research environment. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Skills: In depth understanding of legislative framework that governs the Public Service; Sound knowledge of Public Finance Management Act; Government planning framework; Sound knowledge and understanding of the Government Planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation; Governance; Innovation and Knowledge Management; Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of policy analysis, policy development and policy implementation and review processes; Advanced knowledge of modern systems of governance and administration; Advanced knowledge of public communication, public education, public engagement and discourse management processes; Knowledge of the latest advances in public management theory and practice; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; Knowledge of inter-governmental and international relations; Knowledge of communication, media management, public relations, public participation and public education. Key Competencies: Strategic Capability and Leadership Programme and Project Management; Budget and Financial Management; Change Management; Knowledge Management; Project Management; Information Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication (verbal & written); Computer Literacy; Extensive strategic planning, Programme management; Financial management skills.

## **DUTIES**

: Manage and monitor the implementation of the stimulus package. Develop a provincial framework and protocols to manage economic stimulus support. Assess the impact made on economic stimulus package support made to different industries to determine the impact it has made on business sustainability. Develop quarterly reports on the implementation of stimulus packages. Engage the chamber of business and other sectoral players to develop business continuity plans. To develop a model to determine the probability of job losses in the different priority sectors of the province. Manage and monitor expenditure on priority projects. Conduct a situational analysis on spending trends of conditional grants on economic infrastructure projects. Assess the investment made for the term to date on economic infrastructure. Develop quarterly reports on the analysis trends of economic infrastructure. Share the report at decision making platforms. Manage and coordinate reports on Economic infrastructure delivery trends. Conduct a situational analysis of the state of economic infrastructure in the province. Develop monitoring and reporting plan for economic infrastructure delivery across all sectors of the province. Develop quarterly reports of infrastructure delivery trends. Conduct verifications on infrastructure projects. Share the quarterly analysis report at different platforms of decision making including the infrastructure forum. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

## **ENQUIRIES**

: Can be directed to: Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059.

For e-Recruitment enquiries send email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 01/272** : **DIRECTOR: ECONOMY, TRADE AND INVESTMENT REF NO: OTP 02/01/2023**

**SALARY** : R1 105 383 per annum (Level 13)  
**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : B-Degree in Public Administration /Management or Development Studies or any relevant degree in Social Sciences/Humanities/ Economics. 5 years' experience in Middle Management Services in the development planning, policy development and research environment. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. In depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act, Government planning framework, Sound knowledge and understanding of the Government Planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation, Governance, Innovation and Knowledge Management, Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, Advanced knowledge of policy analysis, policy development and policy implementation and review processes, Advanced knowledge of modern systems of governance and administration, Advanced knowledge of public communication, public education, public engagement and discourse management processes, Knowledge of the latest advances in public management theory and practice, Knowledge of the policies of the government of the day, Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape, Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector, Knowledge of inter-governmental and international relations, Knowledge of communication, media management, public relations, public participation and public education. Key Competencies: -Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management. Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning, Programme management, Financial management skills.

**DUTIES** : Manage and co-ordinate reporting on the implementation of the Investment Conference and Job Summit outcomes. Develop the post summit report and present it to the various decision-making structures for acceptance and sign off. Track and report on the implementation of the summit resolutions. Conduct verifications on the implementation of the summit resolutions. Develop a quarterly report on the implementation of the investment and job summit to the decision-making platforms. Ensure the provision of policy analysis and research support to Economic Advisors in the province. Development and maintain a central information hub as a repository of policy and research products for the province. Dissemination the research results to inform policy development, planning and service delivery improvement interventions. Facilitate the capacity building programmes and support departments, district municipalities, metros and public entities on policy development processes. Coordinate and support the convening and functionality of the policy and research community of practice, seminars for sharing of best practices and capacity building. Co-ordinate relevant economic sector advisory councils and working groups. Establish economic advisory councils and working groups. Revise and reconstruct the economic development councils and propose revised structure and terms of reference. Develop an annual calendar of meetings and events. Provide secretariat support to the platforms. Track and the implementation of the Premier's economic development priorities and flagship projects. Conduct an analysis and validation of the Premier's Economic Development Flagship projects. Assess and develop status progress reports on the implementation of the Premier's Economic Development Flagship projects. Present the Premier's Economic Development Flagship projects to decision making platforms. Manage the allocated resources of the directorate in line with legislative and

departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

**ENQUIRIES** : Can be directed to: Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059.  
For e-Recruitment enquiries send email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 01/273** : **DIRECTOR: STRATEGIC SKILLS DEVELOPMENT REF NO: OTP 03/01/2023**

**SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13)  
: Head Office: Bhisho  
: NQF Level 7 recognised by SAQA Btech/ Degree in Social Science/ Public Administration/ Developmental Studies/ Policy Analysis. Minimum 5 years' experience at Deputy Director Level in the similar environment. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA. Governance planning framework. Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Youth development strategy. HRD Legislative Framework. Key Competencies: Applied strategic thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds.

**DUTIES** : Manage and coordinate medium and long term youth development interventions. Facilitate the identification of skills gaps among youth in various communities in the province. Direct and guide the development and implementation of programmes that promote youth education and skills development in specific areas of need such as Agriculture, Oceans Economy, etc. Facilitate the identification of needs in the provincial departments and municipalities and help equip young people with the skills that will address these, eg Infrastructure Programme directed to schools, clinics and hospitals. Provides support in the coordination of Provincial Youth comprehensive skills development flagship projects and interventions for the short, medium and long term in order to leverage opportunities for existing youth development initiatives and projects, eg President's Stimulus Package. Partner and collaborate with provincial departments, municipalities and private sector so as to leverage opportunities for youth development. Coordinate and facilitate youth education, training and development programmes. Facilitate the creation of viable pathways for out of school youth and school leavers into post school learning opportunities by availing them with opportunities for further development in various trades and professions, eg Nursing Aids, Caregivers, etc Strengthen partnerships for skills development projects with Education Institutions, Private Sector and relevant sectors. Collaborate with various stakeholders on youth career development opportunities and learnships for semi-skilled youth. Facilitate the implementation of adhoc youth development programmes aimed at addressing emerging needs in the economy and market place. Identify opportunities for youth who have no formal education and are unemployed/unemployable and unskilled so as to provide them with skills and expose them to entrepreneurship. Monitor the implementation of youth training and development programmes in the province. Develop provincial baseline data on skills shortages and skills development among youth. Coordinate support on the development and implementation of capacity development programmes on youth training and skills development. Guide, direct and coordinate the work of provincial

departments on youth training and skills development programmes. Ensure synergy and linkages regarding the education, skills and career development of out of college and university youth. Facilitate and coordinate the implementation of youth programmes in line with PILLAR 3 (Education and Skills Development). Strengthen partnerships with business associations, SETAs and other sectors to create opportunities for youth development. Create programmes aimed at targeting skills shortages in youth with disabilities and in females. Mobilize youth and facilitate their participation in government and non-governmental programmes aimed at youth skills and leadership development. Source and implement programmes aimed at supporting youth owned businesses in various areas, eg finance, marketing, etc Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

**ENQUIRIES**

: Can be directed to: Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059.  
For e-Recruitment enquiries send eMail to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**OTHER POST**

**POST 01/274**

: **DEPUTY DIRECTOR: ENTREPRENEURSHIP & ECONOMIC DEVELOPMENT REF NO: OTP 04/01/2023**

**SALARY CENTRE REQUIREMENTS**

: R766 584 per annum (Level 11), all-inclusive package  
: Head Office: Bhisho  
: A National Senior Certificate and NQF Level 7 (Degree or B-Tech) qualification certificate as recognised by SAQA in Economics, Entrepreneurship development, Business Administration or management or equivalent qualification with a minimum of 3 years' experience at an Assistant Director level working in a relevant environment. Knowledge: In-depth understanding of legislative framework that governs the Public Service. Government planning framework. Sound knowledge and understanding of Government planning cycle (MTEF & Strategic Planning), Reporting, Monitoring & Evaluation. Innovation and knowledge Management. Advanced knowledge of Enterprise Development. Skills Required: Strong liaison and report writing skills Change Management, Strategic Management, People Management, Stakeholder Management, Conflict Management, Risk Management, and Project Management & Service Delivery Innovations. Must have a valid driver's license.

**DUTIES**

: Facilitate the planning, monitoring, and reporting of the implementation of the Provincial Youth Development Strategy regarding Youth Entrepreneurship and Economic Development: Manage, lead and ensure the implementation of the Enterprise Development Programmes and interventions throughout the province in line with the relevant policy and legislative frameworks. Manage and mobilise resources to implement of youth enterprise development initiatives. Ensure the integration of youth Entrepreneurship and Economic Development into the mainstream of the government programmes through participation in the strategic planning sessions of the provincial departments and Municipalities. Facilitate the development of Annual Provincial Youth Entrepreneurship and Economic Development Implementation Framework/ Plan and facilitate the implementation thereof. Ensures effective reporting to the Local Government Youth Development Forum and Provincial Youth Development Forum on matters pertaining to Youth Entrepreneurship and Economic Development. Facilitate and monitor the implementation of the relevant policy framework to promote economic inclusion of youth. Ensures the implementation of the Isiqalo Youth Fund programme: Facilitate the

provision of opportunities for youth to participate in entrepreneurship development programmes in the province and beyond. Facilitate the provision of mentorship and support for youth enterprises in the province to ensure access to the Isiqalo Youth Fund and similar funding. Co-ordinate relevant stakeholders on enterprise development. Explore and facilitate provision of opportunities for rural youth to participate in the economy: Facilitate the establishment and implementation of enterprise development flagship projects and programmes to benefit the youth in the Province. Facilitate the provision of opportunities for youth in rural areas and townships to participate in the economy as part of developing rural and township economy. Promote entrepreneurship and job opportunities: Facilitating and coordinating the implementation of economic development programmes in collaboration with various partners inside and outside government. Facilitate the creation of business awareness amongst young people including entrepreneurship by inculcating an entrepreneurial mindset amongst the young people. Facilitate the provision of mentorship and support amongst young people to encourage the development of small businesses and cooperatives and ensure access to finance, skills development, market linkages and networking opportunities. Coordinate and monitor the implementation of youth programmes in the Economic Development Cluster: Facilitate, direct and guide the implementation of youth development programmes in the Economic Development Cluster. Track progress in the achievement of the objectives of the provincial youth development strategy as reflected in the APPs of the Departments. Monitor the implementation of the policy frameworks regulating government spend towards youth owned business, enterprises and SMMEs. Report on progress in the achievement of the objectives of the provincial youth develop, including the Provincial Local Economic Development Framework and ensure appropriate corrective action is taken. Manage area of responsibility.

**ENQUIRIES** : Can be directed to: Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059.  
For e-Recruitment enquiries send email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

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

**APPLICATIONS** : Applications are submitted via one of the options below: Via the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605. Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, Qonce, 5605. NB: Forward applications to the relevant centre. People with disabilities who meet the requirements will be given preference. Applicants are encouraged to use E-Recruitment System.

**CLOSING DATE** : 27 January 2023

**NOTE** : To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to [erecruitment@ecsrac.gov.za](mailto:erecruitment@ecsrac.gov.za) (NB: For Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to [erecruitment@ecsrac.gov.za](mailto:erecruitment@ecsrac.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Applications received after the closing date will not be considered. No Faxed, No e-mailed applications will be accepted. Forward applications to the relevant centre. Applications received after closing date will not be considered. No faxed applications will be accepted. Note: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an

evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### **MANAGEMENT ECHELON**

- POST 01/275** : **CHIEF DIRECTOR: CORPORATE SERVICES MANAGEMENT REF NO: DSRAC 01/01/2023**
- SALARY** : R1 308 051 - R1 563 948 per annum (Level 14), (range: an all-inclusive remuneration)
- CENTRE** : Head Office (Qonce)
- REQUIREMENTS** : National Senior Certificate, an undergraduate qualification (NQF level 7) in Social Science in Industrial Psychology/Human Resource Management/Public Administration/Public Management/Legal Services as recognised by SAQA with 5 years' experience at a senior managerial level (SMS). SMS pre-entry certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on [www.thensg.gov.za](http://www.thensg.gov.za). Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Competencies: Knowledge of government policies and planning systems. Project management skills, presentation skills, report writing skills, planning, and organising, problem solving skills, ability to work in a team. Able to work under pressure and difficult deadlines. Applicable legislations, polices, prescripts and procedures, government programmes, information management, citizen focus and responsiveness, develop others, applied technology basics, applied strategic thinking, people management, Networking and building bonds, diversity management, computer literacy, negotiation, communication and information management, presentation, budget and financial management, project / management, strategic management, motivational. Must have excellent analytic skills in communication (both written and verbal), strong strategic capability and leadership, public knowledge management skills, people management, diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management, change management and service delivery innovation. Excellent facilitation, research, negotiation, presentation, project management, strategic planning and motivations skills. Must have a valid driver's license.
- DUTIES** : Manage and drive policy development, strategy, and business planning on corporate services. Ensure successful establishment and implementation of policies, strategies, and business plans within subject field in accordance with

national and provincial regulatory frameworks and directives. Render policy advice within the subject field. Ensure regular updating / reviewing / renewing and roll-out of strategic and business plans concurrent with departmental and service delivery objectives. Monitor, evaluate and report on the effectiveness and efficiency of policies and plans on a regular basis. Ensure efficient and aligned budget processes of corporate services. Manage and coordinate human resource planning and administration services. Ensure the efficient personnel provisioning and staff mobility services. Administer proper administration of compensation, employee service benefits and conditions of service. Ensure integrity and safety of human resource information. Coordinate the provision of organizational development and design services in line with organizational strategy and needs. Ensure transformation and change management across all functional streams of the department. Ensure the provision of employee relation services. Ensure optimal employee / employer relations. Administer proper grievance procedures and processes and advisory services. Ensure viable employee assistance and advisory programmes. Coordinate employee wellness programmes. Ensure proper skills development, planning and coordination. Manage the personnel performance management process. Manage and administer legal services. Provide legal support services to the HOD for the department. Provide legal opinions. Carry out all administrative legal actions to ensure compliance. Manage litigations of the department. Ensure the provision of communication services. Ensure the provisioning of customer care services. Provide media liaison and marketing services. Provide stakeholders and event management services. Manage and facilitate the provision of information and communication technology (ICT) management strategy. Ensure appropriate control and safety of ICT assets. Oversee successful implementation of ICT projects and services. Ensure proper alignment of ICT projects and services with departmental business intent. Promote safe, effective, and proper utilization of information systems and information technology. Oversee successful operation and maintenance of transversal systems. Oversee provision of security management services. Ensure implementation of departmental security policy in respect of physical, environment and information etc. Ensure access for classified information in accordance with the level of security clearances. Ensure advisory services on security matters in relation to departmental programmes. Ensure screening/vetting of officials in the department.

**ENQUIRIES**

: Y. Dlamkile Tel No: 043 492 1386 or Mrs. R. E. Swartbooi Tel: 043 492 0949 – Head Office (Qonce)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE**

: People with disabilities who meet the requirements will be given preference.



**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

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

**OTHER POSTS**

<b><u>POST 01/276</u></b>	:	<b><u>CLINICAL MANAGER (GRADE 1) REF NO: REFS/015679 (X1 POST)</u></b> Directorate: Theatre Management
<b><u>SALARY</u></b>	:	R1 227 255 per annum, plus (commuted overtime)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Diploma or Degree in Health Management or General Management will be an added advantage. Minimum of 3 - 10 years' experience after registration with the HPCSA as Medical Practitioner. At least 3 years' experience as a manager in the health sector. Other skills/requirements: Strategic capability and leadership, Change management, Planning and organising, Strategy, policy development, Project management, Financial management, client orientation and focus, people oriented, Knowledge of GPG and Health policies and procedures, Understanding of patients' expectation and full knowledge of national core standards for health establishments, Management experience at a Tertiary Hospital will be an added advantage Computer literacy (MS Word, Excel and PowerPoint) Valid driver's license Knowledge of Administration, Finance and Supply Chain Management prescripts Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including Health norms and standards Sound knowledge and ability to implement policies public service prescripts such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours Knowledge of GPG as well as Health policies and procedures Understanding of patients' expectation and full knowledge of Health Care Standards for health establishments. Management experience at a Tertiary Hospital will be an added advantage.
<b><u>DUTIES</u></b>	:	To supervise the day-to-day functions of all the theatres at CHBAH, including Theatre efficiency, surgical backlog, plan, manage, and control of resources allocated to the Theatres. Collaborate with Cluster Hospital. Plan manage, monitor and Evaluate activities of all the Theatres at CHBAH. Function as a Clinical Medical Manager in a Central Hospital with an ambitious and innovative team Provide and inspire medical services to deliver excellent highest quality T1, T2 and T3 medical services Participate actively in administrative duties of the Department See to it that Quality Assurance, including clinical audits are conducted in the Department in line with Ideal Hospital Framework Serve as part of the Hospital's Clinical management team Actively contribute to the formulation and implementation of the hospital operational plans Assist the Hospital's Executive Committee (EXCO) in the discharge of any responsibilities which have been delegated Lead and manage the development of Functional Business Units (FBUs) in the respective directorate Support the CEO in ensuring the realisation of a functional decentralised management Ensure adherence to clinical governance. Ensure compliance with AGSA audits, OHSC audits and other statutory body requirements (HPCSA, SANC, SAPC) Management of personnel performance and review thereof Report to the Office of the CEO Perform any other duties delegated by the supervisor
<b><u>ENQUIRIES</u></b>	:	Dr MM Lesia Tel No: (011) 933-9145
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.  
27 January 2023

**CLOSING DATE**

**POST 01/277**

**MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015659 (X2 POSTS)**

Directorate: Cardiology  
(This is a Three (3) year training Fellowship in Cardiology, and the candidate will be expected to write the Certificate in Cardiology)

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 156 308 per annum, (all inclusive)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in normal speciality. Registration with the HPCSA as a Medical Specialist. Experience in the Public Sector in terms of clinical service provision, teaching, and research would be an advantage. Highly motivated and enthusiastic to contribute positively to the Division of Cardiology.

**DUTIES**

: Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars. Stimulate and undertake research projects. Be a role model for students and staff. Maintain quality assurance standards and other departmental policies. Supervising the management of and managing patients, Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Administrative duties within the Department. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as

<b><u>ENQUIRIES</u></b>	:	approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.
<b><u>APPLICATIONS</u></b>	:	Prof MR Nethononda Tel No: (011) 933 8197
	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> . No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	27 January 2023
<b><u>POST 01/278</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015660 (X3 POSTS)</u></b> Directorate: Internal Medicine
<b><u>SALARY</u></b>	:	R1 156 308 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty. No experience. Confirmation from College of Medicine with regards to the FCP II Results.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served

		in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
<b><u>ENQUIRIES</u></b>	:	Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> . No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	27 January 2023
<b><u>POST 01/279</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015763 (X1 POST)</u></b> Directorate: Surgery (Acute Care Surgery Unit)
<b><u>SALARY</u></b>	:	R1 156 308.per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCS (SA) specialist registration with the HPCSA. No experience required. Other Skills/Requirements Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic team, emergency unit nursing team, ward nursing team. Capacity to manage change both within the Acute Care Surgery (ACS) team and within the emergency unit/theatre/ward continuum. Aptitude for increasing the “footprint” of the ACS service across the CHBAH hospital cluster. Surgical skillset to manage emergency general surgery patients, including laparoscopic skills. Critical Care training / experience will be an advantage. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer literacy. A valid driver’s license.
<b><u>DUTIES</u></b>	:	Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital which includes supervising the management

of and managing ACS patients in emergency unit, ICU, high dependency unit, and ward; performing and supervising appropriate surgical operations; managing emergency theatre booking lists. Traditional on-call model currently, transitioning to shift-based onsite call model. To assist in teaching programme of both undergraduates and postgraduates by teaching and training interns, medical officers, registrars, and medical students. Conducting ward rounds and theatre sessions at Bheki Mlangeni District Hospital; engaging with surgical staff and management at cluster hospitals. Coordinating logistics and facilitating obtaining equipment and pharmaceuticals. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES  
APPLICATIONS**

: Dr R Moore or Ms Ethel Moledi Tel No: 011 933 9267/8804  
 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 27 January 2023

**POST 01/280**

: **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015764 (X1 POST)**  
 Directorate: Surgery (Burns Unit)

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 156 308 per annum, (all inclusive)  
 : Chris Hani Baragwanath Academic Hospital (CHBAH)  
 : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Plastic Surgery. Current FC Plastic Surgery (SA) specialist

registration with the HPCSA. No experience required  
 Skills/Competence/Knowledge: Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic team, emergency unit nursing team, ward nursing team. Surgical skillset to manage critically ill surgery patients. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. A valid driver's license.

**DUTIES**

: Supervising the management of Burns patients in the ward and in ICU, performing, and supervising appropriate surgical operations. Participate in the training of interns, medical officers, registrars, Engaging with surgical staff and management at cluster hospitals. Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Intensive Care. Administrative duties. Coordinating logistics and obtaining equipment and pharmaceuticals. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes for burns. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES  
 APPLICATIONS**

: Prof Muganza Tel No: 011 933 9267/8804 or Ms Ethel Moledi  
 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). 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

Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 27 January 2023
- POST 01/281** : **MEDICAL SPECIALIST: PSYCHIATRIST GRADE 1/2/3 ACADEMIC LEVEL LECTURER/SENIOR LECTURER REF NO: WKH/30/12/2022**  
Directorate: Medical Psychiatry
- SALARY** : R1 156 308 per annum, all inclusive. (Grade of post and remuneration package will be determined by the years of experience after registration at HPCSA as a Medical Specialist according to OSD guidelines)
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : M MED (PSYCH) or FCPSYCH (SA) or equivalent. Registration with the HPCSA as a Medical Specialist Psychiatrist is mandatory. Relevant experience in general adult psychiatry will be a requirement. Scientific conference participation and/ or scientific article publication in an accredited journal is a requirement.
- DUTIES** : The post is a joint appointment specialist psychiatrist post with Weskoppies Hospital/Gauteng and the School of Medicine of the Faculty of Health Sciences, University of Pretoria. The main tasks of the post will be the management and treatment of general adult psychiatric patients, including the related administrative and medico-legal work. Doing criminal forensic psychiatric observations and testifying in a court of law will also be included, if needed. Successful candidates will be expected to be involved in training and teaching of undergraduate students, medical officers and other health care workers. Doing research and supervising research are part of the duties also. Duties will also include general management and administration appropriate to the post, including involvement in hospital and university related committees. An interest to further studies in psychiatry sub-specialties and/or relevant postgraduate / doctoral degree studies will be recommended. The incumbent is expected to become involved in outreach services as determined by the department of psychiatry.
- ENQUIRIES** : Prof N Khamker Tel No: (012) 319 9719
- APPLICATIONS** : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
- CLOSING DATE** : 27 January 2023
- POST 01/282** : **MEDICAL SPECIALIST REF NO: HRM/2022/51**  
Directorate: Psychiatry

**SALARY CENTRE REQUIREMENTS** : Grade 1: R1 156 308 - R1 227 255 per annum  
: Mamelodi Regional Hospital  
: National senior certificate plus MBChB / MBChB plus FC Psychiatry or MMed (Psychiatry). Registration with HPCSA as a Medical Specialist. Appropriate experience in Psychiatric setting. Grade 1: No Experience after registration with the HPCSA as Medical Specialist in a normal specialty.

**DUTIES** : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the Hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.

**ENQUIRIES APPLICATIONS** : Dr EB Mankge Tel No: (012) 841 8305  
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

**FOR ATTENTION NOTE** : HR Manager. Mr MH Hlophe Tel No: (012 841 8329  
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

**CLOSING DATE** : 03 February 2023

**POST 01/283** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/015661 (X1 POST)**  
Directorate: Urology

**SALARY CENTRE REQUIREMENTS** : R858 528 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner, must be post community service. No experience.

**DUTIES** : Perform duties according to guidelines from department of Urology of the University of Witwatersrand. Render a full spectrum of Urology inpatient and Outpatient services. Provide clinical guidance to designated clinic staff. Perform department administrative duties and post graduate students. Initiate and participate in clinical research. Render after-hours clinical services.

**ENQUIRIES APPLICATIONS** : Dr S Doherty Tel No: (011) 933 9611/8108  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please



refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 27 January 2023
- POST 01/284** : **ASSISTANT MANAGER NURSING SPECIALTY: THEATRE REF NO: HRM/2022/54**  
Directorate: Nursing  
(Re-Advert)
- SALARY** : R642 942 - R723 624 per annum, salary will be determined as per OSD  
grading
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : National Senior Certificate and a Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Operating Theatre/Theatre Technique accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.
- DUTIES** : Demonstrate in-depth knowledge of relevant prescripts as well as understanding of the legislative framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered 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 professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of 101 indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
- ENQUIRIES** : MS S Mahlangu Tel No: (012) 841 8363
- APPLICATIONS** : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Ms RM Tloane (HR Recruitment Section).

**FOR ATTENTION  
NOTE**

: Mr H Hlophe  
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

**CLOSING DATE**

: 03 February 2023

**POST 01/285**

: **ASSISTANT DIRECTOR: ULTRASOUND RADIOGRAPHER REF NO: REFS01580 (X1 POST)**  
Directorate: Radiography

**SALARY  
CENTRE  
REQUIREMENTS**

: R540 840 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualifications that allows for registration with HPCSA as an Ultra sonographer. Registration with HPCSA as an Ultra sonographer. Minimum of eight (8) years' experience as a diagnostic radiographer/ultra-sonographer of which five (5) years must be at supervisory level in a capacity of ultrasonography Competencies/ Knowledge/ Skills: Sound knowledge of specialised and general ultrasonography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography/ultrasound Quality Assurance programme. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, National Core Standards/Ideal Hospital Framework, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

**DUTIES**

: Support the Radiographer Manager to meet the objectives of the department. Manage ultrasound subcomponent by supervising all staff in ultrasound, performing relevant ultrasound imaging and administrative functions. Render effective patient centred Ultrasound service for in-and out-patient in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost centre. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure ultrasound services comply with relevant standard, legislation and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior and students sonographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Encourage a multidisciplinary approach by fostering close working relationship with other departments in order to render quality services. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. 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)
<b><u>ENQUIRIES</u></b>	:	Mr. SJT Khumalo Tel No: (011) 933 8434
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	27 January 2023
<b><u>POST 01/286</u></b>	:	<b><u>ASSISTANT DIRECTOR: MEDICAL ORTHOTIST AND PROSTHETIST REF NO: REFS/016585 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R540 840 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Dr George Mukhari Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Medical Orthotics and Prosthetics. Current registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years' experience after registration with the HPCSA of which 3 years must be appropriate managerial. Leadership and managerial skills. Sound knowledge of human resource management, training and development, labour relations, occupational health and safety and quality assurance.
<b><u>DUTIES</u></b>	:	Overall management of all aspects of human and financial resources of the Orthotics and Prosthetics Department. Rendering of clinical services according to specified standards, protocols and ethical guidelines. Participate in all clinical audits and quality improvement programs. Participate in all relevant internal and external meetings and forums. Deal with all complaints and enquiries. Organize outreach programs to regional hospitals.
<b><u>ENQUIRIES</u></b>	:	Ms. S Robberts Tel No: 012 529 3424
<b><u>APPLICATIONS</u></b>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website

- that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. NB: Shortlisted candidates will be subjected to Microsoft office skills assessment tests. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 27 January 2023, closing time will be 12h00 on the closing date.
- POST 01/287** : **ASSISTANT DIRECTOR: CLINICAL SUPPORT AND THERAPEUTIC SERVICES REF NO: PWH/ASD-CS/01/2022**  
Directorate: Hospital Management
- SALARY CENTRE REQUIREMENTS** : R540 840 (Min) - R600 255 (Max) per annum, plus benefits  
: Pretoria West District Hospital  
: National Senior Certificate. A recognized three (3) years National Diploma/Degree in a relevant field. Ten (10) years' experience as a therapist. Current registration with HPCSA. Knowledge of Public service legislation. Policies and Procedures. Knowledge of current DOH guidelines and policies governing the Health sector. Computer skills, excellent time management skills, written and Verbal skills, and report writing skills, be proactive and initiative in problem solving and decision-making. Honesty, integrity and high work ethic. Good Interpersonal skills. Competencies: Supervisory, organizing, communication, Strategic thinking, computer literacy, interpersonal relationship and conflict Resolution, policy implementation, budgeting, innovative, and analytical Thinking. Ability to Communicate and interact with other departments within the hospital. Added advantage: Direct supervisory experience for clinical support. Diploma/Degree or a higher certificate in management or project management.
- DUTIES** : Report to the Head of the institution. Comprehensively manage the clinical support Subunits. Manage and monitor performance and development of all staff. Manage, plan, organize and supervise the provision of Clinical support and therapeutic services. Plan coordinate and directly monitor the budget allocated to the unit. Provide operational advice and guidance to the subordinates (professional and support) and manage their performance. Provide leadership in the service delivery improvement. Provide professional advice in issues pertaining the policies and legislation related to clinical matters. Provide input into compilation of the strategic and Operational plans. Compilation of monthly statistics and stock control. Form part of the executive hospital Senior Management staff and represent the department in full, open communication and open staff engagements on areas that need service delivery improvement on a continuous basis. Accumulate evidence of inclusive governance in the unit while maintaining decisive leadership. Represent the hospital or delegate at various forums and meetings. Implement the decisions and plans taken at departmental and institutional level. Implement relevant service Delivery policies and protocols to sustain the service delivery of some critical departments under your supervision. Monitor the uninterrupted continuity of 24-hour service delivery of some clinical support services.
- ENQUIRIES APPLICATIONS** : Mr. M.T.K. Zondi Tel No: (012) 380 1205  
: Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.

- NOTE** : People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
- CLOSING DATE** : 27 January 2023 at 16:00
- POST 01/288** : **CHIEF PHYSIOTHERAPIST REF NO: REFS/015664 (X2 POSTS)**  
Directorate: Physiotherapy
- SALARY** : R487 305 per annum  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : An appropriate qualification that allows for registration with the HPCSA as Physiotherapist. Registration with HPCSA as an independent practitioner. A minimum of 3 years' appropriate experience as Physiotherapist after registration as an independent practitioner with the HPCSA. Knowledge or experience in the field of medical and surgical Physiotherapy will be added advantage. Competency /Knowledge/Skills requirements: Must have knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of clinical Physiotherapy theory, practices, and ethics. Communication skills, report writing skills, decision-making skills, computer skills, planning & organizational skills, expert clinical Physiotherapy skills, research skills, analytical skills, presentation skills, and human resource & financial management skills.
- DUTIES** : Manage, plan, coordinate, implement and report on physiotherapy services in allocated work section. Render an experienced and specialized physiotherapy service in the department. Develop guidelines, protocols and SOPs in line with the national and provincial strategies and monitor the implementation thereof. Contribute to departmental planning, budgeting, monitoring, and evaluating processes. Monitor proper utilization of allocated financial and physical resources. Attend relevant meetings and assume relevant functions on behalf of the Head of the Department or as delegated. Participate in planning and delivering CPD programs. Supervise and manage the performance of allocated staff. Participate in supervision and training of students. Assist with the implementation and monitoring of Quality Assurance e.g., audits and statistics. Contribute to the development of Physiotherapy Department and the profession by promoting and carrying out research and other projects in own work area. Coordinate and ensure the promotion and marketing of Physiotherapy service in the hospital and community. Adhere to and implement all relevant policies, procedures, standards, and legislation.
- ENQUIRIES** : Mrs. E Haarhoff Tel No: 011 933 8927  
**APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification

beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 27 January 2023
- POST 01/289** : **OPERATIONAL MANAGER NURSING PNA-5/PNB-3:**  
**(GENERAL/SPECIALTY) REF NO: WKH/31/12/2022 (X2 POSTS)**  
Directorate: Nursing
- SALARY** : R464 466 (PNA-5) – R588 378 (PNB-3) per annum, plus benefits. (Salary will be in line with OSD regulations with regards to years of experience after registration)
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : Grade 12. Basic qualification as a professional nurse according to R 425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Post basic qualification in the specialty area: psychiatry recognized in accordance with R 212 will be required to be appointed in the specialty stream (PNB-3). A valid driver's license. A qualification in nursing administration/management will be a recommendation. A minimum of 7 years' experience as a professional nurse. At least 4 years' experience in psychiatric nursing. To be appointed in the specialty stream, a minimum of 9 years' experience as a professional nurse is a requirement of which at least 5 years' experience should be in psychiatry nursing after obtaining post basic qualification in psychiatric nursing.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and provision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms. PB Schoonwinkel Tel No: (012) 319 9877
- APPLICATIONS** : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of

Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply. Note: Males are encouraged to apply.  
27 January 2023

**CLOSING DATE**

:

**POST 01/290**

:

**CLINICAL PROGRAMME COORDINATOR: QUALITY ASSURANCE REF NO: WKH/32/12/2022**

Directorate: Nursing Quality Assurance

Re-Advertisement, Applicants who have applied previously should re-apply.

