



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER: Kindly note that all the positions below SMS level advertised in the DPSA circular 27 dated 04 August 2023 with the closing date of 21 August 2023. The Office of the Premier as an equal opportunity employer is committed to promote gender equality and empowerment of women, employment of persons with disabilities and youth. In terms of the Employment Equity Plan of the Office, preference will be given to women, persons with disabilities and youth for filling the following posts. The new closing date 25 August 2023.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 25 August 2023 at 16:00

NOTE

: The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 committee 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. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

<u>POST 28/01</u>	:	<u>DEPUTY SURVEYOR-GENERAL</u> Directorate: Examination, State and Land Reform Survey Services Re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Free State: Bloemfontein Ref No: 3/2/1/2023/517 Eastern Cape: East London Ref No: 3/2/1/2023/518
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year Bachelor's Degree / Bachelor of Science Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. Minimum of 5 years experience at a middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal relations. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills (verbal and written). A valid driver's licence.
<u>DUTIES</u>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval / rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and government officials. Report on the Directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Render and facilitate professional advice for land reform projects and state surveys. Receive requests for land reform assistance as and when required. Provide and oversee professional advisory services for land reform projects and state surveys. Perform research for land reform projects and state surveys. Plan the required land parcel boundary investigation when required. Generate reports for land reform support according to findings and policy. Submit reports on land reform findings upon finalisation. Consult with interested and affected parties to land reform projects and state surveys. Ensure that the beacons relating to a state survey have been pointed out to and accepted by the relevant officials prior to the approval of the cadastral documents. Oversee and register professional advice on cadastral system, existing and proposed cadastral documentation. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to use of land for specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral

documents, which have been or are to be registered in a deed's registry. Provide response to litigation documentation, including reports to court relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from deed's registry to ensure cadastral documents approved in the Office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any presidential hotline request relating to competencies and area of jurisdiction of the office in which the office serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Liaise with custodians of geo-spatial information that either support or depend upon Cadastral Spatial Information. Support the training and development of officials in the cadastral system environment. Oversee the undertaking of field surveys for the purpose of verification of surveys, dispute resolution and inspections. Test survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exist. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with and application to a court, if deemed desirable. Undertake field surveys to identify boundaries of state land properties in order to resolve boundary disputes.

**ENQUIRIES
APPLICATIONS**

- : Ms M Kekana Tel No: (012) 312 8344
- : Applications for the Free State Province can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- : Applications for the Eastern Cape Province can be submitted by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200

POST 28/02

- : **DEPUTY SURVEYOR-GENERAL REF NO: 3/2/1/2023/519**
- : Directorate: Coordination of State and Land Reform Surveys
- : Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY

- : R1 162 200 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

**CENTRE
REQUIREMENTS**

- : Western Cape (Cape Town)
- : Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year Bachelor's Degree / Bachelor of Science Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years experience at a middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal relations. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision making skills. Time management skills. Business skills. Communication skills (verbal and written). A valid driver's licence.

DUTIES

- : Render and facilitate professional advice for land reform projects and state surveys. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform projects. Plan the required land parcel boundary investigation

when required. Generate reports for land reform support according to findings and policy. Submit reports on land reform findings upon finalisation. Consult with interested and affected parties to land reform projects. Facilitate state surveys. Provide and oversee professional advisory services to Professional Land Surveyors and government officials relating to state surveys. Render research and advice for state surveys. Consult with interested and affected parties to state surveys. Ensure that the beacons relating to a survey are pointed out to the relevant officials prior to the approval of cadastral documents. Oversee the undertaking of field surveys for the purpose of verification of surveys, dispute resolution and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with application to a court, if deemed desirable. Oversee and render professional advice on cadastral system and existing cadastral documentation. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Assist with interpretation and legal implications for existing cadastral documents, which have been or are to be registered in a deed registry. Provide responses to litigation documentation, including reports to court relating to existing cadastral documents. Liaise with the Registrar of Deeds and Officials from the deeds registry to ensure cadastral documents approved in the Office of the Surveyor-General are registerable and ensure harmonious application to the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any presidential hotline request relating to competencies and area of jurisdiction of the office in which the office serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Liaise with custodians of geo-spatial information that either support or depend upon Cadastral Spatial Information. Support the training and development of officials in the cadastral system environment.

**ENQUIRIES
APPLICATIONS**

: Ms M Kekana Tel No: (012) 312 8344
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

POST 28/03

: **DEPUTY SURVEYOR-GENERAL**
Directorate: Examination Services
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY

: R1 162 200 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE

: Gauteng (Pretoria) Ref No: 3/2/1/2023/520
Western Cape (Cape Town) Ref No: 3/2/1/2023/521

REQUIREMENTS

: Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8(1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year Bachelor's Degree / Bachelor of Science Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. Minimum of 5 years' experience at a middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal relations. Budget forecasting skills.

DUTIES

Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills (verbal and written). A valid driver's licence.

- : Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the provision of registry enquiry services. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of registry delivery and collection services. Manage the rendering of first level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents prepared and submitted by Professional Land Surveyors. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Manage the rendering of second level examination services. Oversee the examination and approval / rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Report on the Directorate progress as required. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Provide professional advice to Professional Land Surveyors. Oversee and render cadastral advisory and research services to all spheres of government, as well as the public. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to use of land for specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a deed's registry. Provide response to litigation documentation, including reports to court relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from deed's registry to ensure cadastral documents approved in the Office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any Presidential, Ministerial and Provincial hotline request or Director-General task relating to competencies and area of jurisdiction of the office in which the office serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Support the training and development of officials in the cadastral system environment.

ENQUIRIES APPLICATIONS

- : Ms M Kekana Tel No: (012) 312 8344
- : Applications for the Gauteng Province can be submitted by post to Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Sunaradia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.
- : Applications for the Western Cape Province can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

POST 28/04

- : **DIRECTOR: PROVINCIAL OPERATIONS SUPPORT REF NO: 3/2/1/2023/524**
Directorate: Provincial Operations Support
Re-advertisement, applicants who applied previously are encouraged to re-apply

SALARY

- : R1 162 200 per annum (Level 13), (all-inclusive package), The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE REQUIREMENTS

- : Northern Cape (Kimberley)
- : Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Business Administration / Public Management (NQF Level 7). Minimum of 5 years' experience at middle / senior managerial level. Job related knowledge: Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Job related skills: Ability to communicate effectively across a wide spectrum. A thorough understanding and practical

experience of project management. Analytical and problem-solving skills. Facilitation and coordination skills and experience. Experience in implementation of goals / plans including monitoring, tracking and reporting status toward goal completion. Excellent analytical and problem-solving skills. Ability to think conceptually when analysing data and designing concept to modify corporate policies, procedures and processes. Presentation skills: comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy. A valid driver's licence. Willingness to travel. Ability to work under pressure and long hours.