**SALARY**

:

R464 466 per annum, plus benefits. (Salary will be in line with OSD regulations with regards to years of experience after registration)

**CENTRE**

:

Weskoppies Hospital

**REQUIREMENTS**

:

Grade 12 or equivalent NQF level. Basic qualification as a professional nurse according to R425 (i.e Diploma / Degree in Nursing) that allows registration with the SANC as a Professional Nurse. Current registration with the SANC. A minimum of 7 years appropriate experience in nursing after registration with SANC as a Professional Nurse in general nursing of which at least 5 years should be in a psychiatry unit. A minimum of 2 years' experience in a quality assurance unit. Have the ability to analyze complex information relating to areas of operation and to transform that into user-friendly reports and assessments. Have experience and ability to utilize quality assurance related methodologies, tools and databases. Have the ability to prioritize issues and other related work matters and to comply with the ability with the frames set. Have ability to work under pressure to meet deadlines. Have excellent interpersonal and communication skills (both verbal and written). An aptitude for statistics and data analysis and excellent reporting writing skills. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint and MS Excel. A valid driver's license.

**DUTIES**

:

Assist with Quality Assurance monitoring and evaluation framework. Source and obtain data and information to measure progress and compliance with Quality Assurance targets and norms required for the developments of measurable performance indicators related to the quality of care in the institution. Use the collected data to measure progress and compliance against set targets. Assist with the generation of reliable assessment in support of planning and intervention processes required for Quality Assurance in the institution. Assist with the drafting of annual, Quarterly and other relevant quality assurance performance reports. Assist management and investigation of complaints and Patient safety incidents. Participate in selected Clinical Audit projects. Conduct customer care related surveys and respond appropriately to results. Participate in continuous monitoring and evaluations (National Core Standards / Ideal Hospital Realization). Active participation in the activities of the Quality Assurance and Complaints Committees and assist with the secretarial responsibilities of these committee meetings, coordinate reports pertaining to performance indicators. Assist with data collecting, analysis and reports. Optimal utilizations of resources and implementation of the performance management system.

**ENQUIRIES**

:

Ms. J Molopyane Tel No: (012) 319 9915

**APPLICATIONS**

:

Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.

**NOTE**

:

Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. 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. Suitable candidates will be subjected to

personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 27 January 2023

**POST 01/291**

: **ARTISAN CHIEF GRADE A REF NO: TDH2022/18**  
Directorate: Facility Management Unit

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

: R404 052 – 461 973 per annum, (plus benefits)  
: Tshwane District Hospital  
: Grade 12 or equivalent qualification, 3-year Diploma/degree in Engineering (Mechanical or Electrical) and Building (Structural, Civil or Construction) or equivalent, with 5 years' experience as an Artisan Foreman. Project Management qualification. Training in OHS Act. Knowledge of Legal compliance. Financial management, planning and monitoring, high level of accuracy, negotiating and co-ordinating skills. Presentation skills. Communication skills. Health infrastructure including general machinery and equipment knowledge. Knowledge of other technical fields. Computer literate. Report writing skill. A valid Driver's licence.

**DUTIES**

: Day to day maintenance management and quality assurance. Keep database of works orders, Contracts and Statistics. Project Management and reporting to relevant Stakeholders. Ensure accurate specifications for minor renovation projects. Monitor and oversee construction, maintenance, repairs and servicing work being conducted by Department of Infrastructure Development and external Contractors. Management of period's contracts and buildings audits. Horticulture, pest control and landscaping. Provide technical advice to end users. Monitor the Standards of neatness in the garden and buildings. Ensure moving of equipment's, furniture's and redundant assets. Ensure daily removal of general medical waste and monitoring use of medical gases. Promote health and safety of staff and use of protective clothing. Implement compliance requirements with Building Regulations, OHS Act, IUSS and National Health Core Standards. FMU Budget control. Stock control. Monitor performance, attendance, leave and punctuality of subordinates.

**ENQUIRIES**  
**APPLICATIONS**

: Ms Mogashoa MG Tel No: (012) 354 7653  
: All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital Cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.

**NOTE**

: Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. if you have not been contacted within three months. After the closing date please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of criminal verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health.

**CLOSING DATE**

: 27 January 2023

**POST 01/292**

: **PROFESSIONAL NURSE (SPECIALTY NEPHROLOGY NURSING) REF NO: HRM/2022/50**  
Directorate: Nursing

**SALARY**  
**CENTRE**

: R400 644 - R606 042 per annum, (OSD)  
: Mamelodi Regional Hospital



<b><u>REQUIREMENTS</u></b>	:	National Senior certificate and a Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. A post basic qualification with a duration of at least one year accredited with SANC in Nephrology nursing Specialty. A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. At least 1 year of the period referred to above must be appropriate/ recognizable experience working in Renal Unit after obtaining the one-year post-basic qualification in renal specialty. Competencies: Good communication skills, verbal and written. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy.
<b><u>DUTIES</u></b>	:	Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders 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. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)
<b><u>ENQUIRIES</u></b>	:	Ms S Mahlangu Tel No: 012 841 8363
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<b><u>FOR ATTENTION</u></b>	:	Ms RM Tloane Tel No: 012 841 8331 (Recruitment Section)
<b><u>NOTE</u></b>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<b><u>CLOSING DATE</u></b>	:	03 February 2023
<b><u>POST 01/293</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY GRADE 1 / OCCUPATIONAL HEALTH NURSE PRACTITIONER REF NO: CHBAH 606 (X1 POST)</u></b> Directorate: Employee Health and Wellness Program
<b><u>SALARY</u></b>	:	R400 644 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic Nursing qualification in Occupational Health Nursing Science with a duration of at least 1 year, accredited with the SANC. Must be currently registered with SANC and or SASOHN. A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate in Primary Health Care, Dispensing License and NIMART will serve as an added advantage. Competencies/ Knowledge/ Skills: Occupational Health Practices. Knowledge in all relevant OHS Legislation. Knowledge of the Medical Regulations, Nursing Act/ Regulations, National Core Standards, Occupational Health and Safety Act (OHS), DPSA guidelines on COIDA and Customer service (Batho Pele Principles). Knowledge of the Basic Conditions of Employment Act, PFMA and National Treasury Regulations. Skills: Good communication skills, interpersonal relations and team player. The incumbent must have be computer literate and have strong report writing skills. Ability to work under pressure and meet

- deadlines. Time management, critical thinking and problem-solving skills. The candidate must be ethical and able to maintain confidential information.
- DUTIES** : Provide comprehensive employee health and wellness services in line with the DPSA EHWP framework. Implement of the medical surveillance programme and HIV/AIDS and TB management. Provide emergency services for work related injuries and medical emergencies. Identification and management of non-communicable diseases, including primary health care services and proper referral in accordance with guidelines. Monitor and manage occupational diseases and injuries. Assist with development of standard operating procedures for the effective implementation of employee health and wellness services. Manage the vaccination programme including COVID 19 Testing services. Participate in the development of the hospital emergency preparedness plan, health and safety inspections, audits and investigation as required by the programme. Establish and maintain good relations with OHS Stakeholders and other disciplines within the health care system. Management of medication and stock (ordering storage, dispensary, reporting systems. Promotion of healthy lifestyle and foster the culture of health and safety through training and hosting health events for employees. Comply with the performance management and development system.
- ENQUIRIES APPLICATIONS** : Ms. F. Ndebele Tel No: 011 933 0138/0142
- Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 27 January 2023
- POST 01/294** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: MRH/2022/55**  
Directorate: Human Resources  
(Re-Advert)
- SALARY CENTRE** : R393 711 - R475 596 per annum (Level 09)  
Mamelodi Regional Hospital

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate and an appropriate 3-year Degree or Diploma in Human Resource or equivalent qualification with 5 years relevant Human Resource experience as an HR generalist and 3 years of which should be supervisory level. Knowledge and understanding of Public Service prescripts. Completion of various PERSAL Courses. Computer literate. Good written and advanced communication skills. Must have leadership, planning, organising and problem-solving skills. Ability to work in a high volume and highly pressurized environment.
<b><u>DUTIES</u></b>	:	Lead and manage HR unit. Manage HR budget. Implement and interprets policies directives and guidelines. Implement and maintain a sound quality management system, including applicable legislations, policies, good practices and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line Managers. Approve and quality assure all mandates and transactions related to appointments, transfers, 118 terminations, salary administration, and management of conditions of service etc. Manage OSD appointments. Grade Progression for OSD and non-OSD. Ensure that PERSAL related transactions and mandates Forwarded to Gauteng Department of Finance (GDF) are captured correctly. Manage staff Establishment and post filling. Draw up a Post filling plan. Policy and Procedure on Incapacity leave and Ill Health Retirement (PILIR) Provide strategic and operational Support to staff and line managers. Manage the Performance Management and Development system (PMDS) and the implementation thereof. Manage Training unit. Compile and submit reports or any other HR related submissions. Manage HR related submissions. Manage audit queries. Manage and implement ORWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor Overtime and capturing of the authorization for overtime for Nursing, Admin & Support staff. Specimen signatures. Management of the payroll. (ESS & Manual) Develop and monitor the Operational Plan for HR. Attend meetings.
<b><u>ENQUIRIES</u></b>	:	Mr H Hlophe Tel No: (012) 841 8329
<b><u>APPLICATIONS</u></b>	:	Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122 or hand delivery to: Human Resource Office,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<b><u>NOTE</u></b>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV only. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital
<b><u>CLOSING DATE</u></b>	:	03 February 2023
<b><u>POST 01/295</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE REF NO: TDH2022/19</u></b> Directorate: Finance
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. National Diploma/ Degree (NQF 7) in financial management of equivalent qualification as recognised by SAQA. A minimum of 7 years relevant experience in a financial management of which 3 years must be supervisory (level 7 or 8) within the public sector. Knowledge and experience in PFMA, treasury regulations and relevant finance policies and prescripts. In-depth knowledge of basic Accounting transversal systems such as BAS, SAP etc. computer literacy and in-depth knowledge of MS Word, Excel, and PowerPoint. Must have a valid driver's licence. Competencies: Need to be able to manage finance with effective oversight, develop, review and implement financial accounting systems procedures in with the relevant legislation, regulations, frameworks and departmental policies and procedures. Must have ability to plan, organise implement, monitor, evaluate, analyse and execute corrective measures. Able to meet

		commitments and produce results as pre required timeframes. Willingness to work irregular hours when required.
<b><u>DUTIES</u></b>	:	Manage the Hospital budget, expenditure and all other financial areas with effective supply chain oversight. Manage the reconciliation of transversal systems and control accounts. Assist with budget planning, render advice on cost containment in relation to expenditure trends and compile expenditure reports. Monitor the policy and legislative framework to ensure there is audit compliance and cognisance is taken of new developments. Develop and maintain standard operating procedures and processes. Optimise revenue collection and effective debt management. Ensure that payment of compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Facilitate payment of services providers within the required timeframe. Provide financial administration and Accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Provide advice and guidance to end users and relevant stakeholders on budget, revenue and expenditure procedures. Implement effective Human Resources and general administration management within finance for optimal management of subordinates. Ensure that there is a seamless system with efficient processes to reach objectives within the timeframes required. Serve on relevant statutory committees as required. Ensure compliance with quality standards from the Office of Health Standards Compliance. Develop and implement relevant strategic and operational plans with monitoring and evaluation of finance to achieve hospital objectives.
<b><u>ENQUIRIES</u></b>	:	Ms Mogashoa MG Tel No: (012) 354-7653
<b><u>APPLICATIONS</u></b>	:	Applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital Cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. if you have not been contacted within three months. After the closing date please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of criminal verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health.
<b><u>CLOSING DATE</u></b>	:	27 January 2023
<b><u>POST 01/296</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: PWH/HR-ASD/O3/2022</u></b> Directorate: Hospital Management
<b><u>SALARY</u></b>	:	R393 711 (Min) – R463 764 (Max) per annum, plus benefits
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate degree, diploma or equivalent qualification in Human Resources management with a minimum of 5 years Human Resource experience. Proven supervisory experience. Updated PERSAL Certificate. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and Experience of the PERSAL system and Human Resource Administration processes. Computer literate (MS Word, MS Excel and Power Point. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organizing and Problem solving and conflict management skills. Must be able to manage and lead a team. Ability to multitask and Prioritize. Ability to work in a high volume and highly pressurized environment.
<b><u>DUTIES</u></b>	:	Lead and manage the Human Resource teams. Manage HR budget. Implement and interpret policies, Directives and guidelines. Implement and maintain sound quality management systems, including applicable Legislations, policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, Guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage ODS appointments, grade progression for

OSD and non-OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of Finance (GDF) are captured correctly. Manage staff Establishment and post filling. Draw up a post-filling plan. Implement policy and procedures on Incapacity leave And Ill-Health Retirement (PILLIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the Implementation Thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosure /e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly captured on PERSAL. Collect specimen signatures. Implement effective Human Resources and general administrative management within the unit. Serve on EXCO and all relevant statutory Committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and Evaluations to achieve Hospital Objectives. Prepare and submit consolidated monthly, quarterly and annual reports to the manager HRM. Maintain ethical and professional conduct. Fully represent human resources at the Management level by also constantly advising the CEOs office on HR policies and Circulars for regular Implementation of all HR practices, labour relations and Human resource development polices.

- ENQUIRIES** : Mr. M.T.K. Zondi Tel No: (012) 380 1205
- APPLICATIONS** : Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post. People with disabilities are encouraged to apply.
- NOTE** : Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
- CLOSING DATE** : 27 January 2023 at 16:00
- POST 01/297** : **ASSISTANT DIRECTOR: CORPORATE REF NO: PWH/CORP-ASD/O4/2022**  
Fleet, Buildings and Projects, Day To Day Maintenance, IT  
Hospital Kitchen, Security, Day-To-Day Maintenance  
Directorate: Hospital Management
- SALARY CENTRE REQUIREMENTS** : R393 711 (Min) – R463 764 (Max) per annum, plus benefits  
: Pretoria West District Hospital  
: An appropriate degree, diploma or equivalent qualification in Governance and administration. Minimum of 3-5 years relevant experience. Proven supervisory experience. Updated Pesal certificate. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL System and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and Power Point. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act , Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organizing and problem solving and conflict management skills. Must be able to manage and lead a team. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment.
- DUTIES** : Manage the planning of hospital projects for effective alignment and implementation, manage the facility Budget and align with priorities and stock for day to day building maintenance issues, manage and monitor the Use of hospital fleet and with relevance day-to-day usage. Plan and monitor hospital information technology Projects For effective contacts management, monitor the hospital systems and infrastructure i.e. Water and Electricity Systems. Monitor and direct support the hospital kitchen facility for compliance and effective Management, manage And coordinate project committee with department of infrastructure development to enable Healthy working Relationships for effective project alignment and implementation. Manage and monitor internal Hospital security Systems.

- ENQUIRIES APPLICATIONS** : Mr. M.T.K. Zondi Tel No: (012) 380 1205  
 : Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.
- NOTE** : People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
- CLOSING DATE** : 27 January 2022 at 16:00
- POST 01/298** : **DIAGNOSTIC RADIOGRAPHERS GRADE 1 -3 REF NO: REFS/015665 (X3 POSTS)**  
 Directorate: Radiography
- SALARY** : Grade 1: R322 427 - R378 318 per annum  
 Grade 2: R389 754 - R445 665 per annum  
 Grade 3: R459 126 – R557 184 per annum
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital  
 : **Grade 1:** Less than 10 years relevant experience **Grade 2:** Less than 20 years relevant experience **Grade 3:** 20 years and more relevant experience National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) in Radiography. Completion of Community service in Diagnostic Radiography is necessary. Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Must be currently be registered with HPCSA for 2022/2023. Experience in Digital Radiography, Experience in utilisation of Computerised Radiography System. Experience in Theatre and Ward Radiography. Experience in handling of Trauma patients. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
- DUTIES** : Render effective patient centred Radiography service for in-and out-patient 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 providing 24-hours radiography services in the hospital. Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines 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 project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. 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. Contribute and participate in professional development of self and colleagues. 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 APPLICATIONS** : Mr Khumalo Tel No: (011) 933 8434  
 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 27 January 2023

**POST 01/299**

: **PROFESSIONAL NURSE (GENERAL) REF NO: TDH2022/21 (X5 POSTS)**  
Directorate: Nursing Department

**SALARY**

: Grade 1: R268 584 – R311 361 per annum, (plus benefits)

**CENTRE**

: Tshwane District Hospital

**REQUIREMENTS**

: Grade 12 plus a basic qualification accredited with the SANC in terms of Government Notice 425 (i.e: Diploma/Degree in nursing) or equivalent qualification with the SANC as a Professional Nurse. Registration as a Professional Nurse after post 125 Community Service. Current (2022) SANC license to practice. Basic Midwifery will be an added advantage.

**DUTIES**

: Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Implement standards, practices, criteria and indicators for quality nursing. Assist in the development of nursing and improvement of standards of care through research. Create an environment and learning opportunities that foster professional growth and improvement in nursing and health care. Actively engage in the education and training of students in the health care system. Develop and document interventions and progress of patients to facilitate continuity of care. Participate in the formulation and review of nursing interventions through comprehensive and on-going assessment. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Compliance

and adherence to the relevant acts/prescripts applicable within the nursing environment. Apply the principles of nursing care in service rendering, for the maintenance of professional excellence. Implement nursing care management activities according to the Standards of Practice and Scope of Practice. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

**ENQUIRIES** : Mr TF Budzwa Tel No: (012) 354-7600  
**APPLICATIONS** : All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.

**NOTE** : Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. if you have not been contacted within three months. After the closing date please accept that your application was unsuccessful. Only shortlisted candidates will be required to submit proof of criminal record verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health.

**CLOSING DATE** : 27 January 2023

**POST 01/300** : **INFORMATION COMMUNICATIONS & TECHNOLOGY TECHNICIAN (ICT)**  
**REF NO: WKH/33/12/2022**  
Directorate: Information Technology (IT)

**SALARY** : R269 214 per annum, plus benefits  
**CENTRE** : Weskoppies Hospital  
**REQUIREMENTS** : National Diploma in Information Communication Technology. Grade 12 or Matric or NTC3. Qualification, A+,N+ or MCSE. Minimum of 5 years in ICT solid experience on ICT support environment. Experience and administering Microsoft systems and Active Directory. Experience of administering Microsoft Office 365 and Email. Understanding of Help Desk operation and full comprehension of IT second and third line of IT support. Understanding of Telecommunication infrastructure, Telephony and PABX system. Understanding of networking infrastructure. Experience and knowledge of supporting SAP (Health Information System) application. Knowledge and experience on telecommunication networks and PABX SYSTEM. Knowledge of CCTV system. Technical problem-solving skills, communication and interpersonal skills. A valid driver's license (minimum code B).

**DUTIES** : To render telephonic and IT technical support, troubleshoot all computer-related problems, do the installation, configuration and ongoing usability of desktop computers, peripheral equipment software and application. To provide Local Area Network (LAN) Support. Ensure the accessibility of Transversal system on the Network. Document instances of hardware failure, repair and installation. To development a comprehensive replacement plan of computers or ICT resources. To ensure desktop computers interconnect seamlessly with diverse systems. Compiling of ICT equipment's specification. To prepare of the RLSO1. Connecting of ICT equipment such as projectors, radio system and etc. To do ICT asset audit and verification of equipment's on quarterly basis. To do standby and overtime. Required to write relevant reports. Ensuring and securing of ICT equipment's. Skills transfer to ICT interns.

**ENQUIRIES** : Mr. L Mohudi Tel No: (012) 319 9953  
**APPLICATIONS** : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.

**NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver



license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Note: 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 27 January 2023

**POST 01/301**

: **LABOUR RELATIONS OFFICER REF NO: REFS/015724 (X2 POSTS)**  
Directorate: Human Resources Management

**SALARY CENTRE REQUIREMENTS**

: R269 214 per annum (Level 07), (plus benefits)  
: Dr George Mukhari Academic Hospital  
: A Grade 12 certificate or equivalent qualification with 5 years' experience in Labour Relations or A Degree/ Diploma in Labour Relation/ Human Resources management or equivalent qualification with 3 years' experience in Labour Relation. Drivers License. PERSAL certificates will be an added advantage. Upskilling relevant training certificates from and not limited to National School of Government (NSG) will be advantageous. Computer literacy (Microsoft office suite). Excellent report writing skills. Complex problem solving skills. Negotiation, facilitation and organizing skills. Knowledge of relevant Labour Legislation.

**DUTIES**

: Investigate grievances and write reports, Investigate misconduct cases. Handle abscondments. Arrange grievance hearings and disciplinary hearings. Represent the hospital in grievance hearings and disciplinary hearings. Provide training to employees. Provide weekly, monthly, quarterly and annual statistics and reports. Render secretarial support. Facilitate Bi and Multilateral meetings. Strike management. Facilitate mandates for conciliations and arbitrations. Prepare bundles and arrange witnesses. Develop Labour Relations policies in consultation with Central Office. Provide Labour Relation advice to management, employees and unions on a daily basis. Appoint Presiding Officers and Investigating Officers. Facilitate appeals. Ensure compliance to timeline and policies.

**ENQUIRIES APPLICATIONS**

: Mr. L Ntshangase Tel No: 012 529 3051  
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

**NOTE**

: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. NB: Shortlisted candidates will be subjected to Microsoft office skills assessment tests. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal

- records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993
- CLOSING DATE** : 27 January 2023, closing time will be 12h00 on the closing date.
- POST 01/302** : **PROFESSIONAL NURSE GRADE 1 REF NO: CHBAH 607 (X1 POST)**  
Directorate: Employee Health and Wellness Program (EHWP)
- SALARY** : R268 584 per annum, (plus service benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma /Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Must be registered with the SANC as a Professional Nurse. NIMART trained and experience in management of HIV will be an added advantage. Competencies/ Knowledge/ Skills: Knowledge of HIV/AIDS, DR-TB, and DS-TB, MMC guidelines and policies. Computer literacy. Understanding and knowledge of DHIS of Wed and Tier.net software knowledge of Ideal Hospital Realisation Framework, Batho Pele Principle. Our Values and I Care for You, including 6 Ministerial Priorities.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure effective management of the HAST programme, monitoring, validate and analyse data from DHIS web and Tie.Net software. Improve HIV and TB screening within the hospital. Participate in the planning and organize of World Aids Day, HIV/TB awareness campaigns to improved case detection and linkage to care. Coordinate monthly and quarterly reports for submission to Sub district and District. Validation, verify and analyse data prior to submission to the next level. Attend Sub district, District and Provincial meetings as required. Ensure teamwork and quality management in the HAST programme. Support and guide nurses on both programme policies and guidelines. Promote quality nursing care as directed by the scope of practice and standard as determined by the relevant health facility. Be able to observe ethics in terms of patient confidentiality. 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. Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).
- ENQUIRIES** : Ms. F. Ndebele Tel No: (011) 933 0138 / 0142
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within

three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 27 January 2023
- POST 01/303** : **OCCUPATIONAL THERAPY TECHNICIAN (OTT) REF NO: WKH/34/12/2022 (X4 POSTS)**  
Directorate: Occupational Therapy
- SALARY** : R220 137 per annum, plus benefits. (Salary will be in line with OSD regulations with regards to years of experience after registration)
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : A minimum of grade 10, certificate as Occupational Therapy Technician or proof of examination with the HPCSA. Proof of CPD compliance. Experience in Mental Health will be an added advantage. Computer literacy will be an added advantage. Skills in running a gardening project will be an added advantage. Knowledge and skills of carpentry and upholstery activities will be an added advantage.
- DUTIES** : Implement occupational therapy interventions under supervision of an Occupational Therapist with adult Mental Health Care Users in various settings from restrictive to less restrictive systems. It includes individual and group treatment sessions. The ability to work independently in projects under supervision. It will be required of you to treat MHCU with carpentry / upholstery / gardening activities. Maintain quality assurance measure within the scope of practice in Mental Health. Participate in meetings on patient care within your scope of practice. Partake and implement deinstitutionalize programs. Keep your CPD status complaint.
- ENQUIRIES** : Mrs. H Beetge Tel No: (012) 319 9783
- APPLICATIONS** : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply. Note: Males are encouraged to apply.
- CLOSING DATE** : 27 January 2023

- POST 01/304** : **SECRETARY TO CHIEF EXECUTIVE OFFICER REF NO: TDH2022/22**  
Directorate: CEO's Office
- SALARY** : R181 599 per annum, (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Candidate must be in possession of grade 12 certificate, Diploma or Degree in Secretarial Studies/Office Management and a minimum of two (2) years recognised experience as the secretary. Proficient user of Microsoft office suits and will be subjected to a test. Computer literacy knowledge, good communication and writing skills with good interpersonal relation. Be reliable, punctual, and professional. Be creative and able to use own initiative. Good telephone etiquette.be able to prioritise and have exceptional attention to detail. Ability to handle variety of tasks. Ability to meet the tight deadlines and to handle office pressure. Prepared to go extra mile.
- DUTIES** : Overall management of the office administration function. Provide secretarial/ receptionist support services to the CEO 's Office. Compliance to Batho -Pele principles and customer care practice. Take minutes during the meetings and compile minutes file. 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 CEOs to do list. Photocopying, binding, and scanning of documents. Keep abreast with the processes and procedures that apply in the office of the CEO.
- ENQUIRIES** : Ms MG Mogashoa Tel No: (012) 354-7653  
**APPLICATIONS** : All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. if you have not been contacted within three months. After the closing date please accept that your application was unsuccessful. Only shortlisted candidates will be required to submit proof of criminal record verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health.
- CLOSING DATE** : 27 January 2023
- POST 01/305** : **SECRETARY CEO'S OFFICE REF NO: PWH/SC-CO/01/2022 (X2 POSTS)**  
Directorate: CEO'S Office
- SALARY** : R181 599 (Min) – R213 912 (Max) per annum, plus benefits  
**CENTRE** : Pretoria West District Hospital  
**REQUIREMENTS** : Grade 12 with at least 0-2 year functional experience as a secretary. An appropriate recognized Higher certificate in office management or secretarial studies. Must have good written and verbal communication Skills, with good interpersonal relations. Familiarity with the use of office equipment i.e. photocopier, fax, scanner, Printer and must be computer literate and proficient in the use of MS Office applications, MS Outlook, Excel and Power point. Demonstrate flexibility, versatile, initiative, proactive and working in a multidisciplinary team. Maintain Confidentiality whilst being privy to sensitive information. Must be able to work under pressure and tight deadline.
- DUTIES** : Provide high-level secretarial tasks for the office of the CEO including EXCO offices. Perform secretarial Function such as preparing correspondence, collecting information, and receiving visitors, arranging meetings for the CEO is and for other EXCO offices, scheduling meetings and taking minutes at various scheduled Meetings of the CEO. Maintain confidential files and other material essential for use by the CEO. Ensuring that The CEO is apprised of all appointments and changes as well as matters requiring immediate attention. Answer Telephone Calls and screen complaints and enquiries from the employees, public officials, and the public Addressed to the CEO. Answer routine mail independently and re-route other mails to respective managers.

- Ensure that the office Of the CEO is functioning when the CEO's PA is on leave.
- ENQUIRIES** : Ms. S.M Monaheng Tel No: (012) 380 1205
- APPLICATIONS** : Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.
- NOTE** : People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
- CLOSING DATE** : 27 January 2022 at 16:00
- POST 01/306** : **ADMINISTRATION CLERK: COMMUNICATION/REGISTRY REF NO: PWH/AC-CR/01/2022**  
Directorate: Hospital Communications
- SALARY** : R181 599 (Min) – R213 912 (Max) per annum (Level 05), plus benefits
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Grade 12 or equivalent; 0-2 years' experience; Must be in possession of a certificate in media \Studies, office administration or equivalent. Added advantage: internship or direct experience in public relations from the public health facility. Other Skills: Ability to read and write. Good interpersonal relation skills. Be prepared to work under pressure. Be computer literate. Ability to work under pressure, ability to communicate in different local languages. Ability to Use information technology tools i.e. the computer excels, power point and graphics designs.
- DUTIES** : utilize information technology as a tool to execute and develop memorandums, emails and reports. Complete prompt reports to address complaints, develop or monitor the hospital complaints register, absorb full Duties of public relations officer should the officer not available. Work with quality department for coordination of Reports, flexibility to be allocated to hospital registry and work for mortuary records. Organization of own and be Flexible to accommodate dual reporting position i.e. work with communications officer and as well as admin office. Take care of hospital mortuary equipment and registry equipment. Receive and register hospital mail. Manage different registers for human resources advertisements. Welcome and direct applicants accordingly with clear and accurate directives. Assist with copies for hospital departments.
- ENQUIRIES** : Ms B.L. Letlhaku Tel No: (012) 380 1209
- APPLICATIONS** : Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.
- NOTE** : People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
- CLOSING DATE** : 27 January 2022 at 16:00
- POST 01/307** : **STAFF NURSE REF NO: TDH2022/23 (X5 POSTS)**  
Directorate: Nursing Department
- SALARY** : Grade 1: R179 172 – R201 654 per annum, (plus benefits)
- CENTRE** : Tshwane District Hospital
- REQUIREMENTS** : Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team.
- DUTIES** : Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient

care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e. Acts, policies, SOP's, guidelines and protocols governing the public service. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, Supervisors and colleagues. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.

- ENQUIRIES** : Mr TF Budzwa Tel No: (012) 354-7600  
**APPLICATIONS** : All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. if you have not been contacted within three months. After the closing date please accept that your application was unsuccessful. Only shortlisted candidates will be required to submit proof of criminal record verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health.
- CLOSING DATE** : 27 January 2023

**POST 01/308** : **DRIVER REF NO: JUB 44/2022**  
Directorate: Admin and Logistics

**SALARY** : R128 166 -R150 975 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Grade 10 or equivalent /Grade 12/Senior certificate. A minimum of 1-3 years' experience in driving. Valid drivers' licence with PDP. Basic knowledge of organisational policies and procedures. Client orientation and customer focus. Communication, accountability, and ethical conduct.

**DUTIES** : Collection of food and safety equipment (PPE) for the hospital also to transport patients to the isolation location. Transport patients to and from referral hospital. Transport staff to and from areas of need, collect and deliver mails from regional and central office. Collect and deliver equipment's stock, food, medication, and other items as instructed. Inspect vehicle and report faults to transport officer, timeously, check level of oil, water, fuel, and mileage daily. Promote proper handling, safekeeping and control of vehicles and execute all instruction by the supervisors. Compile logbook for every vehicle used. Adhere to principles stipulated in Government motor transport handbook version 1 of 2019 and perform standby duties (shifts, day, night weekends and holidays)

**ENQUIRIES** : Mr Sebapu MV Tel No: (012) 717 9310  
**APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 27 January 2023, Time: 15:00

## PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 30 January 2023 at 12H00
- NOTE** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, 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 only 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. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). 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) GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications. If you do not hear from us for the period of three months, consider your application to be unsuccessful.
- ERRATUM:** Kindly note that the following position advertised on Public Service Vacancy Circular 42 dated 04 November 2022 has been withdrawn: post: Deputy Director: Human Resource Development with Ref No: GPT/2022/11/05, Directorate: Corporate Services. We apologies for the inconvenience

## MANAGEMENT ECHELON

- POST 01/309** : **DEPUTY DIRECTOR-GENERAL: FINANCIAL GOVERNANCE REF NO: GPT/2023/01/01**  
Directorate: Financial Governance
- SALARY** : R1 590 747 per annum, (all-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF Level 8) in Accounting/Financial Management/Auditing or related fields these were major subjects. 8 -10 years of experience at a senior managerial level. Experience in the Public Sector financial environment and engagements with oversight structures at senior management level. Chartered Accounting qualification will be an added advantage.
<b><u>DUTIES</u></b>	:	To promote accountability through substantive reflection of financial activities as well as compliance with financial standards, norms as contained in the Public Finance Management Act. Enforce the effective implementation of accounting practices and prepare accurate consolidated financial statements. Provide advisory services, monitor and enforce compliance with the Public Finance Management Act (PFMA). Manage and provide oversight on provincial audit and risk management services. Provide oversight and management of transversal financial systems. Ensure compliance in the implementation of new provincial automation processes. Effective and efficient identification and management of risk within the Branch. Manage human, physical and financial resources of the Branch.
<b><u>ENQUIRIES</u></b>	:	Ms. B Mtshizana Tel No: 011 227 9000
<b><u>POST 01/310</u></b>	:	<b><u>CHIEF DIRECTOR: RISK MANAGEMENT REF NO: GPT/2023/01/02</u></b> Directorate: Financial Governance
<b><u>SALARY</u></b>	:	R1 308 051.per annum, (all-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	An undergraduate qualification (NQF Level 7) as recognised by SAQA in Risk Management/ Internal Audit/ Accounting/ Financial Management. 5-10 years of experience at a Senior Management Level in Risk Management or Internal Audit. Knowledge of Public Service policies and Regulations, Skills Development Act and Employment Equity Act.
<b><u>DUTIES</u></b>	:	To develop and or identify risk management best practice for use in GPG. Review and update the risk management policy framework and provide focused training to ensure proper implementation. Provide a comprehensive range of support services to Provincial Departments, Municipalities and Trading Entities to build capacity and attain operational excellence in risk management. Provide specific support to address risk issues identified in internal and external audits. Develop the combined assurance framework and the implementation plan thereof. Development of the risk appetite and tolerance levels in public sector. Ensure effective implementation of internal audit standards and frameworks. Develop provincial wide risk register. Ensure effective functioning of audit and risk committees in the province.
<b><u>ENQUIRIES</u></b>	:	Ms. B. Mtshizana Tel No: 011 227 9000
<b><u>POST 01/311</u></b>	:	<b><u>DIRECTOR: POLICY, KNOWLEDGE MANAGEMENT AND GEYODI REF NO: GPT/2023/01/03</u></b> Directorate: Strategy Management and Transformation Program
<b><u>SALARY</u></b>	:	R1 105 383.per annum, (all-inclusive package) consist of 70% basic Salary and 30% flexible portion that may be structured in terms of the applicable rules
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Public Administration or Business Management and related qualification. 5 or more years of experience at Middle/ Senior management. 5 years management experience in policy, planning and research or Public Policy environment in the Public Service.
<b><u>DUTIES</u></b>	:	To provide leadership in policy facilitation, knowledge management and GEYODI integration. Management of Policy Coordination functions. Manage the process, procedures, and standards in the development of departmental policy and policy framework. Coordinate development of policies. Management of Research Functions, guide and lead the planning of research initiatives. Management and coordinate Knowledge Management, develop and implement knowledge management framework. Manage gender, youth, women and people with disabilities (GEYODI) transformation programmes and ensure integration into departmental programmes. Manage the



		Directorate, human resources and performance of the Directorate. Provide regular and adhoc reports on status of function, projects, and implementation of plans. Promote and ensure awareness of departmental policies, knowledge management tools in place and transformation programme of the department.
<b><u>ENQUIRIES</u></b>	:	Ms. B. Mtshizana Tel No: 011 227 9000
<b><u>NOTE</u></b>	:	The position is earmarked to address employment equity in terms of female appointments at Senior Management level
<b><u>POST 01/312</u></b>	:	<b><u>DIRECTOR: LEGAL SERVICES REF NO: GPT/2023/01/04</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R1 105 383.per annum, (all-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An LLB degree or four years recognized legal qualification at NQF level 7 as recognised by SAQA. 5 years legal experience at MMS/SMS level. SMS pre-entry certificate. Serve articles. Admitted as an Attorney. Registered with Legal Practice Council. Competencies: Strategic Capability and Leadership skills, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Integrity, Attributes: Good interpersonal relations, Ability to work under pressure, Ability to work in a team and independently, Strong Management skills.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to: Manage the provision of sound and effective legal advice and opinion to the department. Provide litigation and state liability support to the department and other GPG departments. Ensure provision of assistance and advice to management with drafting or formulating of policy, laws and legislation / legal instruments. Manage the negotiation, conclusion of contracts, service level agreements (SLAs) and memoranda of understanding (MOUs). Manage the performance of the Directorate inclusive of human and financial resources. Identify and manage the mitigation of legal risks.
<b><u>ENQUIRIES</u></b>	:	Ms. B Mtshizana Tel No: 011 227 9000
<b><u>NOTE</u></b>	:	The position is earmarked to address employment equity in terms of female appointments at Senior Management level

#### **OTHER POSTS**

<b><u>POST 01/313</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL FISCAL PLANNING AND POLICY REF NO: GPT/2023/01/05</u></b> Directorate: Municipal Finance Management
<b><u>SALARY</u></b>	:	R766 584 per annum, (all-inclusive package) consists of 70% and 75 basic salary and 30% flexible portion that may be structured in terms of the applicable rule.
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF level 07) as recognized by SAQA in Public Finance/ Local Government Finance/ Economics/ Public Administration specialization in Local Government. Minimum of 3 years' experience as junior management level. Minimum of 5 years working experience in fiscal planning and policy/ research/ economics. At least 2 years' experience in the local government or Provincial Treasury MFMA environment. Knowledge of National and GPG Treasury Regulations, PFMA, MFMA, Public Service Act and Regulations. Skills advanced excel, project management, scientific writing, policy analysis, contract management, budget information and budget analysis.
<b><u>DUTIES</u></b>	:	Review and development of new and existing local government finance policies. Liaisons with all internal and external policy and research stakeholders. Research and develop policy development around tax and tariff instruments. Managing the provision of Departmental input into policy and legislative processes of various local government authorities and National public service departments. Compile and present Fiscal and Capital planning alignment implementation information statement rated on/to TMR linked to IDP, SDBIP and BEPP. Co-ordinate, present and participate in the IDP Review and Engagement sessions hosted by COGTA and Gauteng planning Commission engagements with municipalities. Hosting of information-sharing

and learning forums such conferences, workshops and consultations relating to the development of relevant sector policies. Undertaking research and the drafting of research reports on issues relating to the local government financial governance and finance policy.

**ENQUIRIES** : Ms. Khensani Chauke Tel No: (011) 227-9000

**POST 01/314** : **BUSINESS INTELLIGENCE DEVELOPER: SYSTEM SUPPORT REF NO: GPT/2023/01/06**

Directorate: Financial Governance

**SALARY** : R393 711 per annum, (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Computer Sciences or Information Technology of Informatics or Financial Information Systems or Finance or Statistics, Mathematics related qualification. 3-5 years' experience in database design, data modelling and the normalization of data structures in SQL (Structured Query Language) and writing custom queries, views and triggers and building tools for online analytical processing (OLAP cubes). Knowledge of Server Integration Services (SSIS), Data Validation, Visual Basics & NET. Ability to work independently as well as across teams.

**DUTIES** : Oversee and manage the reporting of compliance measures and whether applicable laws/ regulations are followed throughout the system development life cycle Oversee and monitor of data actions audit findings and the management of responses. Oversee and monitor the management of internal controls in line with the existing applications. Ensure that the server processes and services continue to run and operate in the most efficient manner. Develop statistical analysis, forecasting, predictive modelling, prescriptive analytics simulation and optimization to discover trends, opportunities and threats. Facilitate optimized and predictive decision-making throughout the value chain. Building, maintaining and optimizing decisioning systems using advances statistical and predictive modelling techniques. Maintain and support data analytics platforms. Manage production environment through building, maintaining and monitoring load processing according to operational level agreements/ Data Engineering (extractions, transformations, loading patterns. Descriptive analytics (ability to extract insights and trends from data based on requirements). Prepare action plans of continuous data clean-up and integrity project. Continuous improvement of applications to ensure stability, quality reporting and performance optimization. Build and manage the infrastructure (e.g. frameworks, algorithms, models tools and systems). Support existing integration and reporting solutions in the production environment by analyzing problems reported by users and track down their cause through debugging techniques and discussions with other team members. Developing test cases for data monitoring. Manipulating of data using Python. Training of users on new existing BI platforms. Build, leads or participates in the development and implementation of statistical models and sampling plans for application in validation. Designing, developing, testing and maintaining data architectures. Preparing data for descriptive, predictive and prescriptive modelling. Automating repetitive and manual processes related with the data usage.

**ENQUIRIES** : Ms. Tshiamo Sokupha Tel No: (011) 227-9000

**POST 01/315** : **SENIOR BUYER: PROVINCIAL SUPPLY CHAIN MANAGEMENT REF NO: GPT/2023/01/07**

Directorate: Provincial Supply Chain Management

**SALARY** : R331 188 per annum, (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Supply Chain Management/ Logistics/ Public Administration or Public Management. 2 – 3 years' experience in procurement as a Buyer or Sourcing administrator. Knowledge of Public service act and regulations, PFMA and PPPFA and their regulations, Batho Pele Principles, basic conditions of employment act, procurement policies and procedures, Knowledge of financial analysis. Good communication skills, project management skills, skills of working in a team, interpersonal relations skills, analytical skills, computer skills, strategic sourcing skills and numeracy skills. Practical

procurement experience in Demand Management or Acquisition Management. Demonstrate ability to mobilise cross-functional team for strategic sourcing to execute a sourcing strategy.

**DUTIES**

: Analysis of Bid specification to achieve transformation imperatives of Government that seeks to increase BBBEE Preferential Procurement spend from 60% to 70%. Develop project implementation plans and monitor the implementation of allocated tenders. Administer an RFP pack and submit for advertisement of tenders upon approval. Manage the tender procurement cycle time within an average of 90 days. Facilitate the bid evaluation committee and prepare BAC submissions for review within 10 days after completing the evaluations. Obtain at least 85% of employee satisfaction. Manage the performance and development of Buyers/ administrators that report directly to the Senior Buyer and adhere to vacancy rate of 10%.

**ENQUIRIES**

: Ms. Ben Diale Tel No: 011 227 9230

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

**OTHER POSTS**

- POST 01/316** : **HEAD - CLINICAL UNIT (GERIATICS) REF NO: HCUGERIATICS/1/2023**  
 Department: Geriatrics Department  
 Re- Advertisement: All those who applied previously will need to re-apply
- SALARY** : R1 807 380 per annum, (all-inclusive salary package excluding commuted overtime)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Qualification in the appropriate health science (MBCHB or equivalent) Current registration with the Health Professions Council of South Africa as a Medical Specialist –Physician. Possession of a Diploma in Geriatric Medicine and/or a subspeciality certificate in Geriatric Medicine. A minimum of 5 years' appropriate experience in Geriatrics. Recommendation: Possession or studying towards PhD will be an advantage. Knowledge, Skills, Training and Competence Required: Sound knowledge of and experience in management of Geriatric syndromes. Knowledge of national and international demography, current health and public service legislation, regulation and policy including medical ethics, epidemiology and statistics. Good communication skills and decision making. Clinical, procedural and training skills in Geriatric Medicine Experience in working in multidisciplinary teams. Ability to teach and supervise junior staff Research principles. Counselling and conflict resolution skills. Leadership, administration and management skills. Demonstrate the ability to work as part of a multidisciplinary team.
- DUTIES** : Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of undergraduate medical students, postgraduate medical students (internal medicine and sub-Speciality registrars in Geriatric Medicine) and allied Health Personnel in Geriatric Medicine and participation in formal teaching as required by the department. Promote community-orientated services and participate in outreach programmes. Conduct specialized outpatient clinics and provide expert opinion where required. After hours consultant cover for Geriatric Medicine at Inkosi Albert Luthuli Hospital. Assist with the setting of protocols for the management of Geriatric Giants and other age-related conditions. Assist with the development of clinical audit programmes in the hospitals in the above districts. Develop measures to ensure quality assurance for the Geriatric Medicine.
- ENQUIRIES** : Dr LP Mtshali Tel No. 031 2401124
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to

provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 27 January 2023
- POST 01/317** : **MEDICAL SPECIALIST REF NO: MEDSPECORTHO/1/2023 (X1 POST)**  
Department: Orthopaedics
- SALARY** : Grade 1: R1 156 308 per annum, (all-inclusive salary package), excluding commuted overtime  
Grade 2: R1 322 100 per annum, (all-inclusive salary package), excluding commuted overtime  
Grade 3: R1 534 356 per annum, (all-inclusive salary package), excluding commuted overtime
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Medical Specialist: **Grade 1:** appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Orthopaedics). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist – Orthopaedics. Medical Specialist **Grade 2:** Five (5) years post registration experience as a Medical Specialist -Orthopaedics with Health Professions Council of South Africa. Medical Specialist: **Grade 3:** Ten (10) years post registration experience after registration as Medical Specialist – Orthopaedics with Health Professions Council of South Africa. MBCHB or equivalent. Registered HPCSA qualification as a specialist in Orthopaedics, Current Registration with the Health Professions Council of South Africa as an Orthopaedic Surgeon. Recommendation: Experience and interest complex orthopaedic trauma and elective arthroplasty. Experience in managing severe trauma. Candidate must be able to operate independently on patients with orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment, Knowledge, Skills, Experience and Competencies: Sound clinical and patient management skills. A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.
- DUTIES** : Incumbent to be based at IALCH with commitments to outreach within, and beyond the DFR as directed. This post is primarily designed to provide orthopaedic services under the direction of the head of department. The individual will provide expert knowledge in the specialty of Orthopaedics Surgery. This encompasses primarily the assessment and treatment of patients requiring orthopaedic care. The candidate will also be responsible for teaching junior medical and paramedical staff. S/he is expected to engage in research and perform administrative functions as directed by the Head of Department. S/he will also participate in orthopaedic outreach programmes within the framework of the Department of Health. After hours duties are mandatory. Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services as required. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Perform outreach within the metropolitan (clinics and theatre lists as directed by the head of department). Doctors have to be available after hours to provide relevant emergency cover as required. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and Attend Mortality and Morbidity

- meetings as required and forms. Conduct research in the field of orthopaedics.
- ENQUIRIES** : Dr PV Ryan Tel No: 031-240 2160
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 27 January 2023
- POST 01/318** : **MEDICAL SPECIALIST REF NO: MEDSPECTRANSPANTSURG/1/2023 (X1 POST)**  
Department: Transplant Surgery
- SALARY** : Grade 1: R1 156 308 per annum, (plus commuted overtime)  
Grade 2: R1 322 100 per annum, (plus commuted overtime)  
Grade 3: R1 534 356 per annum, (plus commuted overtime)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : **Grade 1:** requires appropriate qualification plus registration with Health Professions Counsel as a Specialist Surgeon. General Surgical Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professions Council of South Africa. **Grade 2:** requires appropriate qualification and a minimum of 5 years' experience after registration as a Specialist Surgeon. **Grade 3:** requires appropriate qualification and a minimum of 10 years' experience after registration as a Specialist Surgeon Senior Certificate (Matric). MBCHB or equivalent qualification registered with HPCSA. FCS (SA) or MMed (Surg) Plus Current Registration with the Health Professions Council of South Africa as a Specialist Surgeon. Candidates who have completed their period of registrar training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professions Council of South Africa. The candidate must be dedicated to the development of the transplant unit within the provincial health sector in Kwa-Zulu Natal. Recommendations: Experience in Renal Transplantation and Access surgery. Management experience will be an added benefit. Knowledge, Skills, Training and Competencies. Demonstrate the ability to supervise and teach junior staff. Demonstrate ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Behavioural attributes: stress tolerance, to work within a team and the ability to build and maintain good relationships. Knowledge of

- the Transplant Process (Living and cadaveric donation), immunology and immunotherapy.
- DUTIES** : To assist the clinical head of department and head of clinical unit with overall running of the transplant unit, which includes access surgery at Inkosi Albert Luthuli Central Hospital. To provide expert management for end-stage renal disease patients awaiting transplant. To perform both donor and recipient surgery for the renal transplant unit. To help develop policies and guidelines for the efficient running of the transplant programme in KZN. To assist with undergraduate and post-graduate teaching programmes. To provide afterhours cover for the transplant unit to ensure uninterrupted service delivery. To assist with clinical audits and engage in research projects relating to the activities of the transplant unit.
- ENQUIRIES** : Dr S.L Pillay Tel No: (031) 2401000, ext 2431, Speed dial 6689
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 27 January 2023
- POST 01/319** : **MEDICAL SPECIALIST REF NO: MEDSPECRENAL/1/2023 (X1 POST)**  
Department: Nephrology
- SALARY** : Grade 1: R1 156 308 per annum, (all-inclusive salary package), (excluding commuted overtime)  
Grade 2: R1 322 100 per annum, (all-inclusive salary package), (excluding commuted overtime)  
Grade 3: R1 534 356 per annum, (all-inclusive salary package), (excluding commuted overtime)
- CENTRE** : IALCH, and Durban Functional region
- REQUIREMENTS** : MBCHB or equivalent, FCP (SA) or equivalent. Current Registration with HPCSA as a Specialist Physician – Nephrologist Experience – Specialist  
**Grade 1:** No experience required. **Grade 2:** 5 years post registration experience as a Specialist Physician Nephrologist **Grade 3:** 10 years post registration experience as a Specialist Physician Nephrologist Knowledge, Skills, Training and Competency Required: Drivers License and own transport. Ability to teach and supervise registrars, medical officers, ancillary and nursing staff. Management Skills: Good administrative, decision making and communication skills. Knowledge of the ethical and academic basics of research principles. In-depth knowledge of medical ethics and its application.
- DUTIES** : Function as a Nephrologist in the department. Management of general Nephrology, chronic peritoneal dialysis and transplant outpatient clinics. Performance of kidney biopsies, vascular Haemodialysis and percutaneous

tenckhoff catheter insertions. Manage acute and chronic Haemodialysis at IALCH, St Aidans and Addington Hospital. Supervise and manage medical and allied staff at IALCH. Participate in the departments Outreach programme. Performance of administrative duties at IALCH. Actively participate in the academic programme at the Nelson R Mandela School of Medicine, including student teaching, undergraduate and postgraduate exams. The successful candidate is required to participate in after – hours overtime work.

- ENQUIRIES** : Prof A Assounga Tel No: 031-2401324/0312401325
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 27 January 2023
- POST 01/320** : **MEDICAL SPECIALIST REF NO: MEDSPECRHEUM/1 /2023 (X1 POST)**  
Department: Rheumatology
- SALARY** : Grade 1: R1 156 308 per annum, (all-inclusive salary package), (excluding commuted overtime).  
Grade 2: R1 322 100 per annum, (all-inclusive salary package), (excluding commuted overtime)  
Grade 3: R1 534 356 per annum, (all-inclusive salary package), (excluding commuted overtime)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : MBCHB or equivalent qualification, FCP (SA) and Current registration as a Specialist Physician with the Health Professions Council of South Africa. A certificate in rheumatology will be an advantage. Experience: **Grade 1:** No experience required. The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Physician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade 2:** Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as Specialist Physician. **Grade 3** Requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Specialist Physician.
- DUTIES** : To efficiently execute duties which support the aims and objective of the Department of Rheumatology. To provide specialist care for in-patients and out-patients in the Department of Rheumatology. To participate in the



teaching and training of undergraduate students and registrars in Internal Medicine and rheumatology. To participate in the administrative responsibilities of the Department of Rheumatology. To participate in and contribute to all the education, training, research and outreach activities of the Department of Rheumatology. Work as part of a multi-disciplinary team as required.

**ENQUIRIES** : Dr F Paruk Tel No: 031 2401306/12 paruk@ukzn.ac.za  
**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.

**NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE** : 27 January 2023

**POST 01/321** : **CHIEF EXECUTIVE OFFICER REF NO: G108/2022**

**SALARY** : R908 502 per annum (Level 12), (an all-inclusive salary package)  
**CENTRE** : Charles Johnson Memorial Hospital  
**REQUIREMENTS** : Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competences Required:- Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies:- Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies:- Service delivery innovation, knowledge management, Problem solving and analysis, communication, client orientation and customer focus.

**DUTIES** : Job Purpose To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent

management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non-clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

**ENQUIRIES  
APPLICATIONS**

: Mrs PC Mbatha Tel No: 034 299 9116  
 : All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, REGISTRY, Minus 1:1 North Tower

**FOR ATTENTION  
NOTE**

: Ms N. Makhathini  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All

shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview.

**CLOSING DATE** : 27 January 2023

**POST 01/322** : **CHIEF EXECUTIVE OFFICER REF NO: G109/2022**  
Cluster: Hospital Management Services

**SALARY** : R908 502 per annum (Level 12), (an all-inclusive salary package)

**CENTRE** : Church of Scotland Hospital

**REQUIREMENTS** : Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competences Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, communication, client orientation and customer focus.

**DUTIES** : Job Purpose To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

**ENQUIRIES** : Mrs PC Mbatha Tel No: 034 299 9116

**APPLICATIONS** : All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, REGISTRY, Minus 1:1 North Tower.

**FOR ATTENTION  
NOTE**

: Ms N. Makhathini  
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview.

**CLOSING DATE**

: 27 January 2023

**POST 01/323**

: **MEDICAL OFFICER REF NO: MOTRANSPLANT&TRAUMA/1/2023 (X1 POST)**

Department: Transplant and Trauma Unit

**SALARY**

: Grade 1: R858 528 per annum, (all-inclusive salary package), excluding Commuted Overtime  
Grade 2: R981 639 per annum, (all-inclusive salary package), excluding Commuted overtime  
Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding Commuted Overtime

**CENTRE  
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital

: **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after community service or registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** requires 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** The appointment to Grade 3 requires 10 years registration experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven Years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the Health Professions Council of South Africa as Medical Practitioner. Current

registration as Medical Practitioner with HPCSA. Completion of Community Service and full registration Independent Practice. Additional recommendations: Completion of the ATLS and ACLS and PALS (or APLS) courses. Proof of additional training such as Dip PEC or DA, completion of FCS (SA) training but not yet registered as specialist. Knowledge, Skills, Training and Competencies Required: Sound knowledge of medicine, surgery and paediatrics including the recognition and management of emergencies in both adults and children. Knowledge of principles of peri-operative care, and supportive management of the critically ill burn or trauma patient. Knowledge of the transplant process and post-operative management of the surgical patient. Demonstrate ability to work as part of multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision making and interpersonal skills.

**DUTIES**

: Initial resuscitation, ongoing ward management and perioperative care of the acute trauma, transplant and renal failure patients. Assisting with the operative management of the trauma, transplant and renal failure patient. Participation in the audit, academic and research programs of the trauma and transplant unit. After hour calls will be done in the trauma ICU. The successful candidate will also be expected to cover burns and transplant patients during the call. The successful candidate will be responsible for both trauma/burns patients and transplant unit emergencies. Calls are done on-site (NB after a minimum of 6 months the experience may be signed off as required ICU-time for the surgical intermediate exam for those not yet at that level). Participation in the burn care and trauma team. Due to the participation in the Trauma Team the requirement is for completion of ATLS/ACLS and PALS as per the TSSA Level 1 Trauma Center accreditation status. The day working hour duties will be done in the Department of Transplant and Renal surgery unit at IALCH. Active participation in the clinical activities in the allocated domain in Transplant Surgery (in-patient, out-patient, theatre, angiosuite, internal and external consults).

**ENQUIRIES**

: Dr SL Pillay Tel No: 031-240-1000 ext 2431 / speed-dial 6689

**APPLICATIONS**

: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.

**NOTE**

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**

: 27 January 2023

**POST 01/324**

: **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: GS 84/22**  
Component: Finance Department

**SALARY** : R766 584 per annum (Level 11), (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE REQUIREMENTS** : Grey's Hospital- Pietermaritzburg  
Grade 12/ Senior Certificate An Appropriate Bachelor's Degree or Advance Diploma (NQF Level 7) in Accounting, Cost Management & Accounting, Financial Management, or Advance Diploma (NQF Level 7) in Business Administration or equivalent qualification; PLUS Three (3) to Five (5) years managerial experience in Finance Management NB! Only shortlisted candidates will be required to submit proof of all documents and Proof of current and previous work experience endorsed by your Human Resource section (only when shortlisted). Recommendation: A valid code B Driver's License (code 8) Knowledge, Skills and Experience: The incumbent of this post will be report to the Chief Executive Officer, and will be responsible to provide financial management in order to ensure that resources are managed in such a way that the institution delivers sustainable, co-ordinate and integrated patient health care, and as such the ideal candidate must: Possess thorough knowledge of Laws, Regulations, Policies, Instructions, Practices Notes, Public Finance Management Act, Treasury Regulations and Treasury Guidelines. Possess in-depth knowledge of budget procedures and BAS Have the ability to perform independently and under pressure Have good communication and interpersonal relations Be computer literate with a proficiency in Excel and PowerPoint Software applications Possess knowledge of human resource management policies Have planning, organizing, analytical thinking and presentation skills Be able to develop/ implement policies and financial practices Possess knowledge of procurement procedures and directives Computer Literacy with knowledge of a computerized financial management system.

**DUTIES** : The implementation of sound financial management controls Preparation and motivations for the medium Term Expenditure Framework budget. Ensure that the institution remains within its cash flow. Ensure effective and timeous financial reporting Provide the CEO and management with strategic directions on all aspects of finance management. Evaluate the effectiveness of business processes to achieve cost-saving and other efficiencies Maintain adequate availability and efficient utilization of staff in the Finance and SCM. Develop and manage the budgeting process in the institution in consultation with hospital management and other stakeholders in line with the Department's strategy on financial management. Promote the use of information technology and management information system to enhance service delivery and cost effectiveness Develop and customize guidelines for outsourcing non-core hospital functions and train line managers on these guidelines and their implementation Ensure effective management of National Tertiary Service Grant in line with Tertiary services. Exercise overall control of the budget and expenditure of the institution as a Responsibility Manager in line with PFMA. Provide the Chief Executive Officer with the financial information that is accurate, concise and reliable to facilitate effective decision-making. Develop and implement and monitor measures designed to optimize the collection of revenue. Analyse, audit, interpret and consolidate financial data as contained in books for financial year, in accordance accounting procedure. Exercise management and leadership over the areas allocated.

**ENQUIRIES** : Dr KB Bilenge Tel No: 033 8973321

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

**FOR ATTENTION** : Mrs M Chandulal

**NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only.

**CLOSING DATE** : 27 January 2023

**POST 01/325** : **HEAD OF DEPARTMENT-GENERAL NURSING SCIENCE (PND 3) REF NO: PMMC07/2022 (X1 POST)**

**SALARY** : Grade 1: R606 042 per annum, 8% In-hospitable area allowance, 13<sup>th</sup> Cheque, Medical Aid (optional) and Housing Allowance.

**CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Campus  
Senior Certificate/Grade 12A PLUS Diploma /Degree in Nursing (General, Community, Psychiatry) and Midwifery PLUS Post Basic qualification in

Nursing Education registered with the South African Nursing Council (SANC). A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC. At least four (4) years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the post-basic qualification in Nursing Education. Unendorsed valid Code EB driver's licence. Recommendations: Masters' Degree in Nursing. Post - registration qualification in Nursing Management/Nursing Administration/Health Science Management. Basic Computer Literacy. Post Basic qualification (R212) Knowledge, Skills and Experience The incumbent of this post will report to the Principal of Prince Mshiyeni Memorial Campus and will be responsible coordinate to implement and monitor an effective and efficient nursing education and clinical training system. The ideal candidate must: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Have in-depth knowledge of procedures and processes related to nursing and nursing education and training. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures and processes related to coordination of Basic and Post-Basic Nursing including the Diploma in Nursing (General, Community, Psychiatry) and Midwifery, Diploma in Nursing, Higher Certificate in Nursing, Advanced Diploma in Midwifery and Post-Graduate Diploma's in Nursing. Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within set deadlines.

**DUTIES**

: Coordinates the provision of education and training of students Nurses. Manage clinical learning exposure to students between college and clinical areas. Coordinates and ensure clinical accompaniment of students. Coordinates the implementation of R171 including teaching and learning and assessment in the first to third year level including General Nursing Science, as well as the R425 GNS component. Develops and ensure implementation of quality assurance programmes. Collaborates with other internal and external stakeholders and build a sound relationship within the Department. Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy. Oversees the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the College.

**ENQUIRIES**

**APPLICATIONS**

: Mrs R Bridgemohan Tel No: (031) 907 8314  
 : Applications should be directed to: The Registrar: Prince Mshiyeni Memorial Campus, Private Bag X10, Mobeni, 4060.

**FOR ATTENTION**

**NOTE**

: Miss.NP Mkhwanazi  
 : Applications must be submitted on the most recent prescribed Z83 application form for employment obtainable from all Public Service Departments or from 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. 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. Faxed and emailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum. All

shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer prior to the date of the interview. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews.

- CLOSING DATE** : 27 January 2023
- POST 01/326** : **OPERATIONAL MANAGER NURSING: (SPECIALITY NURSING STREAM)  
PN-B3 THEATRE REF NO: OPMAN (SPEC NURS) THEATRE/1/2023**
- SALARY** : R588 378 per annum, plus 13<sup>th</sup> cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional
- CENTRE** : IALCH
- REQUIREMENTS** : Degree/Diploma in General Nursing plus 1 year post basic qualification (DOTT/ Operating Theatre Nursing). Current registration with SANC as General Nurse and in required field as indicated above. A minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing is required. At least 5 years of this period must be appropriate/recognisable experience in the Theatre speciality after obtaining the required 1-year post- basic qualification. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Knowledge of IHRM (Ideal Health Realization maintenance) guidelines. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations (Batho Pele and Patients' Rights charter). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
- DUTIES** : Work as part of a multi-disciplinary team to ensure quality health outcomes. Ensures cost -effective, equitable and efficient utilization of human and material resources. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Office of Health Standards Compliance and IALCH. Achieve hospital performance indicators for theatres at IALCH. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Ensure and facilitate implementation of healthcare standards as guided by the National Core Standard. Participates and facilitates implementation of priority programs of health department. Facilitates and supports continuous professional development and research within the unit. Manage data and information systems within area of work. Perform duties as allocated by the Assistant Manager-Nursing Speciality. Rotation within theatre complex will be implemented.
- ENQUIRIES** : Ms NE Maphekula Tel No: 031 240 2013
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The



reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 27 January 2023
- POST 01/327** : **OPERATIONAL MANAGER NURSING (PHC) MOBILE CLINIC REF NO: NMH/OMN/PHC2/2022 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R588 378 – R662 220 per annum, Rural allowance 8%  
: Niemeyer Memorial Hospital (Mobile Clinic)  
: Standard 10 or Grade 12. Degree/Diploma in General Nursing, Midwifery, Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment. 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 post basic Qualification in the relevant speciality. Current SANC receipt (2022) Previous and current work experience /certificate of Service endorsed by your Human resource department. Knowledge, Skills, Training and Competences Required: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework. Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge nursing act health act occupational health, safety act and mental health act.
- DUTIES** : Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease prevention, curative and rehabilitation services. Provision of administration services Participate in the clinic arrangement and sustainability in the implementation Integrated Clinical Service management (ICSM). Provide support to CSO in the implementation of Health Patient Appointment System and pre-retrieval of patient files (HPRS). Provide quality and complete patient information in the Health Patient records Manage patients according to standard treatment guidelines and EML Perform all activities within HAST programme Implement Provider counselling and testing Implement Universal testing and treat as per guideline Implement and achieve individual targets linked to 90-90-90 strategy Increase Positive case finding through implementation of Index Testing and linkage to care. Work integrative with Ward Based Outreach teams towards achieving recension in care Participate in the Maternal, Child Women's health programme to achieve targets linked to the programme indicators. Participate in the achievement of couple year protection (Insertion of Long Acting Reversible Contraceptive Method) Perform cervical cancer screening as per cervical cancer screening policy Participate in the implementation of Youth Friendly Services. Stakeholder participation in the Operation Sukuma Sakhe and present health challenges for outputs for the facility catchment area. Participate in the community outreach services, campaigns and Izimbizo Participate in the implementation of non-pharmaceutical intervention for epidemic response Implement covid-19 rescue plan within PHC programme Provision of administrative services ensures proper, cost effective use of material resources. Identify needs of financial planning and indirect control of expenditure. Provide Clinical teaching and continuous training to other staff

categories during in-service training programme Participate in quality, monitoring and evaluation of PHC programme Conduct clinical audits for priority programme, Analyze and develop quality improvement plans. Participate in the Quality programme that provide quality of care : Patient complaints, Safety incidence and Patient Experience of care and Waiting times Participating in the production of facility quality data, ensuring complete patient record, correct entries of data elements in the tick register and other relevant registers, compiling of daily, weekly and monthly statistics. Timeous submission of complete, reliable statistic. Act on the Generated line list reports from Tier.net and action them.