DUTIES

: Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Facilitate the issuing of Planning Framework by the Directorate Strategic Planning for all Provincial Offices planning process. Analyse the District Integrated Operational Plans and ensure alignment with the DALRRD Annual Performance Plan (APP). Analyse Provincial Integrated Operational Plans and ensure alignment to the District Operational Plans. Ensure approval (signing off) of all Districts and Provincial Integrated Operational Plans. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Manage and implement evaluation and research frameworks. Monitor the initiating and conducting research and evaluation. Coordinate the integration of all monitoring and evaluation systems within the Province. Manage reporting instruments and tools on monitoring and evaluation. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Monitor monthly and provide written reports on the functionality of Provincial Governance Structures. Randomly attend the Provincial Governance Structures as part of monitoring functionality. Provide professional advice and support to the Chief Director: Provincial Office in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Provide quarterly reports identifying performance risks and recommending intervention plans and improvement for operational efficiency and performance improvements. Prepare bi-annual integrated operational plan performance reports clearly identifying trends, areas requiring policy and systems improvements. Provide professional advice as when the need arise and especially when risks are identified. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Integrate strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at Provincial level. Provide assistance to Chief Director: Provincial Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Office ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Monitor the performance of the identified DALRRD key programmes and facilitate sharing of best practices and lessons learnt by Provinces through the existing Departmental governance structures. Monitor implementation of Standard Operating Procedures in implementation of the Department key programmes (obtain reports from Directors, analyse and produce bi-monthly reports). Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Identify institutions that will be part of the networks for the DALRRD and have a report approved by the Chief Director and facilitate development of relationships and networks with those institutions. Ensure the maintenance of these networks and ongoing relationships. Benchmark with the identified institutions so as to get best practices and learn lessons from these institutions once a year. Develop a report on proposed continuous improvement. Develop integrated operational plans performance reporting system. Monitor all Provincial performance against the approved integrated operational plans monthly. Request and get monthly reports from Director's. Analyse the reports (performance reported against plans, reasons for variance and proposed intervention plans). Consolidate monthly the Provincial Performance to one (1) Integrated Operational Plan performance plan.

ENQUIRIES

: Mr K Moeketsi Tel No: (053) 830 4000/1

APPLICATIONS : Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered during office hours to: 6th floor, New public building, Knight and Stead Street, Kimberly, 8302

OTHER POSTS

POST 28/05 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2023/535**
Directorate: Financial and Supply Chain Management Services
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management / Auditing / Public Finance / Financial Management / Accounting / B.com Accounting (Accounting). Minimum of 3 years' experience at junior management level in a Financial Management environment. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting Systems (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different levels of management. Job related skills: Communication skills (verbal and written). Negotiation and conflict resolution skills. Strategic management skills. Leadership skills. Project management skills. Networking skills. Team management skills. People management skills. Customer and client focus. Statistical forecasting skills. A valid driver's license and willingness to travel.

DUTIES : Manage payments and systems in the Provincial Office. Ensure implementation of the internal control and safe keeping of all financial records. Ensure compliance to policy and prescript. Develop and monitor work processes, services and procedures that will benefit clients on an on-going basis. Provide reports and statistics as well recommendations for improvement quarterly. Ensure proper financial management control and compliance with delegations regularly. Establish effective system and procedures for sound financial management and reporting requirements regularly. Oversee general financial management including inputs into policy formulation. Approve payments. Management of reconciliation of key accounts. Manage the Provincial budget and reporting. Ensure effective budget management. Review reports. Monitor financial performance. Submit inputs for Interim and Annual Financial Statements. Manage compilation of budget inputs and revenue collection (Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE)). Ensure submission of cash flow projections. Manage debtors. Oversee transactions on BAS system (i.e journals, sundry payments, etc.). Manage salaries and payroll. Manage both internal and external debtors. Freeze / unfreeze salaries. Authorise transactions on Personnel and Salary Administration (PERSAL) systems (i.e allowances, deductions, etc). Oversee the distribution of salary pay slips and IRP5's to all pay point within the Province. Manage payroll certification of permanent and temporary runs. Render financial business support and audit management. Identify, analyse and manage possible financial risks. Coordinate internal and external audits and risk management. Submit progress report in terms of process and risk registers. Liaise with auditors (internal and external) on audit queries and develop action plan for audit findings raised. Update risk actions on systems.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056
APPLICATIONS : Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered to: 6th floor, New public building, Knight and Stead Street, Kimberly, 8302

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

POST 28/06 : **TECHNICAL MANAGER: ICT REF NO: 3/2/1/2023/529**
Office of The Chief Registrar of Deeds

SALARY : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

<u>CENTRE REQUIREMENTS</u>	: Gauteng (Pretoria)
	: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Information Technology / Computer Science. Minimum of 5 years' experience at junior management level with natural-adabas programming language, TSO, JCL application design capacity. Knowledge of system development life cycle. Knowledge of FTP protocol. Knowledge of Cloud, OnPrem and other related infrastructure solutions. Knowledge of network protocols. Knowledge of Oracle and SQL database designs and implementation. Knowledge of Enterprise Architecture. Knowledge of C#, JAVA, API and Web Services and applicable frameworks. Computer literacy. Good communication skills (verbal and written). Good judgement and assertiveness skills. Analytical skills. Decision making. Interpersonal Relation. Project Management. Problem solving. Valid Driver's Licence. Willingness to travel.
<u>DUTIES</u>	: Manage Deeds IT systems, resources and operations in an integrated approach. Participate and manage all communication IS technical direction and initiatives. Manage IT infrastructure and resources. Undertake capacity planning and technology direction and present proposals to management. Manage day-to-day back office resources. Design and maintain all IT Process according operation policies through standardisation of methods. Overlook database design. Design and prepare reports for management. Manage all aspect of the end to end release process. Ensure coordination of build and test environments teams and release teams. Deal with storage and traceability or auditability of controlled software in both centralized and distributed systems. Monitor all communication for each customer to assess operations within time frame. Prepare designs and evaluate all balancing functions as required by IT departments and other functional areas. Consult with management to provide input and manage IT project specifications and procedures. Consult or negotiate with management to prepare project specification. Assess project feasibility by analysing technology resources needs and demand. Manage the release package design, build and configuration. Manage release package acceptance including business sign-off. Manage service roll out planning include method of deployment. Manage release package testing to predefined acceptance criteria. Obtain sign-off for the release package for implantation. Audit hardware and software before and after the implementation of release package changes. Analyse all continuous up-gradation process through various proactive self-initiated projects. Develop or implement policies, standards or procedures for DRS. Draft policies, standards, and procedures. Consult with relevant stakeholders. Submit for approval. Ensure the implementation of approved policies, standards, and procedures. Manage the security of Deeds data, network and backup systems. Administer and provide upgrade to systems and escalate issues. Ensure systems security and security documentation. Determine the availability of systems and IT network application process. Design, implement and ensure efficient maintenance and compliance to all disaster recovery plans. Daily monitor network performance and review security threats. Propose and Implement cyber security initiatives.
<u>ENQUIRIES</u>	: Ms. MSM Magoele Tel No: (012) 338 7238 and Mr. R Saila Tel No: (012) 338 7296
<u>APPLICATIONS</u>	: Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Bosman Street, Pretoria- Central, Pretoria, 0001
<u>NOTE</u>	: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 28/07</u>	: <u>SENIOR EXAMINER REF NO: 3/2/1/2023/533 (X2 POSTS)</u> Office of The Registrar of Deeds
<u>SALARY</u>	: R424 104 per annum (Level 09)
<u>CENTRE</u>	: Limpopo (Polokwane)
<u>REQUIREMENTS</u>	: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills (verbal and written). Organising skills. Problem solving skills. Interpersonal skills. Report

	writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
<u>DUTIES</u>	: Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report, take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
<u>ENQUIRIES</u>	: Mr. E Nyamandi Tel (015) 283 2359 / Ms. M Mobe Tel (015) 283 2359
<u>APPLICATIONS</u>	: Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700.
<u>NOTE</u>	: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 28/08</u>	: <u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/525</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	: R359 517 per annum (Level 08)
<u>CENTRE</u>	: North West (Mmabatho)
<u>REQUIREMENTS</u>	: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Logistics Management / Financial Management / Purchasing Management / Public Administration / Management / Public Management / Business Management / Commerce / Administrative Management. Minimum of 2 years working experience in Supply Chain, Logistics and Transport environment. Job related knowledge: Knowledge of Public Sector procurement processes, Knowledge of Supply Chain Management Policy Framework or guide to accounting officers, Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations and other Supply Chain Management prescript, Knowledge of Logistical Information System (LOGIS). Job related skills: Good communication skills (written and verbal), Supervisory skills, Good interpersonal relations skills, Time management skills, Organising and office administration skills, Good data analysis and report interpretation skills. Ability to develop solutions to a variety of problems in line with Supply Chain Management guidelines and departmental policies. Good computer literacy in Microsoft office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence.
<u>DUTIES</u>	: Administer payments on Logistical Information System (LOGIS). Authorise payments on LOGIS. Ensure payments are processed within 30 days. Ensure Item Control Number (ICN) codes are captured correctly. Ensure correct information is captured in the systems such as quantities in the order. Authorise in line with allocated delegations. Refer system related payments queries to the system controller. Administer LOGIS as a system controller. Coordinate fleet services and travel arrangements. Facilitate Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Monitor and issue vehicles. Conduct reconciliation of payments. Verify all transactions captured against the actual payment parcel. Ensure that all processed payment parcels are paid. Attend to any bank rejections. Monitor internal financial control measures. Provide annual financial statements and monthly reporting inputs. Comply with all applicable prescripts. Put internal control measures in place to ensure all invoices are paid on time. Provide effective performance of LOGIS as a system controller. Facilitate registration of new users. Coordinate LOGIS training for users. Monitor profiles for LOGIS users. Liaise with National Treasury in terms of LOGIS transactions. Provide effective processing of orders. Process requisitions as and when received. Obtain quotations. Ensure that orders are placed as per the request.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr KE Sebitiele Tel No: (018) 388 7115
	:	Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 28/09</u>	:	<u>SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/526</u> Directorate: Operational Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08)
	:	Nort West (Mmabatho)
	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, Knowledge of Rural Development. Development management including strategic management. Research methods and techniques. Understanding and interpret business plan. Job related skills: Sound communication skills (verbal and written). Negotiation skills. Excellent report writing skills. Initiative, ability to take responsibility and meet deadlines. Computer literacy. Ability to produce report. Ability to facilitate community meetings. Project management skills. Good networking skills. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.
<u>DUTIES</u>	:	Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research reports and gazette land claims. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KE Sebitiele Tel No: (018) 388 7115
	:	Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735
<u>NOTE</u>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Female and Persons with disabilities are encouraged to apply.
<u>POST 28/10</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/528</u> Office of The Chief Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08)
	:	Gauteng (Pretoria)
	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in administration environment. Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). Computer Literacy. Interpersonal skills. Organising and Planning skills. Communication (verbal and written). Analytical skills. Problem Solving skills. Financial Management skills. Report writing skills.
<u>DUTIES</u>	:	Provide financial management services. Facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify

T&S and sundry and overtime payment. Administer the procurements of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate Supply Chain Management services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms/attend to queries. Make travel/conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Mr HS Tshinavhe Tel No: (012) 338 7389
APPLICATIONS : Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Bosman Street, Pretoria- Central, Pretoria, 0001.
NOTE : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply

POST 28/11 : **DRS SYSTEM SUPPORT OFFICER REF NO: 3/2/1/2023/532**
Office of The Registrar of Deeds

SALARY : R359 517 per annum (Level 08)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Degree in Computer Science: A+ / N+ / MCSE / Linux+. Minimum of 2 years relevant experience. Experience with hardware and software. Experience with servers. Experience in IT technical support. Appropriate server and network management experience. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Internal control and risk management. Planning skills. Organize skills. Communication skills (verbal and written). Interpersonal skills.

DUTIES : Providing desktop support to end users. Install, update, and configure End-user devices. Install, update and support business applications. Investigate, resolve, or escalate and monitor logged calls. Providing network support. Assist end-users with LAN connectivity. Monitor availability and performance of network. Assess the need for, request and monitor the process of installation of network points. Investigate, resolve, or escalate and monitor logged calls. Provide sever room support. Monitor server room environment and take remedial action. Monitor compliance with server room maintenance contract deliverables. Monitor access to server room and keep register. Assist with installation of customer-replaceable parts for server equipment. Implementing information system security measures. Check that users are registered on the domain. Check Antivirus is installed, updated, and running. Remove all unauthorised applications and software. Create and maintain an IT asset register or database. Providing ICT reports. Provide incident and system availability reports. Provide inputs to SLA non-compliance report. Provide support in the procurement and disposal of IT assets.

ENQUIRIES : Mr. E Nyamandi Tel No: (015) 283 2359 / Ms. M Mobe Tel No: (015) 283 2359
APPLICATIONS : Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700

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

POST 28/12 : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/536 (X3 POSTS)**
Directorate: District Office

SALARY : R294 321 per annum (Level 07)
CENTRE : KwaZulu Natal (Richards Bay)

<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Science / Law (LLB). Minimum of 1-year experience working with rural communities within the land reform environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA), Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus, Statistical forecasting skills. A valid driver's licence. Willingness to travel.
<u>DUTIES</u>	:	Implement communal tenure programmes and land rights legislation to farm occupiers and labour tenants. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislations to farm occupiers. Facilitate the Extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTA). Advise beneficiaries in terms of settlement choices.
<u>ENQUIRIES</u>	:	Mr NS Myeza Tel No: (035) 789 1035
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 28/13</u>	:	<u>JUNIOR EXAMINER REF NO: 3/2/1/2023/531 (X4 POSTS)</u> Office of The Registrar of Deeds
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills (verbal and written). Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<u>DUTIES</u>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete

		notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Count deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E Nyamandi Tel No: (015) 283 2359 / Ms. M Mobe Tel No: (015) 283 2359
	:	Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700
<u>NOTE</u>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
<u>POST 28/14</u>	:	<u>SENIOR DATA CAPTURER REF NO: 3/2/1/2023/523</u> Directorate: Quality Assurance and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum (Level 06)
	:	Western Cape (Cape Town)
	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in data capturing or administration experience within Restitution. Job related knowledge: Public Service sector requirements and typing policy. Job related skills: Computer literacy in Word, Excel, PowerPoint and e-mail programmes, Excellent typing skills and Communication skills (verbal and written).
<u>DUTIES</u>	:	Capture data received from claimants. Screen the clients to check if the criteria have been met. Capture data received. Compile statistics and captured in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardize order claims file per departmental file plan. Re-arrange claims per district and local municipality in a sequential order. Maintain utilization of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholders and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on a database and check whether its valid or not. Prepare monthly and weekly reports. Compile and submit weekly reports per entire activities allocated per week.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Ngonyama Tel No: (021) 409 0300
	:	Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
<u>NOTE</u>	:	African and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 28/15</u>	:	<u>GEOMATICS OFFICER REF NO: 3/2/1/2023/527</u> Directorate: Mapping Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum (Level 06)
	:	Western Cape (Mowbray)
	:	Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. No experience required. Job related knowledge: Geographic Information Science (GISc) knowledge regarding data capture, structuring and manipulation. Aerial photo interpretation for topographic mapping. Cartography. Photogrammetry. Surveying. Job related skills: Data search skills, Computer literacy, Data and information management skills, Communication skills (verbal and written), Knowledge management skills.
<u>DUTIES</u>	:	Capturing of different geospatial data into the Integrated Topographic System. Capture topographical features from the imagery. Deleting and modifying the existing topographical features by applying topological rules. Capture the identified land cover classes. Update the national quality control points for land cover using high resolution imagery. Always maintain data security of geospatial data. Copy geospatial data from the database (Integrated