- ENQUIRIES** : Mrs. GN Nkosi Tel No: 034-331 3011
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
- NOTE** : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2022) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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 no S&T payments will be considered for payment to candidates that are Invited for interview.(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Employment equity target African male.
- CLOSING DATE** : 27 January 2023
- POST 01/328** : **OPERATIONAL MANAGER NURSING REF NO: CTH16/2022 (X1 POST)**
- SALARY** : R588 378.per annum, Plus 13<sup>th</sup> Cheque Housing Allowance (Employees must meet prescribed requirements), 12% Rural Allowance, Medical Aid (Optional).
- CENTRE** : Ceza-Thulasizwe District Hospital (PHC)
- REQUIREMENTS** : Degree or Diploma in General Nursing Science and Midwifery or equivalent qualification that allows registration with SANC as a professional nurse. One (1) year Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse of which 5 years must be appropriate/recognizable experience after obtaining a 1 year post basic qualification in PHC. Current registration with SANC as a professional nurse (2022). Knowledge, Skills, Training and Competencies. Knowledge of nursing care and procedures, Knowledge of nursing statutes and relevant legal prescripts, Knowledge of disciplinary process and grievance procedure, Leadership, organization, decision making and problem solving skills, Good communication, interpersonal relations, counselling and conflict management skills, Human resource and financial management skills, Report writing and time management skills. Knowledge of Employee Performance Management Development System (EPMDS).
- DUTIES** : Provide comprehensive services according to PHC package services. Provide effective and professional leadership by ensuring that the facility is organized to provide quality nursing care. Manage and direct satisfaction with the improved service delivery by upholding Batho Pele Principles. Evaluate patient care programs and initiate plans for improvement that are supported

by strong work ethics. Provide safe and therapeutic environment that allows a practice of safe nursing care as laid down by nursing act. Ensure the clinic complies with the Infection Prevention and Control as well as Occupational and Safety Policies. Effectively manage the resources allocated to the facility. Ensure implementation of Norms and Standards and IDEAL CLINIC. To utilize information for planning and enhance service delivery outcomes. Manage the facility by ensuring that standards are adhered to at all times. Ensure implementation of EPDMS through effective management of human resources. Develop Operational Plan on implementation of CBM within the catchment population. Work extended hours.

**ENQUIRIES** : Assistant Manager (PHC): Mr. PL Manqele Tel No: 035- 832

5199/0646864922

**APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.

**FOR ATTENTION NOTE** : Mr. E.S. Mazibuko  
 : Applications should 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 must include only completed and signed new form Z83 obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as the driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications 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. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE** : 30 January 2022

**POST 01/329** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EDU 11/2022**  
 Component: Frischgewacht Clinic

**SALARY** : R588 378 - R662 220 per annum. Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

**CENTRE** : Edumbe Community Health Centre  
**REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery. One year post basic qualification in Primary Health Care. Current registration with SANC as Professional Nurse and Midwifery. A minimum of (9) nine years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery, of which five(5) years must be recognizable experience after obtaining one(1) year post basic qualification in Primary Health Care. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. A valid driver's license. Knowledge, Skills, Training & Competencies Required: Knowledge and insight into nursing process and procedures. Knowledge of nursing statutes and other relevant Public Services Act/ legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implement Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills. Team building and supervisory skills.

- DUTIES** : Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff. To provide quality patient care. Provide effective supervision of wards ensuring implementation of nursing standard, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMDS. Advocate for patients in facilitating proper treatment care, and adherence to Patient Rights Charter and Batho Pele Principles. Ensure to keep accurate records. Compile unit statistics monthly.
- ENQUIRIES** : Mrs LT Msibi Tel No: (034) 995 8500/28 EXT 8528
- APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X 322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location , Paulpietersburg, 3180, HR office No: 46
- NOTE** : 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 (new Z83 form), which is obtainable at any Government Department OR from the website ([www.kznhealth.gov.za](http://www.kznhealth.gov.za)) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) required. Certificate of service, identity documents, proof of registration, or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target.
- CLOSING DATE** : 27 January 2023
- POST 01/330** : **CLINICAL LECTURER PND1/PND2) REF NO: PMMC06/2022 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
8% In-hospitable area allowance, 13<sup>th</sup> Cheque, Medical Aid (optional), and Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Prince Mshiyeni Memorial Campus
- REQUIREMENTS** : A Diploma /Degree in Nursing or equivalent qualification registered with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic qualification in Nursing Education registered with the South African Nursing Council (SANC).**Grade 1:** A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council (SANC).**Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with South African Nursing Council (SANC) after obtaining the one (1) year post qualification. Unendorsed valid Code EB driver's licence. Recommendations: Masters' Degree in Nursing. Basic Computer Literacy. Post Basic qualification (R212) Knowledge, Skills: Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of And Experience operation. Knowledge of nursing education programmes and curriculum. Have in-depth knowledge of procedure and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and

professional practice. Proficiency in teaching and assessment in Nursing. Education including evaluation approaches. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Possess good communication (written & verbal) and interpersonal skills. Competence in conflict management and problem solving skills. Willingness to travel.

**DUTIES** : Provide effective and efficient clinical training of student nurses. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of student nurses between the campus and clinical area. Implement assessment strategies to determine student nurses competencies. Exercise control over student nurses. Implement the quality management system for the Nursing Education Institution. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus .Support the mission and promote the image of the college. Exercise control over students.

**ENQUIRIES** : Mrs R Bridgemohan Tel No: (031) 907 8314  
**APPLICATIONS** : Applications should be directed to: The Registrar: Prince Mshiyeni Memorial Campus, Private Bag X10, Mobeni, 4060.

**FOR ATTENTION** : Miss.NP Mkhwanazi  
**NOTE** : Applications must be submitted on the most recent prescribed Z83 application form for employment obtainable from all Public Service Departments or from 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. 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. Faxed and emailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews.

**CLOSING DATE** : 27 January 2023

**POST 01/331** : **CLINICAL NURSE PRACTITIONER GATEWAY CLINIC REF NO: CL 08/2022 (X4 POSTS)**

**SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum

**CENTRE** : Clairwood hospital  
**REQUIREMENTS** : Senior Certificate - Grade 12, Degree/ Diploma in General Nursing and Midwifery, One (1) year post basic qualification in Primary Health Care. Current registration with SANC 2022 **Grade 1:** A minimum of 4 years appropriate recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing, **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

**DUTIES** : Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention

of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure good nursing care at PHC level. Provide primary prevention strategies and management of communicable and non-communicable diseases. Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and office of health standard compliance guidelines. (OHSC), Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Work effectively co-operatively and amicably with persons of diverse intellectual cultural racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles and patients' Rights charter. Handle obstetric emergencies and high risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilisation and safe keeping of basic medical surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Ability to assess, diagnose, treat and refer the patients with clinical problems above PHC scope. Ensure compliance with all indicators for DOH Programmes.

**ENQUIRIES  
APPLICATIONS**

: Mr. T.P Zondi Tel No: 031 451 5177  
 : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060

**NOTE**

: The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)

**CLOSING DATE**

: 27 January 2023

**POST 01/332**

: **PROFESSIONAL NURSE- SPECIALTY (CHILD NURSING SCIENCE) REF NO: GS 86/22**  
 Component: Nursing

**SALARY**

: Grade 1: R400 644 – R464 466 per annum, Plus 13<sup>th</sup> cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)

		Grade 2: R492 756 – R606 042 per annum, Plus 13 <sup>th</sup> cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greys Hospital, Pietermaritzburg
	:	<b>Grade 1:</b> Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Child Nursing Science. <b>Grade 2:</b> Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in Child Nursing Science Matric /Senior Certificate or equivalent qualification Degree/Diploma in General Nursing Minimum of 4 years appropriate/recognizable experience as General Nurse One (1) year post basic qualification in Child Nursing Science. Current registration with South African Nursing Council NB! Only Shortlisted Candidates will be required to produce all relevant Qualifications and Registration Certificates as well as submit Proof of work experience endorsed by Human Resource Component/Department. Knowledge, Skills and Experience: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organisational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.
<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr F.S Matibela Tel No: 033-897 3331
	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs M Chandulal
	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male, White Male
<b><u>CLOSING DATE</u></b>	:	27 January 2023
<b><u>POST 01/333</u></b>	:	<b><u>PROFESSIONAL NURSE- SPECIALTY (ORTHOPAEDIC) REF NO: GS 87/22</u></b> Component: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R400 644 – R464 466.per annum, Plus 13 <sup>th</sup> cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement) Grade 2: R492 756 – R606 042.per annum, Plus 13 <sup>th</sup> cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greys Hospital, Pietermaritzburg
	:	<b>Grade 1:</b> Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Orthopaedic

Nursing Science. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in Orthopaedic Nursing Science Matric /Senior Certificate or equivalent qualification Degree/Diploma in General Nursing Minimum of 4 years appropriate/recognizable experience as General Nurse One (1) year post basic qualification in Orthopaedic Nursing Science. Current registration with South African Nursing Council NB! Only Shortlisted Candidates will be required to produce all relevant Qualifications and Registration Certificates as well as submit Proof of work experience endorsed by Human Resource Component/Department. Knowledge, Skills and Experience: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organisational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.

**DUTIES** : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

**ENQUIRIES** : Mr F.S Matibela Tel No: 033-897 3331  
**APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION** : Mrs M Chandulal  
**NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male, White Male

**CLOSING DATE** : 27 January 2023

**POST 01/334** : **PROFESSIONAL NURSE- SPECIALTY ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: GS 88/22**  
 Component: Nursing

**SALARY** : Grade 1: R400 644 – R464 466 per annum, Plus 13<sup>th</sup> cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)  
 Grade 2: R492 756 – R606 04 per annum, Plus 13<sup>th</sup> cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

**CENTRE** : Greys Hospital, Pietermaritzburg  
**REQUIREMENTS** : **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Advanced Midwifery and Neonatology Nursing Science. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in Advanced Midwifery and Neonatology Nursing Science. Matric /Senior Certificate or equivalent qualification Degree/Diploma in General



Nursing Minimum of 4 years appropriate/recognizable experience as General Nurse One (1) year post basic qualification in Advanced Midwifery and Neonatology Nursing Science. Current registration with South African Nursing Council NB! Only Shortlisted Candidates will be required to produce all relevant Qualifications and Registration Certificates as well as submit Proof of work experience endorsed by Human Resource Component/Department. Knowledge, Skills and Experience: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organisational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.

**DUTIES** : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

**ENQUIRIES** : Mr F.S Matibela Tel No: 033-897 3331  
**APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION** : Mrs M Chandulal  
**NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male, White Male.

**CLOSING DATE** : 27 January 2023

**POST 01/335** : **PROFESSIONAL NURSE- SPECIALTY (CRITICAL CARE NURSING SCIENCE) REF NO: GS 89/22**  
 Component: Nursing

**SALARY** : Grade 1: R400 644 – R464 466 per annum, Plus 13<sup>th</sup> cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)  
 Grade 2: R492 756 – R606 042 per annum, Plus 13<sup>th</sup> cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

**CENTRE** : Greys Hospital, Pietermaritzburg  
**REQUIREMENTS** : **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Critical Care Nursing Science. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in Critical Care Nursing Science. Matric /Senior Certificate or equivalent qualification Degree/Diploma in General Nursing Minimum of 4 years appropriate/recognizable experience as General Nurse One (1) year post basic qualification in Critical Care Nursing Science. Current registration with South African Nursing Council NB! Only Shortlisted Candidates will be required to produce all relevant Qualifications and Registration Certificates as well as submit proof of work experience endorsed by Human Resource Component/Department. Knowledge, Skills and Experience: Knowledge of

		Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organisational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.
<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
<b><u>ENQUIRIES</u></b>	:	Mr F.S Matibela Tel No: 033-897 3331
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, 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: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male, White Male
<b><u>CLOSING DATE</u></b>	:	27 January 2023
<b><u>POST 01/336</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER: GR 1 OR 2 REF NO: CTH17/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Plus 13 Cheque, Housing Allowance (employee must meet prescribed requirements), 12% Rural Allowance, Medical Aid (Optional)
<b><u>CENTRE</u></b>	:	Idlebe Clinic: Ceza-Thulasizwe District Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12), Diploma or Degree in General Nursing and Midwifery Plus one (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as a General Nurse and Midwifery and Primary Health Care. Current SANC receipt (2022). <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a General Nurse. <b>Grade 2:</b> Senior Certificate (Grade 12), A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse of which 10 years must be appropriate/recognizable PHC experience after obtaining a one (1) year post basic qualification in Primary Health Care. Knowledge, Skills, Training And Competencies: Relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele Principles, Patients' Rights Charter, Labour Relations Act, Grievance Procedure, etc.
<b><u>DUTIES</u></b>	:	Provide quality comprehensive Primary Health Care by promoting preventive, and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an in integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and preventing medico-legal hazards. Ensuring proper utilization and safekeeping basic medical equipment. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure Batho Pele principles are implemented. Facilitate and

assess development of capacity of enrolled nurses. Lead outreach team to develop and sustain support groups for health activities. Support the realization and maintenance Ideal clinic Programme and Norms and Standards in the Facility.

**ENQUIRIES**  
8325199/0646864922

: Assistant Manager (PHC): Mr. PL Manqele Tel No: 035-

**APPLICATIONS**

: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.

**FOR ATTENTION NOTE**

: Mr. E.S. Mazibuko

: Applications should 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 must include only completed and signed new form Z83 obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as the driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications 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. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE**

: 30 January 2022

**POST 01/337**

: **CLINICAL NURSE PRACTITIONER REF NO: KEAR 01/2022 (X1 POST)**

Component: Kearsney Clinic

**SALARY**

: Grade 1: R400 644 per annum, Plus 8% rural allowance

Grade 2: R492 756 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 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good

listening and communication skills, co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

**DUTIES**

: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES**

: Mr. AP Makhani (Operational Manager Nursing: PHC Supervisor) Tel No: 032 - 5513686

**APPLICATIONS**

: All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only if shortlisted) It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. The applicants need not to attach proof on application, that will be requested only if shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE**

: 03 February 2023

**POST 01/338**

: **CLINICAL NURSE PRACTITIONER REF NO: MPU 01/2022 (X1 POST)**  
Component: Mpumelelo Clinic

**SALARY**

: Grade 1: R400 644 per annum, plus 8% rural allowance  
Grade 2: R492 756 per annum, plus 8% rural allowance

**CENTRE**

: ILembe Health District Office

**REQUIREMENTS**

: **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

**DUTIES**

: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement.

**ENQUIRIES**

: Mr. AP Makhani (Operational Manager Nursing: PHC Supervisor) Tel No: 032 - 5513686

**APPLICATIONS**

: All Applications Should Be Forwarded To: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza, 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only if shortlisted) It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. The applicants need not to attach proof on application, that will be requested only if shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE** : 03 February 2023

**POST 01/339** : **DIAGNOSTIC RADIOGRAPHER REF NO: GS 85/22**  
Component: Radiology Department

**SALARY** : Grade 1: R332 427 per annum  
Grade 2: R389 754 per annum  
Grade 3: R 459 126 per annum  
Other Benefits: 13<sup>TH</sup> Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements

**CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg  
: **Grade 1:** No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 2:** Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 3:** Minimum of 20 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Senior Certificate or equivalent National Diploma / Degree in Diagnostic Radiography Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer Current registration with HPCSA for 2022/2023 as a diagnostic radiographer (Independent Practice) NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Knowledge, Skills and Experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications Good communication, interpersonal relations and problem solving skills Knowledge of radiation control regulations and safety measures Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate Computer Literacy.

**DUTIES** : Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required Participate in Quality Assurance and Quality Improvement programmes, In-service training, National Core Standards and Ideal Hospital Realisation Maintenance Framework .Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

**ENQUIRIES APPLICATIONS** : Mrs D Wood Tel No: 033-897 3208  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION NOTE** : Mrs M Chandulal  
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male, White Male, Coloured Male

**CLOSING DATE** : 27 January 2023

**POST 01/340** : **FINANCE CLERK (SUPERVISOR) REF NO: ILE10/2022 (X1 POST)**  
Component: Finance

**SALARY** : R269 214 per annum. Benefit: 13thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE REQUIREMENTS** : Ilembe Health District Office  
: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate).3-5 years clerical/administrative experience in Finance Proof of

previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted (if shortlisted) NB: All the above mentioned documents need not be attached on application but will be requested (only if shortlisted) Recommendation A Valid Drivers' license. Knowledge of treasury regulations and Public Finance Management Act in respect of Supply In-depth knowledge of budgeting control and financial management area of operation and associated process. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Good organizational and planning skills and ability to make independent decision. Knowledge of Departmental and transversal system, e.g. (BAS and Vulindlela).Ability to plan organizes, build team spirit and meet deadlines. Knowledge of MS office Software applications.

**DUTIES**

: Authorize commitments, payments, debts and Journals on BAS. Draw, analyze and present financial reports to cash flow meetings. Allocate budget to NSI's, stock replenishment, HR related items and Travelling & booking for accommodation. Monitor spending trend and institute corrective measures e.g. journaling process and virements manage suspense account and maintain debt files. Consolidate monthly and quarterly and annual financial reports and CEO packs. Identify risk and institute control measures to minimize financial risk in all departments. Monitor and Assess finance staff performance as per EPMDS requirements. Prepare, analyze and submit payment vouchers to H/O voucher control.

**ENQUIRIES  
APPLICATIONS**

: Ms HV Zulu: Deputy Director Finance Tel No: 032 437 3500  
: Please Forward All Applications To: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Centre, and KwaDukuza, 4450.

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only if shortlisted) It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. The applicants need not to attach proof on application, that will be requested only if shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE**

: 03 February 2023

**POST 01/341**

: **SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: ILE09/2022 (X1 POST)**  
Component: Supply Chain

**SALARY**

: R269 214 per annum. Benefit: 13thCheque, homeowner'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).3-5 years clerical/administrative experience in Supply Chain.Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted (if shortlisted) NB: All the above mentioned documents need not be attached on application but will be requested (only if shortlisted. Recommendation.A Valid Drivers' license Knowledge of treasury regulations and Public Finance Management Act in respect of Supply Chain Management. Possess knowledge of other

legislative and policy frame work informing the areas of operation. Be able to provide inputs in terms of policy analysis and system development. Possess high level of integrity and professionalism. Be computer literate with a proficiency in MS Office software applications. Problem Solving, Decision Making and Risk Management. Project Management, People Management, Information Management and Human Resource Management. Ability to work under pressure and meet the required deadlines.

**DUTIES** : Supervise, evaluate and direct performance of Supply Chain Management to ensure compliance with Departmental SCM Policy Framework, Treasury Regulations and Practice notes. Provide logistics management for District Office. Prepare and analyse monthly reports related to Supply Chain Management. Ensuring that RIDV template is updated regularly. Timeous update of Bin cards. Managing stock levels in stores. Ensuring that stock taking is done timeously. Ensure the effective and efficient Asset, Loss and disposal management processes. Ensure the effective, efficient and economic management of allocated resources of the division. Identify SCM risk for the institution and implement appropriate mitigation mechanisms. Provide technical support to managers of the institution to ensure seamless SCM arrangement for acquisition, distribution and disposal of goods and services. Ensure implementation of compliance to National Core Standards and all other legislative requirements applicable to the post function.

**ENQUIRIES** : Mr NE Nxasana: Assistant Director Supply Chain Tel No: 032 437 3500  
**APPLICATIONS** : Please forward all applications to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Centre, and KwaDukuza, 4450

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only if shortlisted) It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. The applicants need not to attach proof on application, that will be requested only if shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE** : 03 February 2023

**POST 01/342** : **OCCUPATIONAL THERAPIST: GRADE 1-3 REF NO: NDH 27/2022 (X2 POSTS)**  
Component: Nursing

**SALARY** Grade 1: R332 425 per annum  
Grade 2: R389 754 per annum  
Grade 3: R459 126 per annum  
Other Benefits: 13th Cheque, Medical Aid and Housing Allowance (Optional and Provided the Incumbent Meets the Requirements)

**CENTRE** : Northdale Hospital - Pietermaritzburg Assessment and Therapy centre  
**REQUIREMENTS** : **Grade 1:** National Senior Certificate. No experience required after registration. Appropriate qualification as an Occupational Therapist PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist PLUS experience with working with neurological impaired paediatric patients **Grade 2:** National Senior Certificate. A Minimum of 10 years appropriate experience in Occupational Therapist



after registration with the Health Professions Council of South Africa (HPCSA). Appropriate qualification as an Occupational Therapist PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist PLUS experience with working with neurological impaired paediatric patients **Grade 3: National Senior Certificate**. A Minimum of 20 years appropriate experience in Occupational Therapist after registration with the Health Professions Council of South Africa (HPCSA). Appropriate qualification as an Occupational Therapist PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist PLUS experience with working with neurological impaired paediatric patients. 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 Driver's license. The Employment Equity target is an African Male Knowledge and Skills: Sound knowledge and skill in OT paediatric and general 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 skill for junior staff and students.

**DUTIES**

: Provision of effective and comprehensive assessment and treatment for paediatrics and general occupational therapy services to 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 as needed 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 as needed. Administrative work related to patient care: report writing, statistics, meetings, case conferences, legal reports as needed e.g. Disability grants, medicolegal, work, insurance. Quality improvement initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital etc.) Effective communication with all stakeholders (patients, NGOs, caregivers, etc.) Ensure professional development in line with patient care profile. Support the supervisor in all projects and transformative efforts.

**ENQUIRIES  
APPLICATIONS**

: Ms M Roelofse Tel No: 033 397 0382/3  
 : Applications Must Be Posted: The Human Resource Department, Northdale Hospital, P/Bag X9006, Pietermaritzburg 3201 Or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg, 3201

**FOR ATTENTION  
NOTE**

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

		months of the closing date of the advertisement, please accept that your application has been unsuccessful.
<b><u>CLOSING DATE</u></b>	:	30 January 2023
<b><u>POST 01/343</u></b>	:	<b><u>OCCUPATIONAL THERAPIST: TECHNICIAN: GRADE 1 – 2 REF NO: NDH 28/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R220 137 per annum Grade 2: R259 308 per annum Other Benefits: 13th cheque Medical aid and housing allowance (optional and provided the incumbent meets the requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Northdale Hospital <b>Grade 1:</b> National Senior Certificate. No experience required after registration. Appropriate qualification as an Occupational Therapy Technician PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapy Technician PLUS experience working with children with neurological conditions. <b>Grade 2:</b> National Senior Certificate. A Minimum of 10 years appropriate experience after registration with the Health Professions Council of South Africa (HPCSA). Appropriate qualification as an Occupational Therapy Technician PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapy Technician PLUS experience working with children with neurological conditions. 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 Educational Qualification – Matric / Grade 12 or equivalent. Registration with the SANC (2022 receipt) as a general nurse and midwife. A minimum of 8 years appropriate / recognizable experience in nursing after registration with SANC in general nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level or clinical programme coordination. A valid code EB driver's license. Computer literacy. Recommendation: Drivers license The Employment Equity target is an African Male Knowledge, Skills & Competencies Sound knowledge and skill in treatment protocols, including paediatrics and neurology. 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 solve problem, and apply analytical processes to patient care. Supervisory skill for junior staff Good interpersonal skills and ability to work with a multidisciplinary team.
<b><u>DUTIES</u></b>	:	To provide effective occupational therapy services as defined within the scope. To follow prepared protocols and make adaptations as needed. Receive and implement referrals/ treatment plans from OT To manufacture, and issue assistive devices including seating. Provide caregiver training with assistive devices and management of patient. Provide therapy and caregiver training for neurologically impaired children Provide outreach services – screening and treatment of patients. Conduct community visits as referred by the OT Conduct groups and other related initiatives as directed by OT Provide input and guidance to OT on protocols, guidelines, etc. Effective administrative work related to patient care: report back, statistics, screenings, copying, filing, referrals, meetings, case studies, etc. Ensure continued professional development in line with mandate of facility. Participate in all quality improvement initiatives (audits, projects, etc) Monitor, service and safe guard OT equipment. Ensure good interpersonal relations with patients, MDT and other stakeholders. To support supervisor in all clinical and administrative tasks within the service. To participate in all planned activities within the department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Roelofse Tel No: 033 – 397 0382/3 Applications must be posted: The Human Resource Department, Northdale Hospital, P/Bag X9006, Pietermaritzburg 3201 Or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg, 3201
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs N.R Madlala- Department (Admin Block) Applicants are advised to use latest prescribed application for employment (Z83) form. Application for Employment (Z83) form which must be originally signed initialed and dated. All required information on the Z83 must be provided. Failure to complete and or disclose all information will automatically disqualify the applicant. The new application for employment form Z83 can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> . Applications submitted using the

old Z83 form will not be accepted. The Z83 should be accompanied by a comprehensive CV only with detailed experience with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience. Only shortlisted candidates will be required to submit certified documents / copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks Security clearance, vetting, criminal clearance, credit records, citizenship and the verification of educational qualifications by SAQA, verification of previous experience by Employers and verification from the Company Intellectual Property Commission (CIPC). It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

**CLOSING DATE**

: 30 January 2023

## PROVINCIAL ADMINISTRATION: LIMPOPO

## DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

*The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the position as it appears below.*

- APPLICATIONS** : Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane, 0700 OR delivered personally at 28 Market Street (next to UNISA) HR Records (First floor). All General enquiries should be directed to Mr. Ramagoshi Phuti at (015) 294 2225 or Mr. Monkoe Mphodi at (015) 294 2223 or Ms. Mokhomole Makgano at (015) 294 2270.
- CLOSING DATE** : 27 January 2023
- NOTE** : Applications should be submitted on a new Z83 form obtainable from all Public Service Departments or at [www.dpsa.gov.za](http://www.dpsa.gov.za) and must be completed in full. A comprehensive copy of your Curriculum Vitae, only (certified copies of identity document, driver's license, qualifications will be requested from shortlisted candidates). The specific reference number for the post must be quoted. Candidates who apply for SMS positions will be required to produce proof of completion of National School of Government Senior Management Pre-Entry Programme prior to appointment. The course is obtainable on link:<https://www.thensg.govza/training-course/sms-pre-entryprogramme>. "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 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." Short-listed candidates for the below post will be subjected to a Security clearance, and verification of qualifications. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000 NB: Faxed or e-mailed applications will not be considered. This advert will also be available on the following website:[www.coghsta.limpopo.gov.za](http://www.coghsta.limpopo.gov.za). The Department reserves the right to make an appointment in respect of the advertised post.

## MANAGEMENT ECHELON

- POST 01/344** : **DIRECTOR: HUMAN SETTLEMENTS DEVELOPMENT REF NO: COGHSTA 19/22 (X2 POSTS)**  
Branch: ISHS
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Waterberg and Vhembe
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Built Environment or related qualification. Minimum 5 Years of experience at a middle/senior managerial level and Valid driver's license (with exception of disabled applicants).Core

And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service, Public Service Act, Labour Relations Act, PFMA, Housing Act etc. Skills & Knowledge: Negotiation skills; Presentation skills; People Management skills; Time Management; Communication both formal and informal; Project Management; Computer literacy; Financial Management; Relationship Management; Coordination; Analytical thinking; Report writing; National building regulation; Building construction; Conflict Management; Planning and costing of house designs.

**DUTIES** : Manage EPHP and Community Residential Units; Emergency housing, Rural housing, Farm workers housing, Institutional Housing, Credit Linked Housing, Rectification Housing, Project Linked Housing and Blocked Projects; Facilitate responses to queries from SCOPA, AG, Portfolio Committees, and other Stakeholders; Manage resources (Financial, human and physical). Coordinate the implementation of EPWP in housing projects. Facilitate and coordinate the development human settlement infrastructure projects. Provide quality assurance on houses constructed. Manage the project information and records. Manage and oversee the work of the Implementing Agents. Provide advice on the development of Human Settlement Multiyear Development Plans. Advise, Monitor, Manage and Evaluate on the implementation of human projects in alignment with the signed contracts/SLA. Ensure the verification of beneficiaries

**ENQUIRIES** : Mr. Ramagoshi Phuti Tel No: (015) 294 2225

**POST 01/345** : **DIRECTOR: DEMAND AND ACQUISITION REF NO: COGHSTA 20/22**  
Branch: Financial Management Services

**SALARY** : R1 105 383.per annum (Level 13), (all-inclusive salary package)  
**CENTRE** : Polokwane

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and Valid driver's license (with exception of disabled applicants). Core And Process Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Procurement legislations, Logistics Management, PFMA, etc. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Financial Management; Time management; Communication, both formal, and informal.

**DUTIES** : Provide strategic direction on the development of Supply Chain policies; Oversee demand services; Oversee acquisition services; Manage open bids and quotations based bids; Render secretariat services to the bid evaluation and adjudication committees; Monitor, evaluate and report on contract management services; Manage resources ( financial, human and physical)

**ENQUIRIES** : Mr. Ramagoshi Phuti Tel No: (015) 294 2225

#### OTHER POSTS

**POST 01/346** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE. REF NO: COGHSTA 21/22**  
Branch: Cooperative Governance

**SALARY** : R908 502 per annum (Level 12), (all-inclusive salary package)  
**CENTRE** : Waterberg

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Accounting/ Auditing as recognized by SAQA. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants). Core And Process Competencies: Knowledge of Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc Skills And Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

**DUTIES** : Support and monitor compliance with MFMA and effectiveness and functionality of governance structures. Monitor and assist with compilation, adoption of municipal annual budgets and expenditure patterns in municipalities (section 71 reports as per MFMA). Support and monitor the development of valuation rolls, supplementary valuation rolls and

functionality of Limpopo Provincial Valuation Appeal Board in line with Municipal Property Rates Act no. 6 of 2004; Monitor and provide hands on support on the preparation, timely submission of Annual Financial Statements to Auditor-General and assist in addressing issues raised by the Auditor-General. Support and monitor the development and implementation of revenue enhancement strategies including analyzing the financial position of the Municipalities; Facilitate Provincial Debt Forum and monitor the payments of debts owed by Governments Departments to Municipalities; Coordinate and facilitate MUNMEC (MEC'S and Mayor's forum) and Provincial Oversight Committee Forum on clean audit.

**ENQUIRIES**

:

Mr. Monkoe Mphodi Tel No: (015) 294 2223

**POST 01/347**

:

**ADMINISTRATIVE SUPPORT & COORDINATION OFFICER REF NO: COGHSTA 23/22**

Branch: MEC'S Office

**SALARY CENTRE**

:

R766 584 per annum (Level 11), (all-inclusive salary package)  
Polokwane

**REQUIREMENTS**

:

An undergraduate qualification (NQF level 6) in Public Administration / Public Management/ Political Administration or equivalent as recognized by SAQA. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants). Core And Process Competencies: Knowledge of: Ministerial operations; Public Service Regulation; Public Service Act; PFMA; Knowledge of the Political and Parliamentary Processes in South Africa; Broad knowledge and understanding of Functional areas covered by the Executing Authority's Portfolio. Skills & Knowledge: Negotiation skills; Facilitation skills; Report Writing; Time management; Ability to Communicate with people at different levels and from different backgrounds; Creative/innovative; Analytical Thinking skills; Language Skills; Good grooming and Presentation; Good Telephone Etiquette; Good Organizational skills; Good People skills; High level of reliability; Basic written communication skills; Ability to act with tact and discretion.

**DUTIES**

:

Manage the administrative and coordination activities within the office of the Executive Authority; Liaise with internal and external role players with regard to matters relating to the portfolio of the Executive Authority; Render a cabinet/executive council support service to the executive authority; Supervise employees.

**ENQUIRIES**

:

Mr. Monkoe Mphodi Tel No: (015) 294 2223

**POST 01/348**

:

**DEPUTY DIRECTOR: ICT SECURITY REF NO: COGHSTA 24/22**

Branch: Corporate Services

**SALARY CENTRE**

:

R766 584 per annum (Level 11), (all-inclusive salary package)  
Polokwane

**REQUIREMENTS**

:

An undergraduate qualification (NQF level 6) in Information Technology plus Certified Information systems Security Practitioner (CISSP) /Certified Information Security Manager (CISM/Certified Security Auditor (CISA); IT Risk Management. Minimum 3 - 5 years' experience in Information Communication Technology & a valid driver's license (with exception of disabled applicants). Core And Process Competencies: Knowledge of ISO17799 security standards; Corporate Governance of ICT Policy Framework. Public Sector ICT regulations; Advanced security protocols and standards; Skills & Knowledge: Organizing; Ability to work independently; Problem solving; Interpersonal Relationship; Conflict Management; Project management; Risk Management; Policy Development; Financial management; Communication skills and Analytical.

**DUTIES**

:

Manage ICT enterprise security architecture for the Department and support Municipalities; Manage Network, systems and applications security; Manage ICT security compliance; Ensure end-user cyber security awareness. Manage ICT security recovery within the Department.

**ENQUIRIES**

:

Ms. Mokhomole Makgano Tel No: (015) 294 2270

**POST 01/349**

:

**DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: COGHSTA 25/22**

Branch: Financial Management Services

**SALARY**

:

R766 584 per annum (Level 11), (all-inclusive salary package)

<b><u>CENTRE REQUIREMENTS</u></b>	: Polokwane : An undergraduate qualification (NQF level 6) as recognized by SAQA. A qualification in Supply Chain Management as recognized SAQA will be an added advantage.. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants). Core And Process Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, PPPFA, Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, Broad Based Black Economic Empowerment Act (B-BBEEA) etc Skills & Knowledge: Negotiation skills; Presentation skills; Time management; Financial management skills. Strategic Capability and Leadership, People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Good interpersonal skills, Communication skills to interface with people from diverse backgrounds. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook)
<b><u>DUTIES</u></b>	: Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination, review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work.
<b><u>ENQUIRIES</u></b>	: Ms. Mokhomole Makgano Tel No: (015) 294 2270
<b><u>POST 01/350</u></b>	: <b><u>DEPUTY DIRECTOR: ASSURANCE SERVICES REF NO: COGHSTA 26/22</u></b> Branch: Financial Management Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R766 584.per annum (Level 11), (all-inclusive salary package) : Polokwane : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Auditing/ Accounting. Valid driver's license with exception for people with disability. Relevant experience of approximately 3-5 years at Junior management level (Assist Director level) in Auditing / Accounting /Financial Management. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, PPPFA, Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, Broad Based Black Economic Empowerment Act (B-BBEEA) etc. Knowledge of Regularity and compliance auditing; Public Finance; Public Administration; Project management; Relationship management; Leadership; Communication; Change management; Performance management. Skills & Knowledge: Financial Accounting; Auditing; Computer literacy; Policy analysis; Budgeting; Public Management; Communication.
<b><u>DUTIES</u></b>	: Manage the implementation of Internal Control framework; Manage the facilitation of assurance services; Coordinate the Execution of Liaison with Treasury, Internal Audit, Auditor-General and other Stakeholders. Monitor that policies and procedures are implemented and updated, regularly evaluate Internal control systems and making recommendations on the best possible intervention. Monitor that the systems are in place and functional to prevent unauthorised, irregular, fruitless and wasteful expenditure. Monitor and enforce compliance with laws and regulations through regular assessments and reporting on compliance with laws and regulations. Monitor

and review all internal transactions and other audit reports conducted in the department.

**ENQUIRIES** : Mr. Monkoe Mphodi Tel No: (015) 294 22238

**POST 01/351** : **PROFESSIONAL ENGINEER: HUMAN SETTLEMENTS PLANNING (TECHNICAL SERVICES REF NO: COGHSTA 22/22)**  
Branch: ISHS

**SALARY CENTRE REQUIREMENTS** : R750 693 per annum, (all-inclusive salary package), (OSD)  
: Polokwane  
: An undergraduate qualification (NQF level 7) in Geotechnical/Civil/Structural Engineering (B Tech) Or related qualification. Compulsory registration with ECSA as a Professional Engineer. Minimum 3 years post qualification engineering experience & a valid driver's license (with exception of disabled applicants). Core And Process Competencies: Knowledge of: Sound and in-depth knowledge of Geotechnical Engineering, application of the legislative framework governing the public service eg, Housing Consumer Protection Measures Act, Human Settlement Housing Code, PFMA, etc. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Programme and project Management; Technical design analysis; Report writing; Computer-aided engineering applications; Facilitation skills; Dispute/conflict resolution skills; Team building; Problem solving and analysis; Financial managerial skills.

**DUTIES** : Co-ordinate the geotechnical reports and variations; research and development; Office administration and budget planning.

**ENQUIRIES** : Ms. Mokhomole Makgano Tel No: (015) 294 2270

**POST 01/352** : **ASSISTANT DIRECTOR: HR PLANNING & POST PROVISIONING REF NO: COGHSTA 27/22**  
Branch: Corporate Services

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Polokwane  
: An undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management. 3 to 5 years' relevant experience in Human Resource and PERSAL. Core And Process Competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, Service Regulation, Public Service Act; PFMA; Core Basic Condition of Employment Act and Employment Equity Act . Skills & Knowledge: Presentation/Facilitation skills; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; Computer Literacy.

**DUTIES** : Facilitate the development and implementation of human resource plan; Facilitate the development and implementation of employment equity plan; Facilitate the development and implementation of career management & staff retention strategy; Provide technical support services to municipalities regarding development and reviewal of their HRP, EEP and Career Management & Staff Retention strategy.

**ENQUIRIES** : Ms. Mokhomole Makgano Tel No: (018) 294 2270

**POST 01/353** : **ASSISTANT DIRECTOR: ASSETS MANAGEMENT REF NO: COGHSTA 28/22**  
Branch: Financial Management Services

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Polokwane  
: An undergraduate qualification (NQF Level 6) as recognized by SAQA in financial management/ Accounting/ Supply Chain Management/ Logistics Management or Valid driver's license with exception for people with disability. Relevant experience of approximately 3 – 5 years at junior Management (salary level 7/8) in Financial Management/ Supply Chain Management/ Assets Management Environment. Core And Process Competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, PPPFA, etc. SKILLS & Knowledge: Negotiation skills; Presentation Skills; People management skills; Time management; Communication, both formal, and informal; Project



		management; Financial Management; Service delivery innovation; Financial Management; Supply chain management
<b><u>DUTIES</u></b>	:	Co-ordinate departmental movable assets plan; Co-ordinate departmental movable assets register, Co-ordinate the capital expenditure budget; Co-ordinate the assets disposal and maintenance strategies; Formulate and manage assets management policy and procedure manuals; Ensure representation of the department in provincial assets forum; Coordinate physical verification of assets.
<b><u>ENQUIRIES</u></b>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<b><u>POST 01/354</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH &amp; WELLNESS REF NO: COGHSTA 29/22 (X2 POSTS)</u></b> Branch: Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum (Level 09) Polokwane An undergraduate qualification (NQF Level 7) as recognized by SAQA in Social Work/Psychology or related. Registration with SACSSP or HPCSA or EAPA-SA. 3 years' relevant experience. Core and Process Competencies: Counselling skills; Interpersonal relations; People management skills; Time management; Planning and Execution; Communication; Computer skill; Teamwork. Skills & Knowledge: Counselling skills; Interpersonal relations; People management skills; Time management; Planning and Execution; Communication; Computer skill; Teamwork.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of occupational health and safety Programmes; Coordinate the implementation of HIV/Aids, TB, STI's and other communicable diseases prevention, support and treatment care programmes; Coordinate Wellness Management Programmes; Coordinate health and productivity management programmes; People Management/ Administration.
<b><u>ENQUIRIES</u></b>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<b><u>POST 01/355</u></b>	:	<b><u>SYSTEM ANALYST &amp; ADMIN REF NO: COGHSTA 30/22</u></b> Branch: Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum (Level 09) Polokwane An undergraduate qualification (NQF Level 6) as recognized by SAQA in Information Technology. Valid driver's license with exception for people with disability. Relevant experience of approximately 3 to 5 years in ICT Systems development, analysis and administration. Core And Process Competencies: Knowledge of: Systems Development Life Cycle; Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc; Business process analysis and modelling. Skills & Knowledge: Organising; Ability to work independently; Problem solving; Interpersonal relationship; Conflict Management; Project Management; Systems Development; System analysis; Project Management.
<b><u>DUTIES</u></b>	:	Facilitate and monitor the maintenance, upgrade and support of the existing systems; Develop, obtain, maintain and improve systems; Facilitate the development of business and end-user requirements. Update websites information; Troubleshoot reported problems on the existing systems and manage the resolution process. Administration of applications database.
<b><u>ENQUIRIES</u></b>	:	Ms. Masha Raesibe Tel No: (015) 294 2068
<b><u>POST 01/356</u></b>	:	<b><u>LOCAL COORDINATOR: COMMUNITY DEVELOPMENT PROGRAMME REF NO: COGHSTA 32/22</u></b> Branch: Corporative Governance
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum (Level 08) Mogalakwena Local Municipality An undergraduate qualification (NQF Level 6) as recognized by SAQA / National Certificate in Community Development. 3 years' experience as community development worker. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act,

Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Skills & Knowledge: Negotiation skills; People management; Financial solving; Planning & organizing; Time management; Strategic planning; Policy analysis and development; Good communication skills; Group dynamics Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management.

**DUTIES** : Supervise, identification, facilitation and implementation of integrated development interventions; Supervise and guide community development workers to enhance their performance on community; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development workers to ensure efficient and effective support service.

**ENQUIRIES** : Ms. Masha Raesibe Tel No: (015) 294 2068

**POST 01/357** : **SENIOR STATE ACCOUNTANT: CREDITORS SERVICES REF NO: COGHSTA 33/22**  
Branch: Financial Management Services

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Accounting/ Financial management. 2 to 3 years' experience. Core And Process Competencies: Knowledge of: BAS, PFMA, PPPFA, Treasury Regulation, Batho Pele principles, DORA, Public Service Act, Computer Literacy and Delegation of authority. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time Management; Communication; Computer skill; Numeracy skill.

**DUTIES** : Process Creditors payment; Reconcile payment vouchers; Creditors payment recall/rejection/ EF70 report; Correction of misallocation; Attend to queries.

**ENQUIRIES** : Ms. Monyela Hlokammoni Tel No: (015) 294 2073

**POST 01/358** : **STATE ACCOUNTANT: CREDITORS SERVICES REF NO: COGHSTA 34/22**  
Branch: Financial Management Services

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Accounting/ Financial management. 1 to 2 years' experience. Core And Process Competencies: Knowledge of: BAS, PFMA, PPPFA, Treasury Regulation, Batho Pele principles, DORA, Public Service Act, Computer Literacy and Delegation of authority. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time Management; Communication; Computer skill; Numeracy skill.

**DUTIES** : Process Creditors payment; Reconcile payment vouchers; Creditors payment recall/rejection/ EF70 report; Correction of misallocation; Attend to queries.

**ENQUIRIES** : Ms. Masha Raesibe Tel No: (015) 294 2068

**POST 01/359** : **COMMUNITY DEVELOPMENT WORKER REF NO: COGHSTA 35/22**  
Branch: Corporative Governance

**SALARY** : R211 713 per annum (Level 06)  
**CENTRE** : Lepelle-Nkumpi Local Municipality & Polokwane Municipality  
**REQUIREMENTS** : Grade 12 or Equivalent Core and Process Competencies: Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target community. Skills & Knowledge Negotiation skills; Presentation skills; People management skills; Time management; communication; Computer skill; Numeracy skill.

**DUTIES** : Inform and assist communities with access to the services provided by government structures; Determine the needs of communities and communicate these needs to the relevant government structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents, as

required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Conduct ward profiling.

**ENQUIRIES** : Ms. Masha Raesibe Tel No: (015) 294 2068

**POST 01/360** : **LEGAL ADMIN OFFICER (LITIGATION & LEGAL ADVISORY SERVICES) REF NO: COGHSTA 31/22**  
Branch: Corporate Services

**SALARY CENTRE REQUIREMENTS** : R207 429 – R390 360 per annum, (OSD)  
: Polokwane  
: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Law. Valid driver's license with exception for people with disability. 0 to 8 years' experience. Core and Process Competencies: Knowledge of: Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target community. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill.

**DUTIES** : Render effective and efficient litigation services to the department and municipalities; Provision of legal opinions and advice to the Department, Municipalities and Statutory Bodies; Liaison with the Office of the State Attorney; Office administration support.

**ENQUIRIES** : Ms. Monyela Hlokammoni Tel No: (015) 294 2068

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

**CLOSING DATE** : 30 January 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 01/361** : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL):  
BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE  
(STELLENBOSCH), REF NO: AGR 66/2022**

**SALARY** : Grade A: R326 031 - R347 925 per annum, (as per OSD prescripts)  
 Grade B: R369 279 – R398 082 per annum, (as per OSD prescripts)  
 Grade C: R420 318 - R 495 099 per annum, (as per OSD prescripts)

**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate Science Degree (Bsc) Hon) in Animal Science or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification small stock research experience; A valid (Code EB or higher) driving licence. Competencies: Knowledge of the following: Programme and project management; Scientific methodologies; Research and development; Computer aided scientific applications; Legal compliance; Financial management; Proven computer literacy; Planning and organising skills; Problem solving and analysis; Written and verbal communication skills.

**DUTIES** : Assist in the implementation of methodologies, policies, systems and procedures; Perform technical scientific functions and tasks that require interpretation in the presence of an established framework; Provide technical support and advice; Develop working relations with client base; Assist in development of databases, data management and subsequent analysis; Accurate raw data capturing and interpretation; Research and development; Continuous professional development to keep up with new technologies and procedures; Participate in the prescribed mentoring programme; Assist with administrative and related functions.

**ENQUIRIES** : Dr A Scholtz Tel No: (021) 808 5231  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/362** : **AGRICULTURAL ADVISOR: GARDEN ROUTE (RIVERSDALE) REF NO:  
AGR 63/2022**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 4 year qualification in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A valid code B driving licence. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; Good understanding of land reform programme and project implementation; Skills needed: Communication

(written and verbal); Proven computer literacy in MS Office (Excel, Word, PowerPoint); Problem solving ability; Research skills; Time management; Ability to work under pressure; Work in a team; Prepare and deliver presentations.

**DUTIES** : Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC) in the delivery and implementation of projects.

**ENQUIRIES** : Mr C Lamberts at Tel No: (044) 803 3757  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/363** : **CLEANER: FARM SERVICES (TYGERHOEK RESEARCH FARM) REF NO: AGR 64/2022**

**SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET). Competencies: A good understanding of the following: Occupational health and safety protocols in the workplace; Manual general cleaning using provided tools and detergents; Operate cleaning/washing machinery and equipment; Handle/dispose all waste according to waste policy; Etiquettes and manners for visitor hospitality or assistance; Written and verbal communication skills; Ability to perform the following: Work well within a team; Do physical work; Work well independently and unsupervised; Accept accountability and responsibility; Work under pressure; Take initiative to perform core duties.

**DUTIES** : Cleaning of offices, corridors, conference and boardrooms; Cleaning and keeping of general kitchen and canteen areas; Cleaning and maintaining all the restrooms and storage rooms; Keep and maintain cleaning materials and equipment; Assist with general workplace tasks when necessary.

**ENQUIRIES** : Mr L Mabitsela at Tel No: (028) 425 4861  
**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**POST 01/364** : **FARM AID: FARM SERVICES (NORTIER RESEARCH FARM) REF NO: AGR 65/2022**

**SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may

also apply. Competencies: A good understanding of the following: Plant science and research; Animal science and research; Handling of machinery and power tools regarding maintenance of infrastructure; Handling of livestock Written and verbal communication skills; Ability to work independently as well as part of a team.

**DUTIES** : Perform the following: Routine activities in respect of crop production; Routine activities in respect of livestock; General routine activities; General routine activities in respect of infrastructure.

**ENQUIRIES** : Mr C Rheeder at Tel No: 021) 808 7789

**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);

Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;

Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

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

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 30 January 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 01/365** : **ASSISTANT DIRECTOR: SECURITY ADVISORY SERVICES REF NO: CS 31/2022 (X2 POSTS)**

**SALARY** : R393 711 per annum (Level 09)

**CENTRE** : Department of Community Safety, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant supervisory level experience. Recommendation: Working knowledge of Security Risk Management and ISO standards (ISO 31:000:2018 Risk management, ISO 22301:2018 BCM). Competencies: Knowledge of the following: Safety and security related legislation, standards and regulations (understanding and interpretation); Safety and security management and risk management processes. Skills needed: Applied strategic/creative thinking; Analytical; Problem solving and decision making; Report writing; Conflict resolution; Computer literacy (MS office package: Word, Excel, PowerPoint); Communication (Written and verbal). Ability to work independently and as part of team.

**DUTIES** : Ensure optimal operational functioning within the sub-directorate; Develop security solutions to mitigate risks for relevant departments; Coordinate and investigate breaches and mitigate recurrences within department; Coordinate and facilitate information and personnel security within departments; Develop and conduct safety and security awareness programmes; Conduct safety and

security risk assessments and analyse risk; Attend security meetings with client departments.

**ENQUIRIES** : Ms K Schumann Tel No: (021) 483 4061

**POST 01/366** : **REGIONAL MUSEUM MANAGER: METRO REF NO: CAS 50/2022**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years administrative experience on a supervisory level within the museum or heritage sector; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: History, purpose and functions of museums in society including their potential for national building and tourism development; Museum ethics; Primary, secondary and field history research techniques and practices; The techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventative conservation; Education methodology in museums; Government driven initiatives; Relevant legislation, policies, prescripts and procedures; Project planning and management, Financial management; People Management processes. Skills needed: Collections and conservation management; Exhibition arrangement and implementation; Marketing or promoting; Sound organising; Planning and time management; Communication (written and verbal).

**DUTIES** : Manage and coordinate governance and administration of the regional museum and satellite museums as well as related activities; Manage and facilitate exhibitions, public, educational and outreach programmes; Manage stakeholder engagements, promote and market the regional museum and satellites; Financial management; People management.

**ENQUIRIES** : Ms L Hutton Tel No: (021) 483 9703

**POST 01/367** : **REGIONAL MUSEUM MANAGER: CENTRAL KAROO (MOSSEL BAY) REF NO: CAS 49/2022**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years administrative experience on supervisory level within the museum or heritage sector; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: History, purpose and functions of museums in society including their potential for national building and tourism development; Museum ethics; Primary, secondary and field history research techniques and practices; The techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventative conservation; Education methodology in museums; Government driven initiatives; Relevant legislation, policies, prescripts and procedures; Project planning and management, Financial management; People Management processes. Skills needed: Collections and conservation management; Exhibition arrangement and implementation; Marketing or promoting; Sound organising; Planning and time management; Communication (written and verbal).

**DUTIES** : Manage and coordinate governance and administration of the regional museum and satellite museums as well as related activities; Manage and facilitate exhibitions, public, educational and outreach programmes; Manage stakeholder engagements, promote and market the regional museum and satellites; Financial management; People management.

**ENQUIRIES** : Ms L Hutton Tel No: (021) 483 9703

**POST 01/368** : **ASSISTANT DIRECTOR: MUSEUM SUPPORT SERVICES REF NO: CAS 45/2022**

**SALARY** : R393 245 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant supervisory level experience. Competencies: Knowledge of the following: Public Finance Management Act; Relevant Treasury regulations and general financial policies and procedures; Legislation governing affiliated museums in the Western Cape; Following skills: Financial Management; Office Management; Human Resource Management; Strategic Planning Skills; Problem solving; Project Management; Written and verbal communication; Computer literacy.
- DUTIES** : Provide the following: Financial support services; Administrative support services; Secretariat service for the subdirectorate; Liaise with relevant stakeholders regarding personnel matters; Maintain relevant Database and records of the directorate; People Management.
- ENQUIRIES** : Ms L Hutton Tel No: (021) 483 9703
- POST 01/369** : **MUSEUM OFFICER: SATELLITE MUSEUM SHIPWRECK (BREDASDORP) REF NO: CAS 48/2022**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B/Degree or higher); A minimum of 3 years experience in the museum/heritage sector environment. Competencies: Knowledge of the following: Purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as Batho Pele; Written and verbal communication skills; Proven computer literacy (MS Office).
- DUTIES** : Governance and administration of the museum as well as related activities; Facilitate, present and implement public, educational, and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.
- ENQUIRIES** : Ms L Hutton at Tel No: (021) 483 9703
- POST 01/370** : **MUSEUM OFFICER: SATELLITE MUSEUM MONTAGU REF NO: CAS 47/2022**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B/Degree or higher); A minimum of 3 years experience in the museum/heritage sector environment. Competencies: Knowledge of the following: Purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as Batho Pele; Written and verbal communication skills; Proven computer literacy (MS Office).
- DUTIES** : Governance and administration of the museum as well as related activities; Facilitate, present and implement public, educational, and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.
- ENQUIRIES** : Ms L Hutton Tel No: (021) 483 9703
- POST 01/371** : **LIBRARIAN: MOSSEL BAY REGION REF NO: CAS 52/2022**
- SALARY CENTRE** : R269 214 per annum (level 07)  
: Department of Cultural Affairs and Sport, Western Cape Government



**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Library Science/Information Sciences. Recommendation: Post Graduate Diploma/qualification in LIS, ND or B.Inf or B.Bibl Degree/B-Tech; Experience in the following: Library; Supervisory; Administrative; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Computerised Library Management system (SLIMS); Asset control; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Interpersonal relations; Teamwork; Flexibility.

**DUTIES** : Collection development and stock control in affiliated libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office; Managing, planning, budgeting, and organising of Region; s operational activity; Attend to personnel related functions.

**ENQUIRIES** : Mr J Mbanga Tel No: (044) 814 1490

**POST 01/372** : **LIBRARIAN: OUDTSHOORN REGION REF NO: CAS 51/2022**

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Library Science/Information Sciences. Recommendation: Post Graduate Diploma/qualification in LIS, ND or B.Inf or B.Bibl Degree/B-Tech; Experience in the following: Library; Supervisory; Administrative; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Computerised Library Management system (SLIMS); Asset control; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Interpersonal relations; Teamwork; Flexibility.

**DUTIES** : Collection development and stock control in affiliated libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office; Managing, planning, budgeting, and organising of Region ;s operational activity; Attend to personnel related functions.

**ENQUIRIES** : Mr J Mbanga Tel No: (044) 814 1490

**POST 01/373** : **SPORT PROMOTION OFFICER: CLIENT SERVICES REF NO: CAS**  
**53/2022**

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Sports Management or equivalent qualification. Recommendation: Relevant experience; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply; Competencies: Knowledge of the following: National Sport and Recreation Plan; Sport council and disability sport structures; PFMA; Skills in the following: Verbal and written communication; Proven computer literacy; Project Management Ability to work independently and as part of a team.

**DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in conjunction with the stakeholders; Facilitate sustainable capacity development programmes in sport within the districts; Implement sport and recreation programmes in the districts for development of sport and recreation; Monitor and evaluate the compliance wit sport and recreation transformational policies; Render administrative functions in relation to programmes that are implemented.

**ENQUIRIES** : Ms C Pather Tel No: (021) 483 9865

**POST 01/374** : **ARCHIVIST: CLIENT SERVICES REF NO: CAS 40/2022**  
(12 Month Contract Position)

**SALARY** : R269 214 per annum (Level 07), plus 37% in lieu of service benefits  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Archival studies or with history as a main subject; A minimum of 1 year appropriate experience in archival field; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working knowledge and experience in the following: Archives environment; Archival systems and procedures. Competencies: Knowledge of the following; Retrieval and automated storage systems; Current archival policies and legislation; Digitisation of Archival records; Handling archive material; Maintenance of scanning and digitisation equipment; Skills in the following: Verbal and written communication; Interpersonal and liaison; Proven computer literacy; Organising; Research; Ability to work independently and as part of a team; Create appropriate documentation and/or material for clients.
- DUTIES** : Collect digital/electronic records; Scan archives / records; Store and facilitate access to digitised records; Capturing of metadata and other information; General administrative duties; Assist with filing of records; Assist with stack; room duties.
- ENQUIRIES** : Ms C Ngobo Tel No: (021) 483 0434
- POST 01/375** : **MUSEUM ASSISTANT: SATELLITE MUSEUM (TULBAGH) REF NO: CAS 46/2022**
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 1 year clerical experience within a museum/heritage environment. Competencies: Knowledge of the following: Western Cape Museums Ordinance Amendment Act and Museum Policies; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele". Skills in the following: Written and verbal communication; Proven computer literacy in MS Office packages; Planning and organising; Problem solving; Financial management; Presentation; Office administration and research techniques; Conflict management; Ability to work independently and as part of a team.
- DUTIES** : Assistance with the administration of the museum and related activities; Facilitate, present and implement public programmes and maintain public relations; Facilitate, present and implement educational and outreach programmes; Engage in research and arrange exhibitions; Assist with the promotion and marketing of the museum.
- ENQUIRIES** : Ms L Hutton Tel No: (021) 483 9703
- POST 01/376** : **REGISTRY CLERK: PROVINCIAL ARCHIVES SERVICE REF NO: CAS 43/2022**  
(12 Month Contract Position)
- SALARY** : R181 599 per annum (Level 05), plus 37% in lieu of service benefits  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Registry duties; The legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Retrieval and automated storage systems; Archives environment; Archival systems and procedures; Current archival policies and legislation; Skills needed: Written and verbal communication skills; Proven computer literacy; Interpersonal and liaison; Teamwork.
- DUTIES** : Providing registry counter services; Handling incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines; Process documents for archiving; Digitisation of archival records; Capturing of metadata and other information; General administrative duties and filing; Assist with managing transfer of records and filing of records; Assist with stack ; room duties.
- ENQUIRIES** : Ms C Ngobo Tel No: (021) 483 0434
- POST 01/377** : **ADMINISTRATION CLERK: LIBRARY SERVICE (OUDTSHOORN) REF NO: CAS 44/2022**

- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience; Competencies: Knowledge of the following: Computerised Library Management system (SLIMS); Asset control; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Teamwork; Flexibility; Interpersonal relations.  
**DUTIES** : Administrative support to the region and affiliated public libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office.  
**ENQUIRIES** : Mr J Mbanga Tel No: (044) 814 1490

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- CLOSING DATE** : 30 January 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

- POST 01/378** : **DIRECTOR: ECONOMIC PLANNING RESEARCH AND DEVELOPMENT**  
**REF NO: DEDAT 25/2022**
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government  
**REQUIREMENTS** : Honours degree in Economics; 6 years middle management experience in an economic development research environment; and the successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: Master's in Economics Competencies: Programme and Project Management; People Management and Empowerment; Financial Management; Change Management; Strategic Capacity and Leadership.  
**DUTIES** : Development economic research methodologies and systems; Conduct and manage provincial economic impact assessments; Drive and manage

economic research; Ensure vertical and horizontal alignment of economic research policies and plans of relevant stakeholders; Develop and influence a policy framework input for draft provincial economic legislation; Strategic management; People management; Financial Management.

**ENQUIRIES  
APPLICATIONS**

: Mr John Peters Tel No: (021 483 9417)  
: 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>

**OTHER POSTS**

**POST 01/379**

: **DEPUTY DIRECTOR: SKILLS PROGRAMS AND PROJECTS REF NO:  
DEDAT 19/2022**

**SALARY  
CENTRE**

: R766 584 per annum (Level 11), (all-inclusive salary package)  
: Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS**

: An appropriate 3-year tertiary qualification (B-Degree or equivalent); A minimum of 3 years relevant management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in: Project management; Business environment. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service procedures; People Management processes; Labour relations; Financial management; Financial systems in the public service; Budgeting and other financial processes; Generally Accepted Accounting Practices and Accrual Accounting; Asset Management and Intervention Control; e-government environment, economy and information society. Skills in needed: Written and verbal communication; Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting; Facilitation; Presentation; Policy Formulation; Organising and planning; Dispute resolution and conflict management; Interpersonal relations; Analytical thinking; Financial and administrative; Project management; Motivational; Networking and linking; Decision making.

**DUTIES**

: Develop methodologies to narrow the gap between the demand and supply for skills in various economic sectors; Conduct financial management; Partnership with economic, skills and academic stakeholders; Support the skills ecosystem; Perform Human Resource Management.

**ENQUIRIES  
APPLICATIONS**

: Mr N. Joseph Tel No: (021) 483 9011  
: 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>

**NOTE**

: Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE**

: 30 January 2023

**POST 01/380**

: **ASSISTANT DIRECTOR: SKILLS PROGRAMS AND PROJECTS REF NO:  
DEDAT 22/2022**

**SALARY**

: R393 711 per annum (Level 09)

- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher qualification); A minimum of 3 years management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service procedures; People Management processes; Labour relations; Financial management; Financial systems in the public service; Budgeting and other financial processes; Generally Accepted Accounting Practices and Accrual Accounting; Asset Management and Intervention Control; Skills in the following: Written and verbal communication; Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting; Cash flow development; Facilitation; Presentation; Policy Formulation; Organising and planning; Dispute resolution or conflict management; Interpersonal relations; Analytical thinking; Financial and administrative; Project management; Motivational; Networking and linking; Decision making.
- DUTIES** : Provide support in the following: Develop methodologies to narrow the gap between the demand and supply for skills in various economic sectors; Support the skills ecosystem; Develop partnership with economic, skills and academic stakeholders; Conduct financial management.
- ENQUIRIES** : Ms C van Niekerk at Tel No: (021) 483 0823
- 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>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 30 January 2023
- POST 01/381** : **ASSISTANT DIRECTOR: RED TAPE REDUCTION REF NO. DEDAT 23/2022 (X2 POSTS)**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years experience working in a research, legal or policy environment; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Recommendation: A post graduate qualification; Experience in the following: Monitoring and evaluation; Leading research projects; Using costs benefit analysis tools. Competencies: Knowledge of the following: Modern systems of governance; Supply chain management practices in government; The business industry and sectors; Project Management; Stakeholder Relationship Management; The concept of red tape and its reduction. Skills needed: Written and verbal communication; Planning; Organising; Report writing; Problem-solving; Research; Proven computer literacy (MS Office). ability to work independently and as part of a team.
- DUTIES** : Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.
- ENQUIRIES** : Ms M Ellis at Tel No: 083 565 1867

- 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>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 30 January 2023
- POST 01/382** : **ASSISTANT DIRECTOR: RED TAPE REDUCTION (CASE MANAGEMENT)**  
**REF NO: DEDAT 24/2022**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years experience working in a business environment; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Recommendation: Bachelors degree with Research or Business Process Improvements; Experience in the following: Systems, data and reporting across a wide range of stakeholders; Communication techniques; Undertaking surveys and recommending process improvements. Competencies: Knowledge of the following: 3 spheres of government, and their roles; Monitoring and Evaluation; Basic research and writing surveys; The concept of red tape and its reduction; Stakeholder Relationship Management . Skills needed: Written and verbal communication; Planning; Organising; Report writing; Problem-solving; Analytical thinking; Computer literacy (MS Office).
- DUTIES** : Managing the Administration of the Case Management System of the Department; Identify blockages and inhibitors to economic growth and development; Support the advocacy and the creation of awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.
- ENQUIRIES** : Ms A. Augustus at Email: [aeysha.augustus@westerncape.gov.za](mailto:aeysha.augustus@westerncape.gov.za)
- 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>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 30 January 2023

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 30 January 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 01/383** : **CONTROL GISc TECHNICIAN REF NO: EADP 30/2022**

**SALARY** : R466 482 per annum, OSD as prescribed.

**CENTRE** : Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : Diploma in GISc, Cartography or relevant qualification; A minimum of 6 years post qualification technical GISc experience; Compulsory registration with the South African Geomatics Council (SAGC) as a GISc technician; A valid code B driving licence. Recommendation: Experience in environmental and town planning. Competencies: Knowledge of the following: Geographic Information Science; GIS Standards; Geo-database implementation; Understanding GIS applications and spatial data; Good communication (verbal and written) skills; Theory principles and practices of GIS; Networking, working with people and ability to meet customer expectations; Project Management skills; Personnel Management skills.