Topographic Data) to the other medium format. Clean geospatial data from various formats and sources according to the requirements. Capture aerial imagery spatial flight plan data (photo, flightlines and boundary) into the database. Capture aerial imagery ground position system data. Acquire, process and procedure geospatial information for all mapping processes. Prepare, edit the geospatial data to be used for creating maps. Import geospatial data for map spatial environment. Capture and process the geographic names and other data required to produce a map. Cartographic generalization principles are applied during map production. Produce maps in accordance with standards and specifications. Apply photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Capture elevation data in accordance with standards and specifications. Perform quality checks on all the data processed. Disseminate and promote and assure quality of geospatial information and services to clients. Assist with preparation of geospatial information to clients in accordance with service delivery standards. Assist with the preparations of datasets of products and services for established vendors and district municipalities. Assist with stock management. Perform administrative and related functions. Assist with preparation of invoices and quotations. Acquire, validate and process ancillary data for topographic mapping purposes. Assist with the identification and collection of base materials for field annotation. Identify the latest changes detected in the previous edition map. Capture digital field annotation as per standard requirement. Generate annotation queries for each map to be addressed in the field. Capture all the ancillary data in the database as per requirement.

**ENQUIRIES
APPLICATIONS**

: Mr M Napoleon Tel No: (021) 658 4300
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

NOTE

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

POST 28/16

: **ADMINISTRATION CLERK REF NO: 3/2/1/2023/530**
Office of The Registrar of Deeds

**SALARY
CENTRE
REQUIREMENTS**

: R202 233 per annum (Level 05)
: Limpopo: (Polokwane)
: Applicants must be in a possession of a Grade 12 Certificate. No previous experience required. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment. Language. Good communication skills (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. Teamwork.

DUTIES

: Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES
APPLICATIONS**

: Ms M Mobe Tel No: (015) 283 2359
: Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700

<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 28/17</u>	:	<u>REGISTRY CLERK REF NO: 3/2/1/2023/534</u> Office of The Registrar of Deeds
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Language. Good Verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr. I Khanyile Tel: (051) 403 0300
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X20613, Bloemfontein, 9300 or Hand deliver it to the Office of the Registrar of Deeds: Bloemfontein at 85 Nelson Mandela Drive, Bloemfontein Central, Bloemfontein, 9301
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 28/18</u>	:	<u>RECEPTIONIST REF NO: 3/2/1/2023/522</u> Directorate: Spatial Planning and Land Use Management Services
<u>SALARY</u>	:	R171 537 per annum (Level 04)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Applicants must be in possession a Grade 12 Certificate. No experience required. Job related knowledge: Microsoft package. Job related skills: Telephone etiquette. Communication skills (verbal and written). Interpersonal skills. Switchboard operation skills. Ability to learn the Department's service delivery components. Ability to take initiatives. Ability to work independently. Ability to organise work. Ability to prioritise work.
<u>DUTIES</u>	:	Receive telephone calls, messages and channel to relevant role players. Take down messages when required. Distribute messages promptly. Attend to all clients and visitors to relevant officials promptly. Welcome, receive and direct clients to relevant units. Attend to all client's queries. Supply basic information to customers regarding the Department's services when required. Liaise with internal and external personnel. Provide relevant information as required. Operate the switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system when needed. Utilise the Telephone Management System to monitor telephone cost on an ongoing basis. Screen and forward calls. Receive telephonic messages. Operate office equipment such as fax machines and photocopiers. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Maintain

telephone directory. Update telephone directory for the officials. Remove inactive users in the internal directory. Maintain and control visitor register at reception: Register visitors.

ENQUIRIES
APPLICATIONS

: Ms N Mkize Tel No: (033) 264 1416
: Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

NOTE

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

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted.
- CLOSING DATE** : 25 August 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 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. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POSTS

- POST 28/19** : **SECURITY OFFICER SUPERVISOR REF NO: CSP/17/2023 (X2 POSTS)**
- SALARY** : R202 233 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : NQF level 4 or 5 (A grade 12 certificate or equivalent). Security certificate (A minimum of 1 year of study), Grade B PSIRA Certificate. 3 years' security experience. Knowledge of access control procedure, prescribed security procedures, relevant emergency procedures, customer service principles and practices and handling confidential and classified documents. Communication (verbal & written), integrity and honest, accuracy, ability to work long hours, problem analysis and decision making.
- DUTIES** : Supervise the security functions performed by the security officers' /service providers, ensuring adherence to department security policies. Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g. X Ray machines, Walk-through metal detectors, security lights and etc.). Check incidents / occurrence books/registers and monitor and provide support in case of emergencies, determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Identify risks and threats to the security of the department and provide information regarding incidents to investigating officers, ensure systems are functioning optimally through scheduled services, conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets. Management of resources (Financial and Human).
- ENQUIRIES** : Mr M Maiko/Ms NM Sefiti Tel No: (012) 4931 390/ 012 4931 388
- POST 28/20** : **SECURITY OFFICER REF NO: CSP/18/2023 (X5 POSTS)**
- SALARY** : R147 036 per annum
- CENTRE** : Pretoria

<u>REQUIREMENTS</u>	:	Basic education (Grade 10/Abet) and Basic Security Officers course. Knowledge of access control procedure, prescribed security procedures, relevant emergency procedures, customer service principles and practices and handling confidential and classified documents. Communication (verbal & written), integrity and honest, accuracy, ability to work long hours, problem analysis and decision making.
<u>DUTIES</u>	:	Provision of access control in the Department. Determines whether visitors have appointments, contact the relevant employee to confirm the appointment, complete and ensure that admission control register is completed and issue admission control. Escort visitors to relevant employees / venues where required, identify suspicious conduct. Ensuring safety in the building and the premises. Undertake building / premises patrols, check locked and unlocked doors. Switch on and off the lights, when required. Ensure that no electronic equipment leave the building / premises unauthorised, gather information and report on missing and stolen equipment, assist visitors for parking in premises. Handle documents at point of entry according to classification and ensure that all incidents are recorded in the occurrence books.
<u>ENQUIRIES</u>	:	Mr M Maiko/Ms NM Sefiti Tel No: (012) 4931 390/ 012 4931 388
<u>POST 28/21</u>	:	<u>CLEANER REF NO: CSP/19/2023</u>
<u>SALARY</u>	:	R125 373 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or ABET. Ccommunication (verbal & written), customer service orientation, integrity and honest and ability to work under pressure.
<u>DUTIES</u>	:	Provision of Cleaning Services. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors, cleaning walls, windows and doors. Emptying waste bins or similar containers, transporting waste material to designated collection points and mopping floors with wet or damp mops. Cleaning the rest rooms. Refilling hand wash liquid soap, replace toilet papers, hand towels and refreshments. Empty and wash waste bins. Report and maintain machines and equipment, cleaning of machines (vacuum cleaners, etc.) and equipment after use. Request cleaning materials.
<u>ENQUIRIES</u>	:	Mr M Maiko/Ms NM Sefiti Tel No: (012) 4931 390/ 012 4931 388