**DUTIES** : Manage, supervise and perform technical GISc activities; Maintain effectiveness within the GIS unit; Governance; Financial Management; People Management; Functional requirement analysis; Research.

**ENQUIRIES** : Mr A Gaffoor Tel No: (021) 483 5128

**POST 01/384** : **ASSISTANT DIRECTOR: DEMAND AND CONTRACT MANAGEMENT REF NO: EADP 27/2022**

**SALARY** : R393 711 per annum (Level 09)

**CENTRE** : Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate 3 year B-Degree in Supply Chain Management or Financial Management; A minimum of 3 years supervisory level experience in Supply chain Management. -A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to Supply Chain Management, PPPFA, BBBEE; Departmental policies and procedures, delegations of the Accounting Officer System in terms of the PFMA, Treasury Instruction Practice Notes, Contract Management; Procurement and tendering processes.; Report writing and drafting of business cases, specifications and submissions. Skills needed: Analysing; Deciding and Initiating Action; Working with People; Following Instructions and Procedures; Relating and Networking; Computer literacy; Leading and Supervising; Written and verbal communication.

**DUTIES** : Coordinate, review, research, analyse and plan the procurement needs of the department; Coordinate review, collect and collate information for the annual procurement plan; Supervise and compile tender/quotation specifications as required; Coordinate, review and execute the bidding process; Supervise employees to ensure an effective demand and contract management; Management service and undertake all administrative functions required with regard to financial and HR administration.

- ENQUIRIES** : Mr J Fritz Tel No: (021) 483 2750
- POST 01/385** : **WEB CONTENT DEVELOPER REF NO: EADP 29/2022**
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Communications, Public Relations or Marketing related; A minimum of 3 years relevant experience; A valid code B driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Recommendation: Experience in Web Development. Competencies: Knowledge of the following: Benchmarking; Latest trends in communication products; Design principles; Media publication; Photographic and electronic equipment; Audio-visual equipment and medium; Video recording and production; Social media platforms; Printing environment; Marketing; Project Management; Protocol; Web content development; Google analytics; Production; Electronic Manipulation; Photographic. Skills needed: Excellent communication (Verbal and written); Interpersonal; Problem solving; Attention to detail; Planning; Creative; Innovative; Organising; Research; Analytical; Conceptual, interpretive and formulation; Networking; Planning and organizing; Innovative problem-solving; Facilitation; Team building and strong inter-personal; Conflict resolution; Presentation; Negotiation; Influencing; Computer literacy; Basic numeracy.
- DUTIES** : Draft and consult on departmental communication plans(s) and protocols; Facilitate/coordinate departmental functions, workshops, conferences, exhibitions, road shows and other events; Liaise with line function managers to ensure that the department's intranet and internet web pages reflect factually correct and up-to-date information; Maintain and develop content for the Departmental social media accounts; Assist with media relations, media monitoring and daily external enquiries related to the department.
- ENQUIRIES** : Ms R Van Jaarsveldt Tel No: (021) 483 4052

#### **DEPARTMENT OF HEALTH**

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

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.  
**ERRATUM:** Kindly note that the advert for the post of Administrative Officer: Human Resources Development (EPWP) (12 Months contract). Directorate: People Development, advertised in Public Service Vacancy Circular 46 dated 02 November 2022 with Ref No: Post 46/601: has been amended as follows: Post Title: Administration Clerk: Human Resource Development (EPWP) (12 Months Contract), Remuneration: R181 599 per annum.

#### **OTHER POSTS**

- POST 01/386** : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES**  
Chief Director: Metro Health Services
- SALARY** : R938 748 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as Pharmacist. Experience: A minimum of three-year appropriate experience after registration as a Pharmacist with SAPC. Inherent requirements of the job: Prepared to be registered as a Responsible Pharmacist. Prepared to be registered as a Tutor with the South African Pharmacy Council. Prepared to share on-call duties. Willingness to deliver an after-hour service. Valid (code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as



well as the Acts and Laws that governs the practice of Pharmacy. Sound management, communication skills (written and verbal) in at least two of the three official languages of the Western Cape and conflict resolution skills. Computer literacy (MS Word, Excel and PowerPoint) as well as experience and knowledge of JAC and MEDSAS. Planning and organisational skills. Candidate will be required to submit a Proof of Continuous Professional Development when shortlisted. Knowledge of Finance and Supply Chain Management. Ability to function independently as well as part of a multi-disciplinary team. Appropriate supervisory experience.

**DUTIES** : Quality provision of pharmaceutical care to the Hospital patients by implementing and monitoring work procedures policies and guidelines, ensuring compliance to protocols and Standard Treatment Guidelines and providing information to prescribers and other healthcare workers at the facility. Overall responsibility and accountability for medicine supply management to ensure the safe and reliable procurement, storage control and distribution of quality pharmaceutical to patients. Effective monitoring and advice on pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Effective general management and human resource management function.

**ENQUIRIES** : Dr GL Dunbar Tel No: (021) 799-1211 email: [Graeme.Dunbar@westerncape.gov.za](mailto:Graeme.Dunbar@westerncape.gov.za)

**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. 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 on or before the day of the interview. 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** : 03 February 2023

**POST 01/387** : **ICT TEAM LEADER**  
Directorate: Information Technology

**SALARY** : R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Extensive experience in Enterprise Architecture frameworks. Extensive experience in Project Management. Extensive understanding of COBIT and ITIL principles. Extensive experience in an IT Environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel and/or be on standby. Competencies (knowledge/skills): A high level of computer literacy (Advanced MS Office). Good communication and inter-personal skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA's. Knowledge of Stakeholder Management, Project Management Lifecycle, Risk Management and Financial Management.

**DUTIES** : Manage Health ICT architecture (Business, Data, Application and Technology) Develop baseline architectures. Develop target architectures. Define relevant roadmaps for target architectures. Provide project management support services for new and existing health ICT Systems. Develop and implement the ICT Strategic and Operational Plans for the WCG Health. Develop a process to manage performance of departmental IT projects. Manage, monitor and evaluate IT vendor performance against all relevant contracts and Service Level Agreements.

**ENQUIRIES** : Mr SE Mkhonza Tel No: (021) 483-8945

**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** : 03 February 2023

**POST 01/388** : **BUSINESS ANALYST**

Directorate: Information Technology

- SALARY** : R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Head Office, Cape Town  
Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Inherent requirement of the job: Valid (Code B/EB) driver's license. Experience: Appropriate experience in Information Management and Information Systems. Appropriate experience in developing business analyst outputs such as requirements analysis documentation, process mapping, business case and other general analysis. Appropriate experience in managing a team. Competencies (knowledge/skills): Knowledge in software development and the development lifecycle. Knowledge in business and systems analysis. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint). Knowledge in people management practices required for managing a team. Knowledge in Budget management. Knowledge in Project Management.
- DUTIES** : Analysis and requirements gathering for software development and procurement of ICT solutions. IT and Business Strategy alignment and policy formulation. Develop a departmental strategic ICT Plan and relevant Implementation plan. Contribute to and formulate IT strategies and relevant policies. Develop relevant business case for proposed IT projects. Assist with continuous integration and continuous deployment for software development projects. Manage and direct a team of business analysts. Budget management of the sub-directorate. Review and amend current IT policies and strategies to ensure alignment.
- ENQUIRIES APPLICATIONS** : Mr SE Mkhonza Tel No: (021) 483-8945  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
03 February 2023

**POST 01/389** : **REGISTRAR**  
Chief Directorate: Metro Health Services

- SALARY** : R766 584 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : College of Emergency Medical Services  
Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Human Resource Management or Development NQF Teaching or Educational qualification. Experience: Appropriate experience in training and skills development or higher education field. Inherent Requirements: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills. Sound understanding of emergency care education and training. Ability to communicate effectively (verbal and written) in at least two official languages.
- DUTIES** : Assist the Principal/Deputy Principal with strategic planning. Assist with Council on Higher Education and Health Professions Council of South Africa compliance requirements. Assist with managing College finance and supply chain. Effective management of student administration and student support. Effectively manage the human resource, support services and labour relations functions.
- ENQUIRIES APPLICATIONS** : Mr K Moodley Tel No: (021) 938-4115  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
03 February 2023

**POST 01/390** : **OPERATIONAL MANAGER NURSING (PHC)**  
Garden Route District

- SALARY** : R588 378 per annum
- CENTRE** : Bridgton CDC, Oudtshoorn Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as a Professional Nurse 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. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid (Code B/EB) driver's licence 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 J Matyhila Tel No: (044) 203-7205  
**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** : 03 February 2023

**POST 01/391** : **CHIEF MEDICAL BIOLOGICAL SCIENTIST (REPRODUCTIVE BIOLOGY)**

**SALARY** : R487 305 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Scientist in Reproductive Biology. Registration with the Health professional Council of South Africa as a Medical Biological. Experience: None after registration with the Health Professions Council of South Africa as a Medical Biological Scientist in respect of RSA-qualified employees. One-year relevant experience after registration with the Health Professions Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Interest in and ability to do routine tests and administration and teaching and training of student interns in Reproductive Biology in a Reproductive Biology milieu. Competencies (knowledge/skills): Theoretical and practical knowledge of Andrology and assisted reproductive technology-related subjects and procedures. Ability to teach and train students interns in Reproductive Biology. Ability to work with computers and good communication skills. Ability to work well in a group. Ability to communicate in two of the three official languages of the Western Cape.

**DUTIES** : Effective clinical service in Andrology and IVF laboratory service. Daily routine laboratory procedures. Teaching and training of student interns (medical scientists and clinical technologists). Research in the field of Reproductive Biology. Administration duties regarding IVF coordination programme.

**ENQUIRIES** : Ms E Erasmus Tel No: (021) 938-5487  
**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. 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 on or before the day of the interview. 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** : 03 February 2023

**POST 01/392** : **PROFESSIONAL NURSE GRADE1 TO 2 (SPECIALTY: PSYCHIATRY)  
CLINICAL FACILITATOR**

**SALARY** : Grade 1: R400 644 (PN-B1) per annum  
Grade 2: R492 756 (PN-B2) per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Advance Psychiatric Nursing. Registration with a professional council: Registration with SANC as Professional Nurse. Inherent Requirements: Perform after-hour and weekend duties for the departments and the hospital. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with 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 this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic/ advanced qualification in the relevant specialty as mentioned above. Competencies (knowledge/skills): Basic Computer Literacy and ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to the Specialty area. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpersonal, leadership, decision making and conflict-resolution skills. Good Organizational Skills and the ability to function under pressure.

**DUTIES** : Facilitate learning opportunities, Inservice training, orientation programmes for all nursing personnel and students. Provide professional, technical, and educational support for the provision of quality patient care through proper management of nursing care programmes in the Psychiatric units. Evaluate and assess the competencies and skills of nursing personnel and students, appropriate placement and accompaniment of nursing personnel and nursing students. Effective Management of Physical, Human and Financial resources, Promote and participate in research. Provide and monitor the implementation of policies and programmes, regulations, practices, procedures, and standards pertaining to care provisions.

**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. "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 on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: in Advanced Psychiatric Nursing Science with the South African Nursing Council."

**CLOSING DATE** : 03 February 2023

**POST 01/393** : **LINEN MANAGER**

**SALARY** : R393 711 per annum

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Public Administration or Project Management or Laundry. Experience: Appropriate experience in contract and /or project management and/or linen management. Competencies (knowledge/skills): Computer literacy in the MS Word, Excel and PowerPoint application as well as excellent communication skills and proficient in two of the three languages of the Western Cape. Extensive knowledge of the PFMA, Treasury Regulations

and in particular Supply Chain Management procedures and must possess strong supervisory and leadership skills exposure. Ability to work under pressure and availability after-hours on standby, when required. Knowledge of the Provincial Government Western Cape: Hospital Linen Management Policy will be an advantage.

**DUTIES** : Management of a comprehensive laundering and linen management service for Groote Schuur Hospital on 24 hour / 365 days basis. Including Sewing Services and any other Support Services functions as required. Supervision of the Principal Linen Supervisor and staff and Human Resource Management within the component. Monitoring and management of the out-sourced laundering and linen management contract. Effective inventory and asset management control of linen and linen support to end users regarding control procedures. Control of budget for laundering and linen management service. Manage quality control of laundry delivered to the hospital.

**ENQUIRIES** : Mr VC Rossouw Tel No: (021) 404- 6316  
**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** : 03 February 2023

**POST 01/394** : **ANALYST DEVELOPER: INFORMATION MANAGEMENT (X4 POSTS)**  
Directorate: Information Management

**SALARY** : R393 711 per annum  
**CENTRE** : Head office -Based at Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Inherent requirement of the job: Valid (Code B/EB) driver's license. Experience: Appropriate experience in Information Management and Information Systems. Competencies (knowledge/skills): Knowledge and experience in software development and the development lifecycle. Knowledge and experience in business and systems analysis. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Access). Experience using cloud technologies (Azure, AWS, Oracle)

**DUTIES** : Provide second-line support for key ICT solutions Analysis and requirements gathering for software development and procurement of ICT solutions. Develop and maintain software solutions and its related components. Complete documentation (Entity relationship diagrams, context diagrams etc.) for the software being developed. Assist with continuous integration and continuous deployment for the software development projects.

**ENQUIRIES** : Mr N Fredericks at (071 682 5817)  
**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** : 03 February 2023

**POST 01/395** : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT**  
Directorate: Information Management (Based at Tygerberg Hospital)

**SALARY** : R393 711 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/ Degree in IT or IM. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel. Experience: Appropriate experience in implementation of Systems in WCG. Appropriate experience in Project management. Competencies (knowledge/skills): In depth knowledge in Information Management. Knowledge of Information Technology and computer hardware Knowledge of BMC call logging system. Advance knowledge in Project Management. Advance Computer literacy (MS office suite) including MS Project. Familiar with health information systems like PHCIS, Clinicom, HECTIS, CARES, Free Bed Enquiry etc. Experience in systems training to individual and large groups. Excellent numerical, analytical communication, interpersonal and teamwork skills. Knowledge of Change management. Knowledge of health services in the Western Cape. Proficiency in at least two of the three official languages of the Western Cape. In Depth Knowledge of system implementation. Excellent leadership skills. Excellent report writing skills. Teamwork. Excellent time management.

**DUTIES** : Initiate, plan and monitor deliverables of the project. Oversee the implementation of the project. Identify and mitigate risks in time for the project to be successfully implemented. Participate in health Information Co-ordination activities as a member of the information management team. Updating open calls via BMC. Conduct and participate in meetings with facilities and other stakeholders. Manage hardware rollout to facilities. Facilitate and assist with Change Management and document all changes. Assist with work process mapping and re-engineering. Facilitate training to end users. Facilitate and provide hands on support to eHealth systems, including assisting with access management, feedback to managers and users, updating Project plans and writing reports. Provide end user support for hardware, applications and systems. Provide facilities with telephonic and online support when needed.

**ENQUIRIES** : Mr J Maharaj Tel No: (021) 938-6513  
**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** : 03 February 2023

**POST 01/396** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
Head Office, Cape Town

**SALARY** : R331 188 per annum  
**CENTRE** : Western Cape College of Nursing, (on the Premises of Stikland Hospital)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resource Management/Public Administration/Public Management. Inherent requirement: Valid (Code B/EB) driver's licence. Experience: Appropriate People Management Administration experience (Personnel Administration, Employee Relations, People Development and Occupational Health and Safety. Extensive Supervisory experience. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Proven experience and management of Approved Posts Lists (APL). Ability to function under pressure and handle high work volume with strict deadlines. Problem solving skills. Sound planning and organizing skills. Sound time management skills. Knowledge and applied practical skills of the PERSAL salary system. Sound knowledge of human resources practices and prescripts. Computer literacy (MS Office Package, MS Outlook, PERSAL). Strong supervisory skills. Knowledge of the operations of a Higher Educational Institution from a people management perspective, is advantages.

**DUTIES** : Adherence to and correct application of people administration practices, policies and procedures, including employment practices, Conditions of Service and Terminations, Staff Performance Management System, Recruitment and Selection, Establishment Control. Assist with implementing systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department and College. Assist with compliance with the Auditor General requirements and HR audit reports and ensure sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HRAAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Co-ordinate employee relations and people development functions. Supervise and training of staff in the people management component.

**ENQUIRIES** : Ms V October Tel No: (021) 483-3360  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Candidates shall be subjected to a practical test.  
**CLOSING DATE** : 03 February 2023

**POST 01/397** : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**  
Overberg District

**SALARY** : R269 214 per annum  
**CENTRE** : Swellendam and Cape Agulhas Sub-district, (Stationed at Bredasdorp)

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Good working knowledge and experience in Health Information System (SINJANI; PHCIS; Ideal Clinic Monitoring System & DHIS). Advanced computer literacy in MS Windows (Word and Excel, PowerPoint & Outlook). Logical thinker, with an eye for detail and ability to produce accurate and reliable outputs within a pressured and deadline driven environment.
- DUTIES** : Co-Ordinate all health statistics in Sub District. Data verification and submission to district information office in prescribed format, within set time frames and according to the Information Management Policy. Conduct and assist with audits at facility level. Participate in Sub District health information co-ordinating activities. Supervision and staff performance management. Information management support to all health facilities within sub district.
- ENQUIRIES** : Ms G Van Der Westhuizen Tel No: (028) 514-8400
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 03 February 2023
- POST 01/398** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (X2 POSTS)**  
Overberg District
- SALARY** : R269 214 per annum
- CENTRE** : Caledon Hospital, Theewaterskloof Sub-District (X1 Post)  
Hermanus Hospital, Overstrand Sub-District (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate (or Equivalent). Experience: Appropriate experience and knowledge of support services with reference to facility management and supervision. Inherent requirement of the job: Ability to work in a very physically demanding environment. A valid (Code B/EB) drivers license. Willingness to work extra hours and be on standby duties. Competencies (knowledge/skills): Good communication, interpersonal and organising skills and ability to supervise multi-disciplinary teams. Proficient (verbal and written) communication in at least two of the three official languages of the Western Cape. Independent decision-making, problem-solving and interpersonal skills. Knowledge of stock control, policies, procedures, service outputs and Service Level Agreements for Outsourced Services. Numerical literacy, data management and good computer literacy (proficiency in Excel, windows, and e-mails).
- DUTIES** : Effective management and supervision for the support sections including Transport, Linen Bank, Telecommunication and registry, Waste, Food Services, Workshop, Access Control and Fire Alarm Systems. Effective management of out-sourced contract services. Effective management of resources including finance and assets. Perform HR functions and Development of Support Services personnel and general support to the Medical Manager.
- ENQUIRIES** : Mr NK Adams Tel No: (028) 313-5200 Hermanus Hospital / Ms N Fudu Tel No: (028) 212-1070 Caledon Hospital
- 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** : 03 February 2023
- POST 01/399** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)**  
Cape Winelands District
- SALARY** : Grade 1: R268 584 per annum  
Grade 2: R330 324 per annum  
Grade 3: R400 644 per annum
- CENTRE** : Cape Winelands District Office, (stationed at Ceres Hospital)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery or Psychiatry)

(where applicable). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife or Psychiatry (where applicable). Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to undergo Palliative Care training. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team.

**DUTIES** : Facilitate the provision of holistic nursing care within the district (i.e. institutions, clinics, communities) to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff in regard of end-of-life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.

**ENQUIRIES** : Ms K Lucas Tel No: (023) 348-8100, email: [Kathleen.Lucas@westerncape.gov.za](mailto:Kathleen.Lucas@westerncape.gov.za)

**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. Shortlisted candidates will be subjected to a competency test. "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 on or before the day of the interview. 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** : 03 February 2023

**POST 01/400** : **ELECTRO ENCEPHALOGRAPHIC ASSISTANT: GRADE 1 TO 2**

**SALARY** : Grade 1: R220 137 per annum  
Grade 2: R259 308 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification (with a duration of at least 2 years) or prescribed in-service training (with a duration of at least 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Electro Encephalographic. Registration with a professional council: Registration with the HPCSA as Electro Encephalographic Assistant. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. **Grade 2:** A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. Inherent requirement of the job: Willingness to do in-service training. Competencies (knowledge/skills): Ability to work with patients of all ages. Ability to work independently, as well as in a team and with minimal supervision. Good communication skills. Ability to maintain patient confidentiality. Basic computer literacy.



**DUTIES** : Preparation of EEG patients. Perform high-quality EEG's. Assist with the sleep EEG's and mobile EEG's. Perform general administrative tasks and keep EEG patient statistics. Maintain electro-encephalographic equipment. Assist with stock-taking and maintenance of EEG machines.

**ENQUIRIES APPLICATIONS** : Mr DI Le Roux, tel no. (021) 938-5500.  
: 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** : 03 February 2023

**POST 01/401** : **ADMINISTRATION CLERK: ADMISSIONS**  
Garden Route District

**SALARY** : R181 599 per annum  
**CENTRE** : Oudtshoorn and Kannaland Sub-district, (stationed at Oudtshoorn Hospital)  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in operating PHCIS/CLINICOM systems. Inherent requirement of the job: Willingness to work shifts (including night duty, weekends and public holidays) and work overtime on short notice to meet operational requirements). Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Knowledge of record keeping and the UPFS policy and procedures. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently.

**DUTIES** : Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep records, file and retrieve folders, trace old folders and compile new folders, archive and destruct folders. Effective support to supervisor and colleagues and relief duties. Cashier duties, accurate collection, safekeeping of state money, control, which includes receipt of money, issue of receipt and account to patient.

**ENQUIRIES APPLICATIONS** : Ms C Roman Tel No: (044) 203-7264  
: 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 this post. Candidates may be subjected to a practical test.

**CLOSING DATE** : 03 February 2023

**POST 01/402** : **ADMINISTRATION CLERK: SUPPORT**  
Overberg District

**SALARY** : R181 599 per annum  
**CENTRE** : Overberg District Office, Caledon  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Ability to work independently and as part of a team. Effective communication, interpersonal, leadership and conflict resolution skills. Good typing, filling and computer skills (MS Office: MS Word, MS Excel and PowerPoint) and Outlook. Ability to communicate effectively (verbal and written) in 2 of the 3 official languages of the Western Cape.

**DUTIES** : All reception duties as well as maintaining the administration and management of the office of the Comprehensive Health Services. Assist in preparation of presentations, compile reports, documents and effective data capturing. Provide support with regards to monitoring and evaluation of program objectives, goals and targets of the Comprehensive Health Services Component. Support the verification process of NGO claims and data. Liaise with relevant role players in the programmes.

**ENQUIRIES APPLICATIONS** : Ms P Robertson Tel No: (028) 214-5827  
: 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 this post. Candidates may be subjected to a practical test.

**CLOSING DATE** : 03 February 2023

- POST 01/403** : **PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT**
- SALARY** : R181 599 per annum  
**CENTRE** : Overberg District Office  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management administration and PERSAL. Competencies (knowledge/skills): Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape. Good Computer (MS Word, Excel, and Outlook) and numeracy skills. Knowledge of Human Resource prescripts in the Public Service. Good interpersonal and organisational skills and ability to function under pressure and meet deadlines.
- DUTIES** : (key result areas/outputs): Perform all administrative duties pertaining to personnel administration, e.g., appointments, service terminations, transfers, leave, housing, pensions, probations, PILIR, probationary reports, commuted overtime, registration with professional bodies, paysheets, RWOEE acting allowance and COIDA. Responsible for capturing of PERSAL transactions and related salary administration transactions. Handle all personnel enquiries and correspondence (written and verbal) in line with policies, regulations, and circulars. Assist with Transversal Practices such as SPMS, employee awards, grade and pay progressions, OSD, overtime authorisations, early retirements, E-disclosers. Maintain effective records management system, pertaining to audits, filing, registers, and archiving. General support to supervisors. Senior personnel practitioner and colleagues as well as sub-districts.
- ENQUIRIES** : Mr WJ Talmakkies Tel No: (028) 214-5800  
**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** : 03 February 2023
- POST 01/404** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**  
(Overberg District)
- SALARY** : R181 599 per annum  
**CENTRE** : Hermanus Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Inherent requirement of the job: A valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Computer literacy (MS Office, Outlook, and Excel). Communicate and interpersonal skills in at least two of the three official languages of the Western Cape. Knowledge of LOGIS, ESL AND EPS systems. Knowledge and exposure of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and Policies.
- DUTIES** : Obtain quotations for goods/services via the Electronic Purchasing System and ensure orders reach suppliers timeously. Ensure compliance with relevant laws and prescripts pertaining to Supply Chain Management. Drawing up of specifications and perform other duties in SCM/Finance component. Maintain the 0-9 file and ensure regular follow-up of orders and daily filing of source documents. Handle telephonic and written enquiries pertaining to SCM-related issues.
- ENQUIRIES** : Ms CE Langley Tel No: (028) 313-5220  
**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** : 03 February 2023
- POST 01/405** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
Garden Route District
- SALARY** : R181 599 per annum  
**CENTRE** : Oudtshoorn Hospital, Oudtshoorn Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate

(or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience and knowledge of LOGIS procurement system. Inherent requirement of the job: A valid (Code E/EB) drivers' licence and willingness to travel. Competencies (knowledge/skills): Knowledge of LOGIS procurement system. Sound theoretical and practical knowledge of asset functions/modules in LOGIS. Applied knowledge of the Accounting Officer System, SCM prescripts, PFMA, PTI and NTR. Problem-solving abilities and analytical thinking. Ability to manage a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Word, Excel, Outlook (e-mail) and LOGIS). Good communication skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Receive and issue assets and distribute items to end-users. Constant spot checks with Bi-annual stock takes and assist with input for the preparation for the annual financial statements. Maintain 0-9 files and follow up deliveries. Manage and maintain inventory/asset control and the disposal of store items. Control and monitor movement of assets. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescripts. Perform procurement duties related to EPS processes, evaluation, and adjudication on system.
- ENQUIRIES** : Mr DJ Carelse Tel No: (044) 203-7245
- 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** : 03 February 2023

**POST 01/406** : **ADMINISTRATION CLERK: FINANCE**  
Cape Medical Depot

- SALARY** : R181 599 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a creditors control environment. Inherent requirement: Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge of LOGIS/ BAS and MEDSAS. Systematic thinking and attention to detail.

- DUTIES** : Capturing and processing of payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Confirming accuracy, completeness and Validity of payment supporting documentation. Accurately calculate and deduct penalties from payment. Batching and filing of supporting documentation. Timeous resolution of supplier and management queries. Perform monthly supplier reconciliations.

- 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.
- CLOSING DATE** : 03 February 2023

**POST 01/407** : **ADMINISTRATION CLERK**  
Directorate: Supply Chain Management (Western Cape Health Warehouse)  
(1-Year Contract Post)

- SALARY** : R181 599 per annum, plus 37% in lieu of service benefits.
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Senior certificate or equivalent qualification. Inherent requirement: Valid Code (EB/B) drivers' licence. Competencies (knowledge/skills): Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Experience: Experience in office administration and rendering

support services in an administrative environment, store or warehouse. Experience in providing support service functions in an administrative setting.

**DUTIES** : Render an effective and efficient administrative support service in the Western Cape Health Warehouse. Render effective and efficient Warehouse related support functions. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.

**ENQUIRIES** : Mr Q Manuel Tel No: (021) 483-6407 or email: Quinton.Manuel@westerncape.gov.za

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Candidates may be required to do a practical test.

**CLOSING DATE** : 03 February 2023

**POST 01/408** : **HEALTH PROMOTER**  
Chief Directorate: Metro Health Services

**SALARY** : R151 844 per annum

**CENTRE** : Lotus River CDC

**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) driver's licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. (key result areas/outputs): Plan and implement health projects in facilities, schools, and communities to meet objectives. Liaise with stakeholders to promote an integrated approach to health care. Health education sessions and support to clients. Assist teams with health promotion during campaigns and keep effective record of activities and consumables. Work together with students, and assist them with health promotion projects, and compile community profiles. Effective development of clients through projects to change behaviour. Support to Facility Manager.

**DUTIES** : (key result areas/outputs): Plan and implement health projects in facilities, schools, and communities to meet objectives. Liaise with stakeholders to promote an integrated approach to health care. Health education sessions and support to clients. Assist teams with health promotion during campaigns and keep effective record of activities and consumables. Work together with students, and assist them with health promotion projects, and compile community profiles. Effective development of clients through projects to change behaviour. Support to Facility Manager.

**ENQUIRIES** : Ms.G.Jones Tel No: (021) 703-3131

**APPLICATIONS** : The Director: Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945.

**FOR ATTENTION** : Mr.F.Le Roux

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 03 February 2023

**POST 01/409** : **SENIOR FOOD SERVICES SUPERVISOR**  
Chief Directorate: Metro Health Services

**SALARY** : R151 884 per annum

**CENTRE** : Karl Bremer Hospital

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7). Experience: Appropriate Supervisory experience in an Industrial Food Services Unit. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. The ability to read, speak and write in two of the three official languages of the Western Cape. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP and hygiene and safety procedures in an industrial food service unit. Knowledge of the National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment. Excellent health. Responsible for own transport. Computer literate in Microsoft Excel.

**DUTIES** : Supervise and maintain general hygiene in the food service unit and milk kitchen. Implement and maintain the following: Standard menu's, production planning and correct procedures for receipt, storage, preparation, stock control, portion control and distribution of food and milk formulas. Supervise and maintain the preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation procedures and maintain temperature control during the various processes. Implement, maintain and supervise safety measures for the preparation of meals and the use of apparatus and equipment and general hygiene in the unit. Implement saving measures, check inventories and maintain security measures to limit the loss of stock, apparatus and equipment in the unit. Assist the Food Service Manager with the checking of duty rosters and HR

relative matters (recruitment and selection, orientation of new staff, in-service training, discipline, grievances and staff performance appraisal).

**ENQUIRIES** : Mr R. Broekhuizen Tel No: (021) 918-1385

**APPLICATIONS** : The Chief Executive Officer: Karl Bremer Hospital, Private Bag X1, Bellville 7535.

**FOR ATTENTION** : Mr A Horak

**NOTE** : Candidates who are short-listed for interviews will be expected to complete a practical test.

**CLOSING DATE** : 03 February 2023

**POST 01/410** : **SECURITY OFFICER (LOCKSMITH AND KEY CONTROL)**

**SALARY** : R128 166 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum requirement: General Education and Training Certificate (GETC)/Grade 10 (Std8). Registration with a Professional Council: Registration with the Security Board in terms of the Security Industry Regulatory Authority Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience in Security Services. Appropriate experience in Locksmith & key control management. Be able to work independently in a pressure environment. Inherent requirements of the job: Willingness to work shifts and be available on a 24-hour basis and after-hours callouts. Must be able to work under pressure and have proven problem solving skills. Be able to work in a team in a pressure environment. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of prescripts, regulations, and procedures. Skilled in locksmith functions and operating locksmith equipment. Proven key control management skills. Be responsible and diligent.

**DUTIES** : To provide an effective and efficient key control service to the hospital and manage the hospital locksmith workshop/tools/machinery and spare parts. Perform emergency maintenance when required/Do repairs to on all locking devices in the hospital. Effective stock management of the blank keys and equipment within the locksmith workshop. Maintain register of requisitions and routine maintenance schedule of locking devices. Renders a supporting function to the supervisor with the security services.

**ENQUIRIES** : Mr. J Roberts Tel No: (021) 938-4121

**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION** : Ms V de Jager

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to undergo a competency test.

**CLOSING DATE** : 03 February 2023

**POST 01/411** : **TRADESMAN AID**  
West Coast District

**SALARY** : R128 166 per annum

**CENTRE** : Swartland Hospital, Malmesbury

**REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. Ability to do overtime and standby duties. Competencies (knowledge/skills): Physically able to do hard manual labour. Ability to read and write written instructions. Good communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Assist with the maintenance of buildings and equipment. Assist with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Assist with other support functions of a workshop as well as safe keeping of tools. Assist with execution of maintenance plans.

**ENQUIRIES** : Mr CA Vermaak Tel No: (022) 487-9226

**APPLICATIONS** : The Manager: Medical Services: Swartland Hospital, Private Bag X2, Malmesbury, 7299.

**FOR ATTENTION** : Ms C Julius

**NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a competency test.

**CLOSING DATE** : 03 February 2022

- POST 01/412** : **TRADESMAN AID**  
Chief Directorate: Metro Health Services
- SALARY** : R128 166 per annum  
**CENTRE** : Valkenberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 /Std 8 or equivalent. Experience: Appropriate experience in tasks performed in a maintenance workshop within a hospital setting. Appropriate experience with workshop tools. Inherent requirement of the job: Ability to perform strenuous physical labour. Willingness to travel. Competencies (knowledge/skills): Ability to communicate in at least two of the three Official languages of the Western Cape. Ability to handle tools, parts and materials. Ability to work in a team and independently. Knowledge of Occupational Health and Safety.
- DUTIES** : Assist the Artisans in the execution of their duties. Assist with repairs and emergency breakdowns (including after hour repairs). Assist with the installation of plant, equipment and alterations. Carry out minor maintenance tasks. Clear areas where work has been carried out. Ensure that tools and materials are available when needed.
- ENQUIRIES** : Mr R Ganief Tel No: (021) 440 3191/2  
**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** : 03 February 2023
- POST 01/413** : **CLEANER (X2 POSTS)**
- SALARY** : R107 196 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Ability to read and write. Experience: Appropriate experience in cleaning and waste management. Inherent requirement of the job: Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Must have knowledge of routine cleaning processes, and handling cleaning equipment. Ability to effectively communicate in at least two of the three official languages Spoken of the Western Cape.
- DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control. Optimal support to supervisor and colleagues.
- ENQUIRIES** : Ms M Wehr Tel No: (021) 404-4052  
**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** : 03 February 2023
- POST 01/414** : **DRIVER (LIGHT DUTY VEHICLE)**
- SALARY** : R107 196 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic Numeracy and literacy skills. Experience: Appropriate experience in transporting passengers and goods. Inherent requirement of the job: Must be in possession of a valid code B/EB (Code 8) driver` license. Must be in possession of a Valid PDP. Must be of sober habits. Must be willing to work overtime. Competencies (knowledge/skills): Sound knowledge of transport regulations. Sound knowledge of elementary fleet maintenance. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape. Must be able to work independently.
- DUTIES** : Schedule and plan transport routes to ensure responsible driving. Transport and load goods and safely transport clients and staff members. Inspect vehicles and timely reporting of minor and major defects. Responsible for the completion of trip authorization and logbook. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Prepare reports for the supervisor when needed.
- ENQUIRIES** : Mr A Geldenhuys Tel No: (021) 404-4421

**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** : 03 February 2023

**POST 01/415** : **CLEANER (X2 POSTS)**  
West Coast District

**SALARY** : R107 196 per annum  
**CENTRE** : Riebeek Kasteel Clinic (X1 Post)  
Abbotsdale Satelite Clinic (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Basic literacy and numeracy skills.  
Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment and care of linen. Attend in-service training appropriate to service delivery. Support Waste Management. Adheres to loyal service ethics.

**ENQUIRIES** : Ms HL Andrew Tel No: (022) 482 -2729  
**APPLICATIONS** : The Manager: Medical Services Swartland Hospital, Private Bag X2, Malmesbury,7300.

**FOR ATTENTION** : Ms A. Groenewald  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 February 2023

**POST 01/416** : **MESSENGER**

**SALARY** : R107 196 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in a registry environment. Competencies (knowledge/skills): Good communication skills in two of the official languages of the Western Cape.

**DUTIES** : Deliver folders and other documents to wards and clinics. Collect of folders from different wards and clinics. Follow up queries of folders. Keep register of all folders delivered. Sorting of all incoming folders at Medical Records. Assist with ad-hock task at medical records.

**ENQUIRIES** : Ms M Xontana Tel No: (021) 938-4512  
**APPLICATIONS** : The Chief Director: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms Z Mtshisazwe  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 February 2023

#### **DEPARTMENT OF THE PREMIER**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 30 January 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POSTS

- POST 01/417** : **STATE LAW ADVISOR REF NO: DOTP 66/2022**
- SALARY** : (LP 7: R797 901 per annum, all-inclusive salary package, LP 8: R939 876 per annum, all-inclusive salary package (OSD as prescribed))
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years' appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Experience in at least one of the below fields of specialisation, with a demonstrable interest in remaining fields: Child Law; Education Law; Labour Law; Administrative Law. A valid code B drivers ; license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: The South African Schools Act, the Employment of Educator's Act, the Labour Relations Act, the Children's Act and the Promotion of Administrative Justice Act; Western Cape Parliamentary and Committee procedures; Education civil society and union representation environment. Skills needed: Communication (Written and verbal); Innovative problem-solving; Analytical; Presentation; Conflict resolution; Organising; Planning; Interpersonal; Computer literacy. Ability to work independant
- DUTIES** : Attend consultations with the Provincial Minister, departmental officials, legal advisors in the Litigation Directorate, outside legal counsel and state attorneys and provide advice and guidance on both procedural and substantive legal issues; Negotiating, drafting and editing contracts; Provide both formal and informal legal advice and legal opinions to the Provincial Minister of Education, Head of Department for Education, Western Cape and other departmental officials on procedural and substantive legal issues within the Education sector, including, amongst others, appeals to the Provincial Minister pertaining to educator discipline, learner expulsions and school admissions; Drafting of legal correspondence and replies on behalf of clients; Collaborating with the Litigation Directorate on litigious matters and assisting with the management of litigation matters involving the WCED.
- ENQUIRIES** : Nico Boshoff Tel No: 021 483 3377
- POST 01/418** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITIONS AND CONTRACT MANAGEMENT REF NO: DOTP 67/2022**
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree/National Diploma; A minimum of 3 years experience in a Supply Chain Management working environment. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Tender and Contract Administration; Policy Development; Financial norms and standards; Public Finance Management Act (PFMA); National Treasury Regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skill (written and verbal); Supervisory; Report writing and presentation.
- DUTIES** : Bid administration and management and secretariat function for all quotation committees; Bid specifications, bid evaluation committee ;s and advisory function to all SCM committees; Manage the Electronic Purchasing System; Contract administration; Managing RT contracts; Verification of contract invoices before processing; Compliance verification of requisitions.
- ENQUIRIES** : Mr R. Williams Tel No: (021) 483 0598

## DEPARTMENT OF LOCAL GOVERNMENT



- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 30 January 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POST

**POST 01/419** : **COMMUNITY DEVELOPMENT WORKER: CENTRAL KAROO (MURRAYSBURG) REF NO: LG 11/2022 R1**

**SALARY** : R218 064 per annum (Level 06)

**CENTRE** : Local Government, Western Cape Government

**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months appropriate experience in community development or similar environment. It is required that applicants are currently residing in Murraysburg. -Community Development Learnership Certificate; A valid (Code B or higher) driving licence.NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

**DUTIES** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

**ENQUIRIES** : Mr M Bell Tel No: (021) 483 3039

#### PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 30 January 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit

your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 01/420** : **PROCUREMENT ANALYST: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 27/2022 (X2 POSTS)**

**SALARY** : R393 711 per annum (Level 09).  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in Finance/Economics/Commerce/Law or Public Management; A minimum 3 years experience as a Procurement and Supply Chain Management professional; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience and understanding of: Vendor management and supplier development; Financial analysis and/or Risk Management. Competencies: Knowledge of the following: Strategic Sourcing and Preferential Procurement / BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Research and reporting procedures; Client needs, planning and organising interpretation of policy matters; Skills needed: Written and verbal communication; Proven computer literacy; Analytical; Problem solving; Presentation; Research; Negotiation' Responsibility, reliability, honesty and loyalty; Contract Management; Creativity; Innovation; The ability to work under stress; Ability to manage many tasks simultaneously; Ability to work under pressure; Tolerance, patience and understanding.

**DUTIES** : Assess supply chain management municipal policy and monitor compliance thereof; Assist municipalities in providing them with supply chain management opinions and guidance; Designing and implementing supply chain management training interventions to develop supply chain management skill and capacity within municipalities; Coordinate and service discussion as well as facilitate a platform for knowledge and information sharing of supply chain management at the supply chain management forums, focus groups and transversal district or commodity groups; Reporting of procurement statistics for municipalities; Attend on, assess and provide comment to suppliers and the municipality on supplier grievances / appeals with regard to tender processes; Develop and promote a BBEE/SMME supplier development programme for municipalities in liaison with the Department of Economic Development and Tourism; Provide strategic procurement support services to improve performance and efficiency of the supply chain management system, including value for money and leveraged benefits to the province.

**ENQUIRIES** : Ms L Sallies Tel No: (021) 483 3180

**POST 01/421** : **ACCOUNTING PRACTITIONER REF NO. PT 30/2022 (X2 POSTS)**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Accounting; A minimum of 3 years relevant experience. Recommendation: Post graduate qualification in accounting. Competencies: Knowledge of the following: Application of data analytics; Accounting frameworks and Public sector accounting process; Skills needed: Written and verbal communication; Report writing; Strategic planning; Attention to detail and good interpretation of numbers; Ability to work under pressure and meet deadlines.

**DUTIES** : Assist and advise on the implementation of accounting frameworks in terms of Modified Cash Standard/ Generally Recognised Accounting Practice; Develop, assess and revise where required, training material on accounting frameworks based on Modified Cash Standard/ Generally Recognised Accounting Practice; Provide training on Modified Cash Standard/ Generally Recognised Accounting Practice as required; Gathering information linked to monthly and quarterly compliance reports and provide feedback to stakeholders; Research accounting related issues raised and provide feedback to stakeholders; Assess the IFS/AFS of departments and entities.

**ENQUIRIES** : Mr L Faniso Tel No: (021) 483 5171

**POST 01/422** : **DATA COLLATOR: DATA COLLATING AND TECHNICAL EDITING REF NO: PT 26/2022**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
 : Provincial Treasury, Western Cape Government  
 : 2 year post-Matric qualification in Information Management, Information Technology or a relevant field; A minimum of 7 years appropriate experience in technical editing/formatting of various publications, electronic filing. Recommendation: A valid (Code B or higher) driving license; Experience in the following: Technical editing and formatting of financial documents or other Publications; Electronic filing and coping with extreme deadlines or relevant experience in office administration and rendering support to senior management; Willingness to work irregular hours; Grade 12 Computer Application Technology as a passed subject, end user computing, office management or secretarial/ Office administration Diploma/ certificate  
 Competencies: Knowledge of the following: Technical editing and formatting; Technical editing and formatting of financial documents or other publications; Skills needed: Cognitive; Attention to detail; Analytical; Communication (written and verbal); Proven computer literacy (MS Office suite); Ability to liaise with diverse people; Aptitude for numbers.

**DUTIES** : Consolidate and technically edit/format the Provincial Budget publications and associated documentation; Liaise with departmental finance and planning staff on the management of budget information; Consolidate and technically edit/format other Provincial Treasury publications; Consolidate and technically edit/format municipal budget information and performance assessment reports, PT municipal publications and working papers; Information Management through PT Data Warehouse co-ordination and integration (Provincial and Local Government) and specialised functions.

**ENQUIRIES** : Ms S van der Merwe Tel No: (021) 483 4433

**POST 01/423** : **ADMINISTRATIVE SUPPORT OFFICER: CORPORATE RELATIONS MANAGEMENT REF NO: PT 25/2022 R1**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
 : Provincial Treasury, Western Cape Government  
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience. Recommendation: Working experience of the following: Administration of performance management and the performance management system (PERMIS); Training and development; Recruitment and selection; Service benefits; Database management; PERSAL. Competencies: Knowledge of the following: Human Resource policies and Legislation; Service delivery innovation; Client Orientated and customer focus. Skills needed: Planning and Organising; Computer literacy in MS Office package (MS Word, MS Excel and Outlook); Communication (verbal and written) skills.

**DUTIES** : Coordinate and render the following: Departmental training and development matters and render administrative support to line managers; Administrative support with service benefits within the department; Administrative support with the recruitment and selection processes within the department; Administrative support with the application and implementation of Staff Performance Management Systems applicable to all levels (PERMIS); Database management.

**ENQUIRIES** : Ms K. Veary Tel No: (021) 483 8214

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 30 January 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

**POST 01/424** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: POLICY AND IMPLEMENTATION REF NO: DSD 77/2022**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Social Development, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years experience in a supply chain management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act; PFMA, National Treasury regulations; NTR's, Provincial Treasury Directives/Instructions; PTI's); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial norms and standards (Public Finance Management Act; PFMA, National Treasury regulations; NTR's, Provincial Treasury Directives/Instructions; PTI's); Financial management processes; Strategic Sourcing and Preferential Procurement / BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Records management, inclusive of registry services, and policy and procedures governing these functions; General support service such as transport management and policy and procedures governing these functions; Skills needed: Analytical and strategic thinking; Budgeting; Written and verbal communication; Numeracy; Computer literacy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research. Ability to analyse, conceptualise and implement policy.

**DUTIES** : Develop and review departmental policies; Build capacity among internal and external stakeholders; Develop, implement and maintain control framework for supply chain; Develop standard operating procedures; Review and align delegations; Identify needs for policies, guidelines, norms and standards in respect of all SCM practices and provide advice in the development thereof; Give inputs in the development of provincial policy positions; Conduct policy evaluation; Develop and implement strategies to communicate SCM policy matters.

**ENQUIRIES** : Mr A Kamalie Tel No: (021) 483 8681

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE** : 30 January 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies

using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

- POST 01/425** : **DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: TPW 262/2022**
- SALARY** : R1 105 383 per annum (Level13), (all-inclusive salary package)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Registered Built Sector Professional Qualification/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years middle-management experience related to this portfolio; A valid driving licence; Completion of the SMS (Senior Management Service) Pre-Entry Programme upon appointment. Recommendation: Ability to interpret and enforce the application of the relevant legislative and regulatory requirements pertaining to Supply Chain Management. Competencies: Working knowledge of the following: Government practices, policies and procedures; Human Resource Management practices; Community Facilitation; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Public Finance Management Act, Treasury Regulations and guidelines; SCM Regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; SCM: A guide to Accounting Officers and Authorities; The Construction Industry Development Board (CIBD) Act, 38 of 2000; Broad Based Black Economic Empowerment Act, 53 of 2003; Government accounting standards (GRAP); Economic Reporting Framework; Western Cape Infrastructure Development Management System; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Sound Budgeting skills; Facilitation and Presentation skills; Technical Proficiency; Applied strategic thinking skills.
- DUTIES** : Establish, develop and implement an Acquisition Management System inclusive of mechanisms, tools, templates and institutional bodies to render acquisition and contract management; Drive the implementation in respect of Strategic Sourcing for strategic commodities in the Department; Ensure fully functional Committee Structures in the acquisition processes throughout the SCM System; Establish, develop and implement the framework for Infrastructure Delivery and Procurement Management inclusive of mechanisms, tools, templates and institutional bodies and coordinate the function for the Provincial Government; Ensure efficient and effective oversight and management of all financial resources of the Chief Directorate and all performance requirements as related to the Public Finance Management Act and corporate governance; Management of human resources to achieve the predetermined indicators and service delivery imperatives as well as sound labour practices.
- ENQUIRIES** : Ms. P Van Der Merwe Tel No: (021) 483 6915
- 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>

#### **OTHER POSTS**

**CLOSING DATE** : 30 January 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 01/426** : **REGIONAL MANAGER: PROPERTY MANAGEMENT REF NO: TPW 260/2022**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 5 years property related management level experience. Recommendation: Inspectorate experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management processes; Labour relations; Financial management. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint).

**DUTIES** : Manage the following: The process of leasing in of immovable assets based on the accommodation requirements of users in terms of their service delivery needs Conduct regular site visits to ensure preventative measures; The disposal including leasing out of immovable assets superfluous to service delivery requirements Prevention of illegal Evictions from and Unlawful Occupation of Land in terms of Act 19 of 1998; All commitments to local authorities in terms of applicable municipal ordinances in respect of the region Render support services to Regional Managers and Portfolio Officers; Debtors and creditors regarding immovable assets. Submit weekly itinerary to Manager for approval with substantiating documentation. Estate management such as security services, maintenance of unallocated erven, prevention of unlawful occupation, demolitions and registration of real rights, etc. Undertake regular site inspections; Management of the human resources of the Sub-Directorate to achieve the determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Compile detailed report of each site visit; Plan the sub-directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES** : Ms S. Hindley Tel No: (021) 483 5549  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/427** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PROGRAMME COORDINATION, REF NO: TPW 246/2022**

**SALARY** : Grade A: R750 696 - R801 105 per annum, (OSD as prescribed)  
Grade B: R846 429 - R911 862 per annum, (OSD as prescribed)  
Grade C: R967 809 - R1 140 018 per annum, (OSD as prescribed)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer; Compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence.

Recommendation: Experience in the following: Transport infrastructure, road construction and/or maintenance or the asset management processes of transport infrastructure; Various design stages for multidisciplinary Roads projects; Compiling/preparing tender document and the tender process; Supervising technical staff /teams; Data monitoring and analytics of projects in the various phases; Exposure of financial-, human resource-, supply chain-, contract, management and scope monitoring during construction; Project management and report writing; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

**ENQUIRIES APPLICATIONS** : Mr A November Tel No: (021) 483 0536  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/428** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PROGRAMME DEVELOPMENT REF NO: TPW 247/2022**

**SALARY** : Grade A: R750 696 - R801 105 per annum, (OSD as prescribed)  
Grade B: R846 429 - R911 862 per annum, (OSD as prescribed)  
Grade C: R967 809 - R1 140 018 per annum, (OSD as prescribed)

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer; Compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence. Recommendation: B Eng/BSc in all Engineering fields will be considered with relevant work experience; Exposure of asset management principles, technical methods, financials, systems and techniques; Experience in the implementation of strategies and policies related to the management of road infrastructure; Exposure of human resource-, supply chain-, contract-, management; Experience in financial motivation or project preparation for funding requirements; Advance experience in the use of Microsoft Office, Asset Management systems, GIS and other software / databases programs HDM4, dTIMS, IQMS; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Strong leadership, interpersonal and teamwork skills; Ability to perform data interpretation and analysis to assist with road asset planning and management; Ability to communicate with a range of stakeholders; Ability to identify asset condition and formulate and implement an improvement plan for asset service delivery.

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

**ENQUIRIES** : Mr A November Tel No: (021) 483 0536

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/429** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): REF NO: TPW 248/2022 (X3 POSTS)**
- SALARY** : Grade A: R750 696 - R801 105 per annum, (OSD as prescribed)  
Grade B: R846 429 - R911 862 per annum, (OSD as prescribed)  
Grade C: R967 809 - R1 140 018 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer; Compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.
- ENQUIRIES APPLICATIONS** : Mr M Hendrickse Tel No: (021) 483 3107  
Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/430** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ELECTRICAL (HEALTH INFRASTRUCTURE) REF NO: TPW 270/2022**
- SALARY** : Grade A: R750 693 - R801 105 per annum  
Grade B: R846 429 - R911 862 per annum  
Grade C: R967 809 - R1 140 018 per annum  
(Salary will be determined based on post registration experience as per OSD prescript)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification experience; Compulsory registration with ECSA as a professional engineer; A valid (code B or higher) driving licence. Recommendation: Experience in: design of Health Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation; PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems); experience in the field of the relevant Built Environment especially regarding engineering design and analysis in the construction of Health Facilities; Computer support design of building and services; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation. Willingness to travel on a regular basis. Competencies: Knowledge in the following: Design of Health Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation ; PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems ); Relevant Built Environment especially regarding engineering design and analysis in the construction of Health Facilities; Computer support design of building and services; Programme and project management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations,



<b><u>DUTIES</u></b>	: SANS Regulations and all relevant built environment legislation; Public sector procurement. <strong>Following skills: Research and development and technical report writing skills; ;Interpersonal relations, decision making, analytical, team leadership and financial management; Computer literacy (MS Office, Excel); Ability to work under pressure and meet tight deadlines. : Design and installation of electrical engineering works for Health Facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of electrical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards. <strong>Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development. <strong>Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery. <strong>Research and development ; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr Y Jacob Tel No: (021) 483 8514 : Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 01/431</u></b>	: <b><u>PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (REGION 2), REF NO: TPW 37/2021 R4</u></b>
<b><u>SALARY</u></b>	: Grade A: R750 693 - R801 105 per annum, (OSD as prescribed) Grade B: R846 429 - R911 862 per annum, (OSD as prescribed) Grade C: R967 809 - R1140 018 per annum, (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Transport and Public Works, Western Cape Government : Civil Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Civil Engineer; A valid code B or higher driving licence. Recommendation: Experience and working knowledge of the following: Road-built environment; Management of road construction and maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking; Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
<b><u>DUTIES</u></b>	: Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity effecting the proclaimed road network; Identify

road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravell and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer.

**ENQUIRIES** : Mr X Smuts Tel No: (044) 272 6071  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/432** : **PROFESSIONAL SURVEYOR (PRODUCTION LEVEL): SURVEY AND MAPPING REF NO: TPW 249/2022**

**SALARY** : Grade A: R646 854 - R696 834 per annum  
 Grade B: R739 605 - R789 267 per annum  
 Grade C: R833 922 - R982 326 per annum  
 (Salary will be determined based on post registration experience as per the OSD prescript)

**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year Survey/Geomatics degree (BSc - Survey/Geomatics) or relevant qualification; A minimum of 3 years post qualification survey experience; Compulsory registration with SAGC as Professional Surveyor; Compulsory registration with SAGC as Professional Land Surveyor to perform cadastral surveys; A valid code B (or higher) driving license. - Exposure to expropriation, and registration survitudes managing of a survey professional team. Competencies: Knowledge of the following: Programme and project management; Survey design and analysis; Research an development; Computer-aided survey applications; Legal compliance; Technical report writing; Creating high performance culture; Skills needed: Networking; Professional judgment; Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation. Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

**DUTIES** : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

**ENQUIRIES** : Ms M Hendrickse Tel No: (021) 483 3107  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/433** : **CHIEF PROVINCIAL INSPECTOR - TRAFFIC LAW ENFORCEMENT REF NO: TPW 237/2022**

**SALARY** : R491 403 per annum (Level 10)

**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) ; A minimum of 7 years working experience in the traffic law enforcement field of which 3 years must be on a supervisory level; All valid driving licenses (A and EC); No criminal record. Recommendation: Registered as an authorised peace officer; Basic Traffic Diploma. Competencies: Knowledge in the following: Extensive knowledge of Traffic Management policies and regulations; Vehicle impoundment and inspectionsSkills needed: Driving; Excellent Communication (written and verbal); Proven computer literacy; Project Management; Financial Management; Negotiation; Customer Relationship Management.

**DUTIES** : Manage the following: The implementation of operational law enforcement plan; Service delivery improvement. Ensure effective and efficient: Leadership; Asset Management; Financial Management; Human Resource management.

**ENQUIRIES** : Ms V. Chetty Tel No: (021) 483 8257

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/434** : **CONTROL ENGINEERING TECHNICIAN REF NO: TPW 238/2022 (X4 POSTS)**
- SALARY** : Grade A: R466 482 per annum, (OSD)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate recognised National Diploma in Civil Engineering (or equivalent qualification); A minimum of 6 years post qualification technical (Engineering) experience; Compulsory registration as an Engineering Technician with the Engineering Council of South Africa (ECSA); A Valid Driving license (code B). Competencies: Knowledge of the following: Technical design and analysis; Legal compliance; Computer-aided technical applications; Project Management; Research and Development; People Management; Skills needed: Problem Solving; Customer Focus and responsiveness; Planning and organising; Communication (written and verbal) and technical report writing; Financial Management; Decision Making.
- DUTIES** : Manage technical services; Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities; Manage administrative and related functions; Provide inputs into the budgeting process; Research and development; Continuous professional development to keep up with new technologies and procedures.
- ENQUIRIES** : Mr M Hendrickse Tel No: (021) 483 3107  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/435** : **ASSISTANT DIRECTOR: PROPERTY PLANNING REF NO: TPW 264/2022**
- SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree equivalent or higher); A minimum of 3 years supervisory level experience in an asset management of related environment; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Property planning, compliance and enablement with specific reference to planning, heritage and environmental legislation; Accommodation planning, allocation and management; Property information and database management; Immovable asset management systems and technologies. Following skills: Computer literacy (MS Office); Communication (written and verbal); Time management, Project planning, organising and networking; Budget planning and reporting; Problem solving and decision making; leadership; Supervisory.
- DUTIES** : Manage and report on property planning matters related to the immovable asset portfolio, including: The optimal utilisation of immovable assets; Verification and ratification of accommodation needs; Ensuring compliance to enable infrastructure delivery; Monitoring outcomes of condition Assessment to improve asset performance. Manage information (data, knowledge, wisdom) by applying tools and technologies and/or articulating IT and systems; requirements to inform decision-making, reporting, enhanced operations, business processes and service delivery and to support transparency and integration and collaboration across departments and government spheres. Plan and communicate budget requirements and manage budget allocations to achieve goals and execute assigned duties; Human Resource Management, including: Undertaking supervisory responsibilities and managing performance to achieve goals and maintain excellence in service delivery; Promoting sound labour relations; communicating on managerial level with regard to own and sub-ordinates, functions, responsibilities and performance to set goals.
- ENQUIRIES** : Mr D Fourie at 073 318 7944  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/436** : **ASSESSOR: ASSESSMENT REF NO: TPW 255/2022**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant supervisory/administrator level experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Inter-governmental relations; Communication, media management, public relations, public participation and public transport; Records management; Office administration; Minibus taxi industry; Criminal Procedure Act; Anti-Corruption and Fraud Legislation. Skills needed: Communication (Written and verbal); Conflict management; Analysis. Ability to work in a team and handle conflict situations.

**DUTIES** : Advise and make recommendations on matters referred to the Registrar relating to the exercise or performance of the Registrar's powers and duties; Undertake any investigation and report its findings and recommendations to the Registrar; Mediate in conflict situations between association and operators; Represent the Office of the Registrar on project management teams, Inter-governmental meetings and workshops dealing with the transformation of the public transport system and public transport matters; Monitor compliance with the code of conduct and the constitution and to hold hearings where there is non-compliance; Liaise with municipalities and other government departments to obtain information required to make informed decisions; Assist with the following: The capacitating of municipalities on regulatory processes, transport legislation and associated regulations and to outline the role of the municipality in the regulatory process; The education of the industry on regulatory processes, transport legislation and associated regulations.

**ENQUIRIES** : Mr A Isaacs at Tel No: (021) 483 0252  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/437** : **ASSISTANT DIRECTOR: REGISTRATION AND COMPLIANCE REF NO: TPW 254/2022**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years experience on a supervisory level within the Public Transport Management or similar environment; A valid driving licence (Code B/08 or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Relevant regulation and legislation; Latest advances in public management(theory and practices); Organisation development, human capital management, institutional performance system and processes of culture change social capital development; Modern system of governance and administration; Constitutional, legal and institutional arrangements governing the South African public sector; Financial Management; Communication (written and verbal) skills. Ability to handle conflict and to render advice and guidance in an objective yet dedicated manner.

**DUTIES** : Assist with the following: Management of registration of transport institutions and their members; Monitoring compliance of transport institutions and their members; Management of the transport relations function; People management and empowerment; Engage with stakeholders/role-players in the public industry.

**ENQUIRIES** : Mr A Isaacs Tel No: (021) 483 0252  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 01/438** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: TPW 235/2022**
- SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (or higher qualification) in Financial Accounting, Supply Chain Management or Commerce; A minimum of 3 years supervisory level experience in Accounting, Auditing, Finance or Supply Chain Management. Competencies: Knowledge of the following: Asset Management; Accounting; SCOA Skills needed: Excellent Excel; Strategic Thinking; Problem solving and decision making; Computer literacy in MS Office Package; Communication skills (written and verbal); Report writing.
- DUTIES** : Implement the asset management system, including the establishment and implementation of the Asset Management Unit and Departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register. Develop, implement and manage mechanisms to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items. Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution.
- ENQUIRIES** : Ms P.van der Merwe Tel No: (021) 483 6915  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/439** : **ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT REF NO: TPW 275/2022**
- SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years Supervisory level experience in an information and data management or similar environment; A valid driving licence (Code B/08 or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in the following: Working with communities and educational facilities; Traffic environment; Administration and finance. Competencies: Knowledge of the following: Road Safety and office practices and principles; Public Financial Management Act, GG Policies as well as various procurement processes and applicable policies and procedures; Report writing; The following skills: Communication (written and verbal); Administrative and financial planning; Computer literacy (MS Word, Advanced Excel, PowerPoint); Monitoring and evaluation methods, tools and techniques; Numeracy; Project administration; Supervisory; Report writing; Research and analytical; Planning and organizing; Presentation and facilitation. Ability to work under pressure and meet deadlines; Reliable; Self-motivated.
- DUTIES** : Coordination of information and knowledge management functions to provide reliable and meaningful information through disseminating and manipulation of data and information; Coordinate information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; Produce reports; Enhance service delivery; Support transparency; Support integration/collaboration across department's government spheres; Provide a professional information and data support service through the compilation of business/operational plans; Coordinate and oversee the provision of education, training and conducting of awareness programmes applicable to road safety and information and data processes necessary in the optimal use of technological hardware and software utilised to obtain information and data; Perform specific data management and administrative functions which includes general administration, leave administration, processing of statistics, loss, asset control and fleet management; Supervise

human resources to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Assist Manager with Budgets, expenditure and income reports and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems.

**ENQUIRIES** : Ms AC Fennie Tel No: (021) 483 1500  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/440** : **ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT REF NO: TPW 283/2022 (X2 POSTS AVAILABLE) – OVERBERG/CENTRAL KAROO**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 5 years relevant experience in one or more of the following fields: Road safety education, Training, Law Enforcement, Developmental Communication or related field; A valid driving licence (Code B/08 or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in the following: working with under privileged communities particularly in fields that look at how to change dangerous behaviours; Development of educational and instructional content or other developmental methods needed to reach target audiences in underprivileged area; Research, monitoring and evaluation. Competencies: Knowledge of the following: Practices, methods and principles that when applied and implemented will lead to safer road and traffic environments, especially for underprivileged communities; Record of working with communities, educators, educational institutions, or institutions used to bring change and community development; Skills in the following: Verbal and written skills in at least two of the three official languages of the Western Cape; Managerial and administrative; Public speaking and facilitation; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc). Ability to work independently and as part of a team.