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

CLOSING DATE

: 28 August 2023

NOTE

: Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The below posts are senior management posts. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants must register for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 28/22: **CHIEF DIRECTOR: DISASTER RISK REDUCTION AND CAPACITY DEVELOPMENT REF NO: 31992/01****SALARY**

: R1 371 558 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS: Pretoria
: A Grade 12 certificate and an undergraduate qualification in Development Studies, Disaster Risk Management, or equivalent qualification (NQF Level 7 as recognised by SAQA) At least 5-10 years in experience in Disaster Risk Management at Senior Management Level. Technical competencies: Disaster Management Act. 57 of 2002. National Disaster Management Framework 2005

and related legislation. The concepts and application of disaster risk management. The core philosophy of disaster risk reduction and mainstreaming risk reduction into development programme. Project management methodologies. Information Management and GIS. Additional requirements: Senior Management Pre-Entry Programme. A valid driver's licence. The successful candidate is expected to travel extensively. Required: Proficiency in MS Excel, MS Word, MS PowerPoint, MS Project. A master's degree (NQF 9 as recognized by SAQA).

DUTIES : The incumbent will be expected to perform the following duties: Promote education, training, public awareness and research among role-players and communities. Facilitate the development and implementation of disaster risk reduction and strategies. Provide support to disaster risk reduction and disaster management programmes. Provide guidance and strategic support to the DRM Bursary Programme. Perform managerial functions for SMS relating to strategic, operational and risk management, financial and contract management, and human resources.

ENQUIRIES : Dr E Sithole Tel No: (012) 848 4602
APPLICATIONS : Applications must be submitted electronically via email to cogta144@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.

OTHER POSTS

POST 28/23 : **DEPUTY DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (LIMPOPO) REF NO: H&SCOGTA023**

SALARY : R811 560 per annum (Level 11), (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate and a three-year NQF level 6/7 qualification as recognised by SAQA, preferably in Public Administration/ Social Sciences/ Engineering or Built Environment with 3 to 5 years' experience in a related field. Proficiency in MS Excel, MS Word. Driver's license and willingness to travel extensively. Generic Competencies: Planning and organising. Coordination. Problem-solving and decision-making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Advanced project coordination skills. Advanced project/programme management development. Planning and organising. Project/Programme formulation. Project monitoring and evaluation.

DUTIES : The incumbent will be expected to perform the following duties: Manage the development, review, and implementation of the district one plan. Manage the development, implementation, and monitoring of Municipal Infrastructure projects. Manage the monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Manage the roll out of Community Work Programme.

ENQUIRIES : Ms. B Mculu Tel No: (012) 334 0651
APPLICATIONS : Applications must be submitted electronically via email to: cogta023@hslabour1.co.za. For application enquiries contact Elginita Moodley Tel No: (011) 468 4192

POST 28/24 : **DEPUTY DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (FREE STATE) REF NO: H&SCOGTA024**

SALARY : R811 560 per annum (Level 11), (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate and a three-year NQF level 6/7 qualification as recognised by SAQA, preferably in Public Administration/ Social Sciences/ Engineering or Built Environment with 3 to 5 years' experience in a related field. Proficiency in MS Excel, MS Word. Driver's license and willingness to travel extensively. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Advanced project coordination skills. Advanced project/programme management development. Planning and organising. Project/Programme formulation. Project monitoring and evaluation.

<u>DUTIES</u>	:	The incumbent will be expected to perform the following duties: Manage the development, review, and implementation of the district one plan. Manage the development, implementation, and monitoring of Municipal Infrastructure projects. Manage the monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Manage the rollout of Community Work Programme.
<u>ENQUIRIES</u>	:	Ms. Z Losabe Tel No: (012) 334 0524
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: cogta024@hslabour1.co.za. For application enquiries contact Elginita Moodley Tel No: (011) 468 4192.
<u>POST 28/25</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO. H&SCOGTA025</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and a three-year NQF level 6/7 qualification as recognised by SAQA, preferably in Accounting or Financial Management with 2 to 3 years' experience in the finance field. Required: Proficient in MS Word, MS PowerPoint, and PERSAL and BAS. A valid driver's licence. Generic Competencies: Quality of work. Initiative. Job knowledge. Acceptance of responsibility. Reliability. Technical skills. Teamwork. Technical Competencies: In-depth knowledge of: LOGIS and Safety net. Public Finance Management Act, 1999 (Act No.1 of 1999) and the Treasury Regulations. General ledger reconciliation and analysis. Basic Accounting System (BAS). Debtor control and creditor control.
<u>DUTIES</u>	:	The incumbent will be expected to perform the following duties: Final authorizing of payments and journals on BAS and Logis, clearing of suspense accounts and reporting unprocessed NPO journals, Administer revenue and authorizing department receipt, Compile reconciliation for grants transfers, Management function (supervisor).
<u>ENQUIRIES</u>	:	Mr. V Mthembu Tel No: (012) 334 0594
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: cogta025@hslabour1.co.za. For application enquiries contact Elginita Moodley Tel No: (011) 4684192.

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.

- APPLICATIONS** : The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.
- CLOSING DATE** : 25 August 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. 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. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. 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. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate (s) should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. 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 a 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 28/26** : **DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/7/138**
- SALARY** : R1 162 200 per annum, (all inclusive)
- CENTRE** : Provincial Office: Mpumalanga

REQUIREMENTS

: An undergraduate qualification (NQF level 7) as recognised by SAQA in Operation Management/ Operation Research/ Public management/ Business Administration/Finance/Business Process Reengineering. Valid driver's license. Five (5) years' working experience at a middle managerial level with functional experience. Knowledge: Public Finance Management Act (PFMA), Basic Conditions of Employment, Financial Management, Conflict Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Computer literacy, Policy formulation, Proficient Communication, Plan and Organising, Knowledge Management, Interpersonal, Report writing, Analytical.

DUTIES

: Oversee the Implementation of strategy of the Unemployment Insurance Fund (UIF). Manage the effective rendering of operation services. Oversee the implementation of employer audit services. Manage the implementation of risk management strategies. Manage all resources (Human, Financial, Equipment/Assets).

ENQUIRIES

: Mr LM Nkotsoe Tel No: (013) 655 8900

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** :
- Pretoria: May be forwarded 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, marked for the attention: Human Resources Management.
- Cape Town and Eastern Cape- Director-General, Department of Forestry, Fisheries and the Environment. Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or hand-deliver to Bisho Office, ERF 5000 Building, Corner Independent Avenue and Circular Drive, office number 006, 3rd floor deliver.
- FOR ATTENTION** :
- CLOSING DATE** :
- NOTE** :
- The Director: Human Resource Management
- 28 August 2023
- 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. 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.