**DUTIES** : Effective planning that should result in the successful implementation of the determined number (per annual performance and quarterly operational plans) of road safety interventions in the district where prospective candidate will be appointed; Provide leadership and manage staff and resources in the respective district where prospective candidate will be appointed, with the aim of achieving the intervention targets set out in the annual performance and operational plans; Provide solutions and remedies when operational challenges prevent the achievement of targets as set out the annual performance and operational plans; Address human resource challenges that could hamper the achievement of annual performance or operational plan targets. Provide the administrative support needed to ensure operational plans, including monitoring and reporting on those plans, in the district where prospective candidate will be appointed are executed effectively; Provide creative and practical input to managers/supervisors, needed to address the road safety challenges where the prospective candidate will be appointed.

**ENQUIRIES** : Mr A Kafaar Tel No: (021) 483 6000  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/441** : **ASSISTANT DIRECTOR: CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO: TPW 242/2022**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ Bachelors Degree or higher); A minimum of 3 years supervisory level experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. -Extensive knowledge and experience in Human Resources; Exposure to professional needs for training programmes and Performance

Management; Knowledge and experience in roads engineering or related services; Experience in developing instructional and training programmes; Proven experience in written communication; Ability to collect data and assess program ;s monitoring and evaluation activities; Strong interpersonal and communication skills; Strong leadership and coaching skills; Willingness and ability to travel regularly throughout the Western Cape. Competencies: Knowledge of the following; Public Finance Management Act (PFMA); Road and Transport Legislation and Policies; Skills Development frameworks; OSD on Engineering and Related occupations; Principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources; Political sciences and public policy; Relationship management; Communication (written and Verbal); Problem solving and decision making skills.

**DUTIES** : Manage and oversee the resources to ensure the achievement of component goals; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Determine and communicate financial requirements to execute assigned deliverables; Communicate and apply the Batho Pele concept in service delivery; Human Resource Management: Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Manage information by applying tools and techniques to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government spheres.

**ENQUIRIES** : Mr AK November Tel No: (021) 483 0536  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/442** : **ASSISTANT DIRECTOR: STRATEGIC IMMOVABLE ASSET MANAGEMENT PLANNING REF NO: TPW 265/2022**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree, equivalent or higher); A minimum of 3 years supervisory level experience in an asset management of related environment; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. -Relevant experience in immovable asset management. Competencies: Knowledge of the following: Public Sector Asset Management and Finance related legislation; Asset Management, Life-cycle planning and -management; Condition assessments; Immovable asset management systems and technologies (tools and application). Project Management; Public Management and Administration. Following skills: Computer literacy (MS Excel); Proven written and verbal communication; Time management, planning, organising and networking; Budget planning and reporting; Problem solving and decision making; leadership; Supervisory.

**DUTIES** : Manage asset and portfolio management matters in collaboration with relevant stakeholders, including: Determining and updating technical requirements for Facility Condition Assessments; Preparing, updating and submitting the Provincial Custodian Asset Management Plan; Assisting and providing training to user departments pertaining the drafting of their respective User Asset Management Plans; Providing input regarding Program Implementation and Integrated Development Plans; Assist with the preparation of inputs for portfolio asset management or infrastructure related plans; Manage and execute legislative compliance matters, where relevant. ;Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making, reporting, enhanced service delivery and to support transparency and integration & collaboration across departments and government spheres; ;Human Resource Management, including: Undertaking supervisory responsibilities and managing

performance to achieve goals and maintain excellence in service delivery; Promoting sound labour relations; Communicating on managerial level with regard to own and sub-ordinates ; functions, responsibilities and performance to set components goals; Assist with budget planning as well as with expenditure through responsible implementation of practices and in line with relevant requirements, including projecting budget requirements.

**ENQUIRIES** : Mr G Meyer Tel No: (021) 484 2601  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/443** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): REF NO: TPW 261/2022 (X3 POSTS)**

**SALARY** : Grade A: R380 433 - R410 112 per annum  
Grade B: R433 014 - R466 482 per annum  
Grade C: R495 099 - R583 209 per annum  
(Salary will be determined based on post registration experience as per OSD prescript)

**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist Or have submitted with ECSA for professional registration as a professional technologist; Compulsory registration with ECSA as a Engineering Technologist will then be applicable within 6 months from appointment. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

**DUTIES** : Provide technological advisory services:-Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.

**ENQUIRIES** : Mr M Hendrickse Tel No: (021) 483 3107  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/444** : **ADMINISTRATIVE OFFICER: TRAFFIC LAW ENFORCEMENT REF NO: TPW 268/2022**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 2 years Administrative, Financial or Supply Chain Management experience. Competencies: Knowledge of the following: Various procurement processes; Administrative and Financial planning; Supply Chain Management; Skills in the following: Written and verbal communication; Computer literacy (MS Word, Excel, PowerPoint); Basic numeracy; Problem solving. Ability to: Work under pressure and meet deadlines; Work independently as well as in a team.



- DUTIES** : Coordinate, distribute and regulate asset inventory from head office to traffic centres; Coordinate, monitor and control the activities relating to budgets and finance for the 13 traffic centres; Coordinate, monitor, verify and supervise claims and payments relating to service benefits; Coordinate and supervise certain activities relating to SCM, Limited Bid and Lease application forms for operating leases; Coordinate and supervise the activities relating to systems control; Supervision of staff.
- ENQUIRIES APPLICATIONS** : Ms V. Chetty Tel No: (021) 483 8257  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/445** : **PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (VREDENBURG, VREDENDAL AND WORCESTER), REF NO: TPW 278/2022**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Department of Transport and Public Works, Western Cape Government  
: Grade 12 (or equivalent qualification); A minimum of 6 years working experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma; A valid driving license (A and EC); No criminal record. Recommendation: An Examiner of motor vehicles diploma and or registered as an examiner of driving license. Competencies: Knowledge of the following: Road traffic and Public Transport policies and regulations; Law enforcement knowledge in Traffic and Public Transport; Vehicle inspections; Vehicle impoundment; Operational meeting, deployment and planning skills; Ability to utilise electronic systems and related in daily functions; Written and verbal communication skills.
- DUTIES** : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation's; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties.
- ENQUIRIES APPLICATIONS** : Ms V. Chetty Tel No: (021) 483 8257  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/446** : **CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE (BUILDING), REF NO: TPW 212/2022**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Department of Transport and Public Works, Western Cape Government  
: A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Proven computer literacy; Report writing skills; Written and verbal communication skills.
- DUTIES** : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently.
- ENQUIRIES APPLICATIONS** : Mr L Titus Tel No: (021) 483 5215 / Leon.Titus@westerncape.gov.za  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/447** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): REF NO: TPW 282/2022 (X3 POSTS)**

**SALARY** : Grade A: R326 031 - R347 925 per annum  
Grade B: R369 279 - R398 082 per annum  
Grade C: R420 318 - R495 099 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed)

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving licence. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.

**DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

**ENQUIRIES APPLICATIONS** : Mr N van Gass Tel No: 081 250 5160  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/448** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): REF NO: TPW 243/2022 (X3 POSTS)**

**SALARY** : Grade A: R326 031 - R347 925 per annum  
Grade B: R369 279 - R398 082 per annum  
Grade C: R420 318 - R495 099 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed)

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; Or have submitted with ECSA for professional registration as a Engineering; Compulsory registration with ECSA as a Engineering Technician will then be applicable within 6 months from appointment; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving licence. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer

- literacy; People management; Planning and organising skills; Change management.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES** : Mr M Hendrickse at Tel No: (021) 483 3107
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/449** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): PLANT MANAGEMENT REF NO: TPW 205/2022 (X3 POSTS)**
- SALARY** : Grade A: R326 031 - R347 925 per annum  
Grade B: R347 279 - R398 082 per annum  
Grade C: R420 318 - R495 099 per annum  
(Salary will be determined based on post registration experience as prescribed by OSD)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; AutoCAD drawing; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Good analytical.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES** : Ms M Subailey Tel No: (021) 959 7700
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/450** : **SURVEY TECHNICIAN PRODUCTION: SURVEY AND MAPPING REF NO: TPW 252/2022**
- SALARY** : Grade A: R326 031 - R347 925 per annum, (OSD as prescribed)  
Grade B: R369 279 - R398 082 per annum, (OSD as prescribed)  
Grade C: R420 318 - R495 099 per annum, (OSD as prescribed)

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Surveying, Cartography or relevant qualification; Minimum of 3 years post qualification technical experience; Compulsory registration with SAGC as a Survey Technician or Surveyor; A valid (code B) driving license. Competencies: Knowledge of the following: Spatial perception and technical; Mapping (Computer aided and manual). skills needed: Planning and organizing, Communication (Written and verbal); People management, Strategic capability and leadership, Technical report writing; Sound engineering and professional judgement; Must be thorough and self-motivated.

**DUTIES** : Responsible for the following: Information and plans in digital and hard copy formats for topographical survey mapping; Preparation of topographical survey drawing, using Microstation, CAD, uSmart and Civil Designer; Designer; Quality control of outsourced cadastral compilation and calculations to ensure compliance with prescribed TMH11 standards; Quality control of outsourced expropriation plans and sketches to ensure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sector relating to cadastral and expropriation data.

**ENQUIRIES APPLICATIONS** : Mr M. Hendrickse Tel No: (021) 483 3107  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/451** : **PROPERTY OFFICER: PROPERTY PLANNING REF NO: TPW 263/2022**

**SALARY CENTRE REQUIREMENTS** : R269 372 per annum (Level 07)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree equivalent or higher) in property or built environment; A minimum of 2 years experience in immovable asset management; A valid driving licence (Code B/08 or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of Property planning, compliance and enablement with specific reference to planning, heritage and environmental legislation; Property information and database management; Budget planning and reporting. Skills in the following: Computer literacy in MS Office (Word, Excel and Outlook,); Planning and organising; Report writing and formulation; Problem solving and analytical thinking; Project Management; Communication (written and verbal).

**DUTIES** : Execute and report on responsibilities required to plan and facilitate the optimal utilisation of immovable assets, including: Planning and management of accommodation needs; Planning and management of the allocation of properties to meet service delivery requirements. Monitor and ensure compliance and enablement of infrastructure delivery, including preparation of Power of Attorney or related documentation for relevant signatures; Monitor outcomes of facility condition assessments to inform decision-making, manage asset life cycle management and improve asset performance ;Obtain, provide and maintain information (data, knowledge, wisdom) by applying tools and technologies and/or articulating IT and systems; requirements to inform decision-making, reporting, enhanced operations, business processes and service delivery and to support transparency and integration & collaboration across departments and government spheres; Attend to internal enquiries related to custodian and user responsibilities as well as external enquiries from municipalities, communities or representatives and citizens.

**ENQUIRIES APPLICATIONS** : Mr D Fourie at 073 318 7944  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/452** : **SYSTEMS ADMINISTRATOR: ICT MANAGEMENT SERVICES REF NO: TPW 05/2022 R1**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Transport and Public Works, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification) with A+ Certification (or related); A minimum of 3 years relevant experience in IT/ICT

environment.-A valid Code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Competencies: Knowledge of the following: Information Systems Technology and Software; Configuration Management processes; Data Management; Network Hardware, Protocols, and Standards; Public Management and Administration; Planning and organisational skills.; Communication (written and verbal) skills; Proven computer literacy.

**DUTIES** : Administer ICT Systems; Coordinate and facilitate the provision of user system and desktop support in liaison with Cel and other service providers; Develop and maintain documentation for both training and server purposes; Facilitate the assurance of Government Motor Transport (GMT) IT system security and governance in liaison with SITA & other service providers; Provide GMT Desktop Support Services; Provide ICT Infrastructure Management Support.

**ENQUIRIES** : Mr C. Kriegler Tel No: (021) 467 4745

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/453** : **REGIONAL FOREMAN: ROUTINE MAINTENANCE, CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2 REF NO: TPW 149/2022 (X2 POST AVAILABLE IN OUDTSHOORN)**

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience; A valid code B (or higher) driving licence with PDP. Recommendation: Experience in the following: Civil construction activities; Operating minor construction machines; Willingness to travel as required. A valid Code C driving license is recommended. Competencies: Knowledge of the following: Standards and procedures; Administrative processes; Health and Safety; Disciplinary measures and Legislation. Skills needed: Supervisory; Planning and problem solving; Communication (verbal and written); Conflict and diversity management; Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated; Logical thinking. Ability to interpret and give instructions.

**DUTIES** : Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the road transport network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads; Supervision personnel; Ensure that deadlines are met, and safety precautions adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network.

**ENQUIRIES** : Mr. P Gers and M Stegmann Tel Nio: (044) 272 6071

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/454** : **ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT (TRAFFIC LAW ENFORCEMENT) REF NO: TPW 269/2022**

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or higher qualification); A minimum of 6 years experience in an information and data management or similar environment. Recommendation: Relevant experience in administration and finance. Competencies: Knowledge of the following: Public Financial Management Act, GG Policies as well as various procurement processes; Office policies, practises and procedures; Project administration; Administrative and financial planning; ;Skills in the following: Written and verbal communication; Computer literacy (MS Word, Excel, PowerPoint); Basic numeracy; Report writing; Research and analytical; Planning and organising; Presentation and facilitation.

**DUTIES** : Coordination of information and knowledge management functions of the Directorate to provide reliable and meaningful information through disseminating and manipulation of law enforcement data and information; Provide a professional information and data support service; Assist in the coordination of processes necessary in the optimal use and management of hardware and software utilised to obtain law enforcement information and data; Perform specific data management and administrative functions; General Administration, Leave Administration, processing of statistics, loss, asset control and fleet management; Supervision of subordinates; Assist Manager with Budgets, expenditure and income reports at centre and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems.

**ENQUIRIES** : Ms A.C Fennie Tel No: (021) 983 1500  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/455** : **ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES REF NO: TPW 257/2022**

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or higher qualification); A minimum of 6 years experience in an information and data management or similar environment. Recommendation: Relevant experience in administration and finance. Competencies: Knowledge of the following: Public Financial Management Act, GG Policies as well as various procurement processes; Office policies, practises and procedures; Project administration; Administrative and financial planning; ;Skills in the following: Written and verbal communication; Computer literacy (MS Word, Excel, PowerPoint); Basic numeracy; Report writing; Research and analytical; Planning and organising; Presentation and facilitation.

**DUTIES** : Coordination of information and knowledge management functions of the Directorate to provide reliable and meaningful information through disseminating and manipulation of law enforcement data and information; Provide a professional information and data support service; Assist in the coordination of processes necessary in the optimal use and management of hardware and software utilised to obtain law enforcement information and data; Perform specific data management and administrative functions; General Administration, Leave Administration, processing of statistics, loss, asset control and fleet management; Supervision of subordinates; Assist Manager with Budgets, expenditure and income reports at centre and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems. ;

**ENQUIRIES** : Ms A.C Fennie Tel No: (021) 983 1500  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/456** : **ARTISAN (PRODUCTION LEVEL): MECHANICAL WORKSHOP (WELDER) REF NO. TPW 266/2022 (X2 POSTS)**

**SALARY** : Grade A: R199 317 - R221 214 per annum  
Grade B: R234 780 - R260 574 per annum  
Grade C: R274 092 - R339 468 per annum  
(Salary will be determined as per OSD prescripts).  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Appropriate Trade Test Certificate (Welder); A valid Code EC driving license. Recommendation: A valid PDP; Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem solving skills; Good time management skills.

**DUTIES** : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete log forms and timesheets, initiate orders and writing reports.

**ENQUIRIES APPLICATIONS** : Mr E Louw Tel No: (021) 959 7700  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/457** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (FITTER AND TURNER) REF NO: TPW 267/2022**

**SALARY** : Grade A: R199 317 - R221 214 per annum  
Grade B: R234 780 - R260574 per annum  
Grade C: R274 092 -R339 468 per annum  
(Salary will be determined as per OSD prescripts)

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: Appropriate Trade Test Certificate (Fitter and Turner); A valid (Code B or higher) driving licence. Recommendation: Experience in repair and maintenance of road construction plant and vehicles spare parts or similar lathe experience. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.

**DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

**ENQUIRIES APPLICATIONS** : Mr E Louw Tel No: (021) 959 7700  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/458** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (DIESEL MECHANIC) REF NO. TPW 258/2022 (X4 POSTS)**

**SALARY** : Grade A: R199 317 - R221 214 per annum  
Grade B: R234 780 - R260 574 per annum  
Grade C: R274 092 -R339 468 per annum  
(Salary will be determined as per OSD prescripts)

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: Appropriate ; Trade Test Certificate (Diesel Mechanic); A valid Code EC driving license with valid PDP. Recommendation: Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic welding , fitting and turning; Auto electrical work; Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem solving skills; Good time management skills.

**DUTIES** : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete Log forms and timesheets, initiate orders and writing reports.

**ENQUIRIES APPLICATIONS** : Mr E Louw Tel No: (021) 959 7700  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 01/459** : **ADMINISTRATION CLERK: CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO: TPW 234/2022 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Department of Transport and Public Works, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification) Competencies: A good understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organisation; Interpersonal relations; Flexibility; Teamwork.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
- ENQUIRIES APPLICATIONS** : Mr E Nel Tel No: (021) 483 4157  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/460** : **ACCOUNTING CLERK: MANAGEMENT AND FINANCIAL ACCOUNTING REF NO: TPW 202/2022**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Department of Transport and Public Works, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification) with Accounting and/or mathematics as passed subjects. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply; Experience in finance. Competencies: A good understanding of costing and the requirements thereof; Skills needed: Written and verbal communication; Proven computer literacy; Problem analysis; Creative thinking; Technical proficiency; Ability to work independently and as part of a team.
- DUTIES** : Perform functional calculations; Recons all reports; Monthly journalisation of all claimable PR50 accounts for fuel supplied and jobs done by sign shop and PR51 of Radio shop; General correspondence and communications to relevant stakeholders; Handle all related queries.
- ENQUIRIES APPLICATIONS** : Ms J Hicks Tel No: (021) 959 7700  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/461** : **ADMINISTRATION CLERK: ROAD SAFETY MANAGEMENT REF NO: TPW 274/2022**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Department of Transport and Public Works, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an information and data management or similar environment. Competencies: Knowledge of the following: Departmental prescripts and policies; General administrative functions; Report writing; Skills in the following: Communication (written and verbal); Basic numeracy; Proven computer literacy in MS Office; ; Planning and organising.
- DUTIES** : Asset/Inventory Control; Data management by collecting, capturing and collating of traffic law enforcement information and data to ensure data integrity and quality control standards are met; Registry functions and record keeping; General administrative function, processing of statistics and loss/asset control; Provide a professional information support service; Assist with the management of hardware and software utilised to obtain law enforcement information and data.
- ENQUIRIES APPLICATIONS** : Ms A.C Fennie Tel No: (021) 483 0839  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/462** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT AND FLEET ADMINISTRATION REF NO: TPW 203/2022**



**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
 : Department of Transport and Public Works, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant working experience in supply chain management. Competencies: A good understanding of the following: Asset Control, store and stocktaking procedures; Obtaining quotations telephonically or via the Integrate Purchasing System; Applicable treasury and purchasing delegations; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Problem analysis; Creative thinking; Technical proficiency; Interpersonal relations; Ability to work under pressure and independently as well as in a team.

**DUTIES** : Procurement; General administratio; Data capturing; Licensing; Repair authority; Traffic fines; Machine transfers; Loss and control liaison; Auctions; Management of stationary; Plant management competition.

**ENQUIRIES APPLICATIONS** : Ms J Hicks Tel No: (021) 959 7700  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/463** : **ADMINISTRATION CLERK: FLEET REPAIRS AND MAINTENANCE, GMT REF NO: TPW 281/2022 (X5 POSTS AVAILABLE IN MAITLAND)**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
 : Department of Transport and Public Works, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Willingness to utilise a GG vehicle in the execution of official duties. Driving and operating a government vehicles, as well as to be able to operate a navigation device, cell phone and a hands-free kit, digital camera and two way radio; As a R&M Service Desk Agent to book in and release vehicles, register Service Requests (SR's), publish Requests for Quotes (RFQ ;s), notify Clients Institutions, Merchants and GMT Units and Management on the approval thereof and to deal with telephonic and written enquiries. Competencies: Knowledge of the following: Fleet repairs and maintenance procedures, Road Traffic Act, Traffic violations Act, SCM policies and fleet reporting procedures wrt vehicle accidents, hijacking, towing and misuse of vehicles; Fleet Management and Procurement system; Electronic Content Management system; Skills in the following: Communication (written and verbal); Proven computer literacy in MS Office; Client liaison; Telepone etiquette; Ability to work under pressure and meet deadlines; Ability to work independently as well as in a team.

**DUTIES** : Processing vehicles booked in and/or towed to GMT's premises based in Cape Town, Maitland, and George and/or merchants, premises for repairs and maintenance. Once repaired and/or serviced contact Client Institutions to collect the vehicles from GMT and/or merchants; Register SR's (service requests) in GMT's Fleet Management system, and report on the status thereof to Client Institutions, Merchants and GMT Units and Management; Register RFQ ;s (Requests for Quotes) in GMT's Fleet Management system, and schedule appointments with Merchants to quote on the vehicles; Capture data on GMT ;s Fleet Management system and compile TV6/28 withdrawal schedules, and refer to GMT management for approval; Maintain leave, trip authorisation, S&T and monthly cell phone claims and registers; Assist with the procurement of stationery and office and workshop equipment and materials; Prepare documentation for scanning, and validate that said content was scanned and uploaded successfully into Open Text ECM by GMT's Scan Centre as the content owner.

**ENQUIRIES APPLICATIONS** : Mr R Fourie Tel No: (021) 467 4747  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/464** : **ADMINISTRATION CLERK: TRAFFIC LAW ENFORCEMENT (MOSSEL BAY), REF NO: TPW 276/2022**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
 : Department of Transport and Public Works, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in administration and finance. Competencies: A good understanding of Traffic Contravention System (TCS) processes; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and organising.

**DUTIES** : Assist with administrative and financial support service; Assist with the procurement, loss control as well as fleet management of the component; Provide input to the drafting and compilation of reports and databases; Assist with general enquiries from internal and external stakeholders.

**ENQUIRIES APPLICATIONS** : Mr N Arendse Tel No: (021) 483 0533  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/465** : **ADMINISTRATION CLERK: TRAFFIC LAW ENFORCEMENT (SWELLENDAM) REF NO: TPW 277/2022**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
 : Department of Transport and Public Works, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in administration and finance. Competencies: A good understanding of Traffic Contravention System (TCS) processes; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and organising.

**DUTIES** : Assist with administrative and financial support service; Assist with the procurement, loss control as well as fleet management of the component; Provide input to the drafting and compilation of reports and databases; Assist with general enquiries from internal and external stakeholders.

**ENQUIRIES APPLICATIONS** : Mr N Arendse Tel No: (021) 483 0533  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 01/466** : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2 (OUDTSHOORN) REF NO: TPW 273/2022**

**SALARY CENTRE REQUIREMENTS** : R151 884 per annum (Level 04)  
 : Department of Transport and Public Works, Western Cape Government  
 : Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid unendorsed driving license (Code EC1/EC or higher); Professional drivers permit (PDP). Recommendation: Experience in the following: Working, handling and maintenance of various construction machines; The building, maintenance and repair of roads; Acquired credits/ qualifications in construction unit standards accredited with the relevant SETA on NQF Level 1 and higher; Willingness to work away from headquarters on a regular basis. Using caravans throughout the Central Karoo and Garden Route Districts. Competencies: Knowledge of the following: operation of construction plant; Building, maintenance, and repair of roads; Civil construction activities; Safety standards and road safety; Supervision of a team of workers; Written and verbal communication skills.

**DUTIES** : Build, repair and maintain roads and roads infrastructure; Build, repair and maintain road shoulders, waterways, and drainage structures; Operate and maintain machines, vehicles and aids which are used for road construction and maintenance work; Operate various types of construction machines e.g., Front-end Loader, Bulldozer, Digger Loader, Excavator, Roller, Water Truck, Tip Truck, Grass Cutting machine, Tractor with broom, Crane Truck etc; Discipline subordinates and apply proper labour relations; Give training to Road Workers; Undertake the safeguarding of work areas and machines in terms of the OHS Act.

**ENQUIRIES APPLICATIONS** : Mr. M Stegmann Tel No: (044) 272 6071  
 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application

form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);

Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;

Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**POST 01/467** : **ROAD WORK SUPERVISOR: ROUTINE MAINTENANCE REGION 2 (UNIONDALE) REF NO: TPW 158/2022**

**SALARY** : R151 884 per annum (Level 04)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** :

Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid unendorsed driving license (Code EC); Professional drivers permit (PDP). Recommendation: Experience in the following: Building, maintenance and repair of roads; operating of more than one large construction machine; Civil construction activities; Acquired credits/ qualifications in construction unit standards accredited with the relevant SETA (Sector Education & training Authority) on NQF Level 1 and higher. Competencies: Knowledge of the following; Supervision of a team of workers; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self – motivated; Able to work in a team.

**DUTIES** : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding or work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations practices.

**ENQUIRIES** : Mr. P Gers Tel No: (044) 272 6071  
**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);

Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;

Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**POST 01/468** : **ROAD WORK SUPERVISOR: ROUTINE MAINTENANCE REGION 2 (MURRAYSBURG) REF NO: TPW 164/2022**

**SALARY** : R151 884 per annum (Level 04)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** :

Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid unendorsed driving license (Code EC); Professional drivers permit (PDP). Recommendation: Experience in the following: Building, maintenance and repair of roads; operating of more than one large construction machine; Civil construction activities; Acquired credits/ qualifications in construction unit standards accredited with the relevant SETA (Sector Education & training Authority) on NQF Level 1 and higher. Competencies: Knowledge of the following; Supervision of a team of workers; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self – motivated; Able to work in a team.

**DUTIES** : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise

maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding or work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations practices.

**ENQUIRIES  
APPLICATIONS**

: Mr. E van Wyk Tel No: (044) 272 6071  
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**POST 01/469**

: **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 REF NO: TPW 151/2022**

**SALARY  
CENTRE**

: R128 166 per annum (Level 03)  
: Department of Transport and Public Works, Western Cape Government:  
Ladismith (X4 Posts)  
Laingsburg (X1 Post)

**REQUIREMENTS**

: Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Willing to sleep out utilizing caravan. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

**DUTIES**

: Support road specialists in the maintenance and building of road and all related infrastructure. Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

**ENQUIRIES  
APPLICATIONS**

: Mr. D Plaatjies or Mr. M Ntsomi Tel No: (044) 272 3699  
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**POST 01/470**

: **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 REF NO: TPW 152/2022**

**SALARY  
CENTRE**

: R128 166 per annum (Level 03)  
: Department of Transport and Public Works, Western Cape Government:  
Beaufort West (X2 Posts)  
Klaarstroom (X2 Posts)  
Prins Albert (X3 Posts)  
Leeu Gamka (X2 Posts)

**REQUIREMENTS**

: Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil

- construction activities. Willing to sleep out utilizing caravan. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
- DUTIES** : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
- ENQUIRIES** : Mr. R. du Preez Tel No: (023) 415 2611or Mr. M Ntsomi Tel No: (044) 272 3699
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
 Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- POST 01/471** : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 REF NO: TPW 241/2022 (X10 POSTS AVAILABLE IN MURRAYSBURG),**
- SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Willing to sleep out utilizing caravan. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
- DUTIES** : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
- ENQUIRIES** : Mr. R. du Preez Tel No: (023) 415 2611or Mr. M Ntsomi Tel No: (044) 272 3699
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
 Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- POST 01/472** : **ROAD WORKER: CONSTRUCTION AND SPECIALISED MAINTENANCE: REF NO: TPW 280/2022**
- SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government:  
 Oudthoorn Camp Maintenance (X3 Posts)  
 Concrete Worker (X1 Post)

- REQUIREMENTS** : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Experience in the following: Bricklaying, carpentry, plumbing, paint works and concrete work; Road Camp erection, repairing and the replacement of any required parts; Building, maintenance and repair of roads; Preparing formwork, installing rebar, mix, cast and finish concrete; Operating equipment, small construction machinery and big machinery. Willing to sleep out utilizing caravan. Competencies: A good understanding of safety standards and road safety; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team and independently; Self-motivated. Willing to sleep out using caravans in the Garden Route and Center Karoo Areas.
- DUTIES** : Assist with the following: The erection, maintenance and repairs to buildings in all DRE Oudtshoorn Road Camps; The erection, repair and maintenance of road infrastructure; Assist Road Specialists on an ad-hoc basis in maintaining and improving road surfaces; Assist Camp Maintenance Supervisor to ensure that the DRE Road Camps are kept neat and tidy. Erect and dismantle concrete formwork and all associated equipment and material.
- ENQUIRIES** : Mr. D Plaatjies Tel No: 044 – 272 3699
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
 Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- POST 01/473** : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 REF NO: TPW 231/2022**
- SALARY** : R128 166 per annum (Level 03)
- CENTRE** : Department of Transport and Public Works, Western Cape Government: Oudtshoorn (X5 Posts)  
De Rust (X1Post)
- REQUIREMENTS** : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Willing to sleep out utilizing caravan. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
- DUTIES** : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
- ENQUIRIES** : Mr. D Plaatjies Tel No: 044 – 272 3699
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
 Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**POST 01/474** : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 REF NO: TPW 128/2022 (X4 POSTS AVAILABLE IN GEORGE)**

**SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; Civil construction activities. Willing to sleep out utilizing caravan. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

**DUTIES** : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

**ENQUIRIES** : Mr. D Plaatjies Tel No: (044) 272 3699  
**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**POST 01/475** : **TRADESMAN AID: CENTRAL MECHANICAL WORKSHOP REF NO: TPW 210/2022 (X8 POSTS AVAILABLE IN BELLVILLE)**

**SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 10 or equivalent qualification; A minimum of 6 months trade related experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Road construction; Heavy construction vehicles and equipment; Welding processes; Repair and maintenance of construction vehicles; Cleaning of parts; Skills needed: Written and verbal communication; Interpersonal and organizational; Ability to use electrical and hand tools; Ability to work independently; Ability to drive heavy construction equipment.

**DUTIES** : Provide assistance in the maintenance of facilities, vehicles and equipment; Repair, clean service and safe keeping of equipment and tools according to standards; Do small repair work on vehicles; Washing of vehicles; Cleaning of workshop; Performing sand-spray and paint-spray tasks.

**ENQUIRIES** : Ms M. Van Wyngaardt Tel No: (021) 959 7700  
**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**POST 01/476** : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 REF NO: TPW 233/2022 (X6 POSTS AVAILABLE IN UNIONDALE)**

**SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Ability to read and write/Adult Basic Education and Training (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

**DUTIES** : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

**ENQUIRIES** : Mr. D Plaatjies or Mr. M Ntsomi Tel No: (044) 272 3699  
**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**POST 01/477** : **TRANSPORTER AID: CENTRAL MECHANICAL WORKSHOP (BELLVILLE) REF NO: TPW 218/2022**

**SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 9 or equivalent qualification. Recommendation: Willingness to travel. Competencies: A good understanding of the following: Safety precautions and safety equipment regarding transporting of heavy road construction machinery; Routing road maintenance tasks; Geographic knowledge of Western Cape Province; Components of transporter; Written and verbal communication skills.

**DUTIES** : Servicing of low bed and mechanical horse (truck); Cleaning of low bed and mechanical horse; Guide transporter driver with reversing into narrow places; Guide transporter driver with loading earth-moving equipment on low bed; Checking road worthy conditions of transported daily; Assist Transporter driver to hook and unhook low bed from mechanical horse safely; Cleaning of truck inside and out; Ensure there are no loose lying objects in the driver's component; Fit safety equipment needed on transporter; Repair punctures; Assist mechanics in workshop.

**ENQUIRIES** : Mr E Louw Tel No: (021) 959 7700  
**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).