OTHER POSTS

- POST 28/27** :
- SCIENTIST PRODUCTION GRADE A: LARGE PELAGICS REF NO: FIM 37 /2023**
- Three (3) Year SEC.40 NEMA Contract
- Re-advertisement (FIM14/2023), all applicants are encouraged to re-apply.
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R687 879 per annum, (all-inclusive remuneration package, conditions apply)
- Cape Town (Foretrust Building)
- Applicants should be in possession of a B.Sc. Honours degree in fisheries sciences with a strong quantitative focus plus a minimum of 3 years relevant post-qualification experience in the field marine research experience. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a professional scientist. Knowledge of biology, ecology, life history strategies and population dynamics of large pelagic predators. Experience in conducting biological dissections in a laboratory. Knowledge of the large pelagic longline and tuna pole-line fisheries. Computer literacy and the ability to utilize word processing, spreadsheet programmes. Proven ability to organise, manage, interpret and analyses large datasets within a relational database environment (e.g. MS Access). Proven ability to analyse data within the statistical software package R. Experience in biological assessments and interpretation of biological data and stock assessment results in the fisheries context. The ability and willingness to work at sea for extended periods, on inshore and offshore research- as well as commercial vessels and ski-boats. The ability to spend extensive periods away from home while on field trips, or while attending courses and scientific symposia and

		meetings. The successful candidate must pass a medical for seafarers in terms of Section 101 of the SAMSA Act, 1951 (Act No. 57 of 1951). Good written and spoken command of the English language, as the successful candidate might be required to represent South Africa in international scientific forums. Research experience in line or longline fisheries and/or the life-history or population dynamics of large pelagic predators. Formal courses in advanced statistics, applied mathematics or stock assessment. Ability and willingness to conduct research diving surveys (class IV diving certificate would be an advantage). Valid unendorsed Code B driver's license.
<u>DUTIES</u>	:	The incumbent's responsibility will be to work within the finfish research team to initiate and conduct applicable research in one or more fields of fisheries biology relevant to the line function of the Chief Directorate: Fisheries Research and Development, in order to provide information on the biology and dynamics of South Africa's Large Pelagic predators caught by longline and pole-line fisheries. Responsibility for the generation of routine data reports for submission to Forums of the Regional Fisheries Management Organisations (RFMOs). Provision of scientific advice pertaining to the sustainable harvest of Large Pelagic Predators such as tuna, swordfish and pelagic sharks. Compile research reports, scientific papers and data reports. Liaise and interact at all levels with individuals involved in harvesting of the relevant teleost and chondrichthyan species. Supervise and mentor technical support staff. Participate in field trips including working overtime as required. Attend scientific meetings/symposia nationally, regionally and internationally. The successful candidate will be required to be part of a team of scientists that represent South Africa at the scientific meetings of the Regional Fishery Management Organisations (ICCAT, CCSBT and IOTC).
<u>ENQUIRIES</u>	:	Dr. S Kerwath Tel No: (021) 402 3017; email: SKerwath@environment.gov.za
<u>POST 28/28</u>	:	<u>ENGINEERING TECHNICIAN CONTROL: GRADE A REF NO: FIM 38/2023</u> Re-advertisement (FIM35/2022), all applicants are encouraged to re-apply.
<u>SALARY</u>	:	R499 275 per annum, (all-inclusive annual remuneration package, R694 939 per annum)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of bachelor's degree/National Diploma (NQF Level6) in Electrical Engineering (Light Current) or relevant qualification, coupled with a minimum of 6 years post qualification technical experience and compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician; Experience in working with electronic, mechanical equipment and systems. Experience on a range of electronic test and measurement equipment such as, multi-meters, voltmeters, current meters, oscilloscopes, thermometers, meggers. Ability to draft and interpret complex technical drawings and schematics. Applicant will be expected to undergo and pass a medical for seafarers in line with (section 101 of the SAMSA Act 57 Of 1951). Must be able and willing to spend extensive periods away from home on field trips and at sea on research vessels. Good knowledge of the marine environment. Skills: Computer- aided engineering application; Technical design and analytical skills; project management. Ability to work as a team member. Good communication skills (verbal & written). Valid driver license (Code B).
<u>DUTIES</u>	:	Manage and Provide Technical and Research Support: Ensure the promotion of safety in line with statutory and regulatory requirements; Provide technical/scientific information and advice; Manage technical services and support in conjunction with Engineers, Scientists and associates in field, workshop and technical office activities; Manage technical services and support in conjunction with Engineers, Scientists and associates in field, workshop and technical office activities; Ensure the maintenance, calibration and operation of scientific equipment. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Provide Strategic Leadership on Technical Matters: Develop relationships and collaborations at national, regional and international levels; Play a lead role in the presentation and exchange of technical knowledge and information; Research and Development: Liaise with relevant bodies/councils on engineering-related matters; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Continuous professional development to keep up with new technologies. Manage Administrative and Related Functions: Provide inputs into the

		budgeting process; Provide and consolidate inputs to the technical/engineering operational plan; Human Capital Development: Mentor, train and develop junior personnel; Performance management and development of staff.
<u>ENQUIRIES</u>	:	Mr. Zahier Isaacs Tel No: (021) 402 3271
<u>POST 28/29</u>	:	<u>SCIENTIST PRODUCTION: GRADE A: STOCK ASSESSMENT REF NO: FIM 40 /2023</u>
		Re-advertisement (FIM24/2023), all applicants are encouraged to re-apply.
<u>SALARY</u>	:	R687 879 per annum, (an all-inclusive annual remuneration package)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	BSC Honours degree in Science /Natural or equivalent qualification in related field (NQF8) plus three years post qualification experience in natural science or relevant field and Compulsory registration with SACNASP as a Professional Natural Scientist. Knowledge: Practical knowledge of modeling and stock assessment techniques; Application of relevant software, including statistical and modeling software (e.g., R, ADMB. Programming skills relevant to building, improving, and running fisheries stock assessment models and related statistical and MathematicSkills: Data analysis and statistics; Computer-aided scientific applications. Strong quantitative focus; programme and project management. Ability to gather and analyse information. Ability to work individually and in a team. e. Ability and willingness to work at sea.
<u>DUTIES</u>	:	Perform scientific analysis and regulatory functions: Conduct analysis of scientific data (statistical analysis and modeling) fisheries stock assessment on a broad range of fisheries resources; (iv) Apply Operational Management Procedures to generate information and scientific advice for sustainable fisheries management. Develop and implement methodologies, policies, systems and procedures: Identify gaps and develop appropriate interventions; Develop working relations with fisheries industry, small scale fisheries, all fisheries right holders. Research and development: Conduct basic and applied research on fisheries stock assessment and management procedures; Perform research/literature studies to improve expertise; Publish and present research findings. Provide scientific support and advice: Provide scientific data, information and advice when required; Develop scientific advice and documentation for sustainable fisheries management. Human capital development: Train, mentor and develop junior personnel on data-analysis related queries; Supervise scientific work and processes. Supervise scientific data archiving and retrieval as appropriate.
<u>ENQUIRIES</u>	:	Ms L Nomxego e-mail: LNomxego@dffe.gov.za
<u>POST 28/30</u>	:	<u>ENGINEERING TECHNICIAN CONTROL: GRADE A REF NO: FIM 38/2023</u>
		Re-advertisement (FIM35/2022), all applicants are encouraged to re-apply.
<u>SALARY</u>	:	R499 275 per annum, (all-inclusive annual remuneration package, R694 939 per annum)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of bachelor's degree/National Diploma (NQF Level6) in Electrical Engineering (Light Current) or relevant qualification, coupled with a minimum of 6 years post qualification technical experience and compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician; Experience in working with electronic, mechanical equipment and systems. Experience on a range of electronic test and measurement equipment such as, multi-meters, voltmeters, current meters, oscilloscopes, thermometers, meggers. Ability to draft and interpret complex technical drawings and schematics. Applicant will be expected to undergo and pass a medical for seafarers in line with (section 101 of the SAMSA Act 57 Of 1951). Must be able and willing to spend extensive periods away from home on field trips and at sea on research vessels. Good knowledge of the marine environment. Skills: Computer- aided engineering application; Technical design and analytical skills; project management. Ability to work as a team member. Good communication skills (verbal & written). Valid driver license (Code B).
<u>DUTIES</u>	:	Manage and Provide Technical and Research Support: Ensure the promotion of safety in line with statutory and regulatory requirements; Provide technical/scientific information and advice; Manage technical services and support in conjunction with Engineers, Scientists and associates in field, workshop and technical office activities; Manage technical services and

		support in conjunction with Engineers, Scientists and associates in field, workshop and technical office activities; Ensure the maintenance, calibration and operation of scientific equipment. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Provide Strategic Leadership on Technical Matters: Develop relationships and collaborations at national, regional and international levels; Play a lead role in the presentation and exchange of technical knowledge and information; Research and Development: Liaise with relevant bodies/councils on engineering-related matters; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Continuous professional development to keep up with new technologies. Manage Administrative and Related Functions: Provide inputs into the budgeting process; Provide and consolidate inputs to the technical/engineering operational plan; Human Capital Development: Mentor, train and develop junior personnel; Performance management and development of staff.
<u>ENQUIRIES</u>	:	Mr. Zahier Isaacs Tel No: (021) 402 3271
<u>POST 28/31</u>	:	<u>ASSISTANT DIRECTOR: PAYMENTS REF NO: CFO34/2023</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 3-year National Diploma (NQF6) in Financial Management or Accounting coupled with 3-5 years' experience in Financial Management or equivalent related field. Knowledge of financial management, accounting and business practices. Ability to establish and manage financial management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ensure compliance with Treasury Regulations, PFMA and Departmental policies. Ability to control and manage the acquisition of services and assets of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates; Financial management; Accounting; Accounting. BAS; LOGIS; PERSAL; SAFETYNET and Public Service financial legislative frameworks Government budgeting processes; Costs accounting; Risk management; Public Service financial legislative frameworks. Skills & Competencies: Skills in policy formulation; Adequate skills in computer use; Advanced skills in financial; management and project management; Good interpersonal relations; Relationship Management; Stakeholder engagement; Research; Programme and Project Management; Financial Management and Change Management. Personal attributes: Honesty; Ability to work long hours voluntarily; Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Creativity. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Character beyond reproach. Articulate. Sense of responsibility and loyalty; Initiative and creativity.
<u>DUTIES</u>	:	Management of travel and subsistence. Ensure that payments are processed on BAS and LOGIS. Management of 30 days reports. Ensure processing of creditor payments. Ensure compliance to financial prescripts and procedures. Verify Standard Chart of Accounts codes and authorize payments on BAS and Logis. Ensure monthly reconciliation between accounts. Request reports on BAS to verify against reconciliation submitted. Monitor account reconciliations. Reconciliation of suspense and general ledger accounts and the approval of related journals. Manage inflow and outflow of funds and authorise duly signed and supported telegraphic transfers. Review and authorise monthly bank reconciliation. Ensure capturing and verification of suppliers on safety net, BAS and Logis.
<u>ENQUIRIES</u>		Mr N Leshabane Tel No: (012) 399 9115
<u>POST 28/32</u>	:	<u>SENIOR FORESTRY REGULATION OFFICER REF NO: FOM40/2023 (X2 POSTS)</u> Re-Advertisement FOM39/2023. Applicants who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Eastern Cape

<u>REQUIREMENTS</u>	:	National Diploma or Bachelor's Degree in Forestry/ Environmental Management/Sciences or relevant qualification. A minimum of 2 years' experience in Forestry or relevant field dealing with natural vegetation. Knowledge of National Forests Act, 1998 (Act 84 of 1998), National Veld and Forest Fires Act, 1998 (Act 101 of 1998), Environmental Management Legislation, and Disaster Management Act. Computer Literacy. Excellent communication skills (verbal, presentation and report writing). Interpersonal relations skills. Ability to apply policies. Ability to work independently and in a team. Ability to work under pressure, and conflict management and resolution. Ability to collect and interpret information and reports. Willingness to travel and a valid Driver's License.
<u>DUTIES</u>	:	Implementation of National Forests Act (NFA). Processing and administration of NFA licenses for all forms of forest resources and protected trees. Monitor compliance. Ensure enforcement of the Acts. Evaluation of Environmental Impact Assessments (EIA) affecting natural forests and protected trees. Implementation of National Veld and Forest Fires Act (NVFFA). Establish and coordinate processes for formation and amalgamation of Fire Protection Associations (FPAs). Promote the well-being of FPA's. Implementation of integrated veld fire management plans. Ensure effective planning and support of relevant operations. Organize, facilitate, and coordinate stakeholder participation. Implementation of business plan for awareness campaigns and information services. Provide administration support services within the Unit. Compile and submit monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms N Mbananga Tel No: (040) 492 0200
<u>POST 28/33</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: CLIMATE CHANGE MITIGATION SECTOR PLAN IMPLEMENTATION REF NO: CCAQ15/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	R310 767 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National diploma (NQF 6) in Environmental Management/ Natural Sciences or relevant qualification coupled with 1-2 years' experience in related field. Knowledge of environmental and development issues (globally, regionally and locally). Knowledge in the area of energy, transports, waste, industry and agriculture, forestry and other land use. Knowledge of industrial /chemical production processes. Knowledge of cleaner production best practices and approaches. Knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics and technical requirements of low carbon development, Carbon finance etc. South Africa's greenhouse gas emission profile and climate change mitigation. Ability to conduct research, gather and analyse and interpret information. Knowledge of intergovernmental institutional arrangements for environmental management functions. Skills: Data collection and analysis; Coordination skills; Organisational and planning; Communication skills (written and spoken); Programme and Project Management; Listening skills; Writing skills; Analytical skills; Decision-making skills; Report writing skills; Organisational skills; Computer Literacy and Problem Solving skills. Personal suitability: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to think analytically and application of problem-solving skills. Proven leadership skills. Ability to develop and apply policies. 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. Interpersonal relations. Initiative and Responsibility and loyalty.
<u>DUTIES</u>	:	Conduct GHG pollution prevention plans (mitigation plans) and annual progress reports administration. Conduct the GHG carbon budgets allocations administrations. Undertake updating of the PPPs, annual progress reports and carbon budgets processing and reporting mechanism. Upload and update all the PPPs, annual progress reports and carbon budgets records. Facilitate and undertake coordination and monitoring of the implementation of provincial and local government mitigation response implementation plans, tools and products to mainstream climate change responses. Facilitate and undertake the provision of technical support to line departments/ branches to mainstream climate change mitigation responses. Provide and undertake climate change

ENQUIRIES

mitigation technical input to support EIA project authorisations. Conduct capacity building, training and awareness on climate change mitigation.
Ms M Tshangela Tel No: (012) 399 9259

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

<u>APPLICATIONS</u>	:	Potential candidates may apply online on the GTAC website at https://www.gtac.gov.za/careers . Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
<u>CLOSING DATE</u>	:	28 August 2023
<u>NOTE</u>	:	Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will only be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

MANAGEMENT ECHELON

<u>POST 28/34</u>	:	<u>DIRECTOR: EVALUATION AND LEARNING (JOBS FUND) REF NO: G19/2023</u> (Term: 24 Months Fixed Term Contract)
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all – inclusive package) PSR 44 will apply to candidates appointed in the Salary Level.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Senior evaluator with experience in development finance, impact investing, social impact programmes and project management. A postgraduate qualification in Economics, Monitoring & Evaluation, Social Sciences or related field. A Masters-level qualification in Monitoring and Evaluation, and/or Statistical Analysis will be an added advantage. In addition, 8 to 10 years of experience in monitoring, measurement and evaluation of development programmes/projects is required, with at least 5 years in middle/senior management. Experience in the private and NPO sectors will be an added advantage. Competencies Required: Monitoring, Evaluation, Reporting & Research: In-depth knowledge of establishing monitoring and evaluation frameworks and indicators, and development and implementation of qualitative and quantitative monitoring, evaluation and reporting approaches, methodologies and tools. Experience in conceptualizing, designing and running development programme evaluations from start to finish. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring, and

inspecting costs, work, and contractor performance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). In particular, intermediate expertise in excel. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Data Analysis: Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Database Management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes. Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Problem Solving and Analysis: The ability to understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Development Financing: Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Analytics: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Experience in conducting economic analyses and studies.

DUTIES

: The Evaluation & Learning Specialist will be responsible for the promotion of a knowledge-sharing and learning culture; the documentation and dissemination of key lessons learned to promote improvement in the measurement and evaluation of projects and related processes; and the design, implementation and management of evaluations. Evaluation and Support: Provide strategic inputs into the management of the Jobs Fund Evaluation Framework. Identify and evaluate progress on projects and extract learnings from the Jobs Fund portfolio. Initiate planning of projects to ensure that evaluation and learning is integrated at the project planning phase. Provide design and baseline assessments of projects reviews in support of the project results chain development. Conduct evaluations and provide guidance pertaining to the implementation of the Jobs Fund Evaluation. Align project/ programme related responses and provide recommendations based on monitor and evaluation results. Utilise evaluation results for the continued implementation of the investment strategy and identification and appraisal of new projects. Provide advice/information/guidance to project/ programme managers on evaluation of their projects and the most appropriate evaluation methodology. Promote and Enhance Learning: Analyse and synthesise stakeholders' findings in the recommendations for projects evaluations. Initiate awareness sessions with stakeholders on evaluation, self-evaluation, monitoring and results-based management. Facilitate and coordinate information sharing and benchmarking and research exercises with recognised on job creation, sustainability and systemic change. Document feedback on learnings from case studies, reviews, project close-outs and other related factors. Manage research outputs and facilitate the implementation of research findings and recommendations. Initiate the creation of a network platform with internal and external stakeholders in the establishment of dialogue on outcome of evaluation results. Client Engagement: Develop and maintain relationships with internal and external stakeholders. Liaise and engage with stakeholders on learning and evaluation at project level. Develop and maintain relationships with Universities, research institutions. Evaluation and Learning Framework:

Develop and implement the Jobs Fund's evaluation and learning planning, implementation, and use. Provide strategic oversight, guidance and quality control of evaluation and learning. Define quantifiable output, outcome and Key Performance Indicators (KPIs). Develop a learning review framework with business units. Define the integration with the research unit to ensure the extraction of project specific indicators for reporting and evaluation purposes. Constantly engage with project managers and communications to develop and document compelling outcome and impact success stories and to foster institutionalisation and internalisation of learning processes. Contribute to training of project managers, and partners on evaluation methodologies. Provide guidelines to staff and partners on evaluation and learning metrics and categories to effectively monitor current and future research. Management of Monitoring and Learning Data and Systems: Monitor and ensure integrity of data and systems including coordination of systems enhancements. Identify opportunities to optimize the Job Fund's collection, use, and management of data. Develop and conduct trainings for Jobs Fund staff on use of systems and effective data collection, use, and visualization. Monitoring and Learning Research: Conduct long and short-term research, analysis, and information gathering assignments in support of evaluation and learning efforts. Manage assessment and progress reporting efforts. Manage, analyse, and effectively visualize large and complex data sets. Coordinate and respond to internal and external requests for data and data analysis.

ENQUIRIES

: HR Kaizer Malakoane at (066) 250 7072
Technical job enquiries: jobsfund@treasury.gov.za

POST 28/35

: **LEGAL SPECIALIST - JOBS FUND REF NO: G20/2023**
(Term: 24 Months Fixed Term Contract)

SALARY

: R1 162 200 per annum (Level 13), (all – inclusive package) PSR 44 will apply to candidates appointed in the Salary Level

CENTRE

: Pretoria

REQUIREMENTS

: LLB Degree (NQF Level 8). Minimum of 5-8 years' experience in a legal advisory environment. At least 5 years of middle management experience. Management experience in a legal environment with specific references to providing written and oral advice/ opinions and performing functions of a Corporate Law Advisor. Competencies Required: Client Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. People Empowerment: Mobilises people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting, developing, and retaining a talented and diverse workforce. Managers demonstrate concern for individual differences and employee morale and foster. Planning: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other Individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. Vision and Purpose: Modelling and

promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Administrative Operations: Knowledge, capabilities, and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement, and financial management. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations.

DUTIES

: Draft contracts and legal instruments: Conduct and coordinate research into a range of legal issues. Draft contracts and develop the contracting process for reviewing contracts for compliance. Negotiate contracts on behalf of the GTAC/ Jobs Fund. Provide effective and efficient legal advice to various internal stakeholders on legal issues concerning, amongst others grant management, governance, compliance, litigation, dispute resolution and contract management. Contract Management and Administration: Record all new instructions accurately and ensure that all records are easily accessible. Develop a policy document/framework to govern contract management within the Jobs Fund. Responsible for the Jobs Fund contract management process. Develop and maintain a register of standardised templates. Manage the provisioning of legal consulting and advisory services: Analyse, request or provide an instruction for legal support. Allocate requests to relevant resources/ take responsibility. Ensure quality of advice. Building an understanding of legal issues, risks, and obligations through advice. Ensure communications and training, especially for other legal services staff and managers. Ensure appropriate legal policies and practices are in place to manage the legal obligations and legal risks of the Jobs Fund effectively. Ensuring that professional best practice is achieved and maintained. Manage the drafting, reviewing and evaluation of contracts: Develop tactical and operational plans to ensure effective and efficient execution of drafting reviewing and evaluation of contracts. Ensuring regulatory and statutory compliance to legal standards when contracts are drafted. Ensuring that appropriate amendments and suggestions are effected to minimise risk. Ensure the proper evaluation of contracts to identify risk and compliance. Conduct an ongoing risk assessment to improve on established procedures and templates. Ensure legal compliance (regulatory and statutory): Ensure regulatory and statutory compliance with National Treasury regulations and broader legislative framework. Manage the control systems in relation to monitoring trends and track progress to ensure legal compliance. Conduct research on recent legal developments and share it with the other Business Units and affected stakeholders (where applicable). Litigate on behalf of the Jobs Fund and manage all litigation processes: Evaluate the extent of threats and/or risks arising from the legal process. Determine a legal approach to avoid risk and protect the Jobs Fund's interests. Set guidelines and control measures to be followed when in-sourcing legal professionals. Effectively manage the litigation process on behalf of the Jobs Fund. Relationship Building and Strategic Management: Maintain the stakeholder register. Provide advice to the Head of the Jobs Fund and the Executive Leadership team across the range of the Jobs Fund's legal interests, risks, and obligations. Ensure legality assurance perspective to the Job Fund's strategic and governance processes, particularly the executive decision-

making process. Establish and maintain effective public service and professional networks. Working with business units to quality assure the work produced by the legal team. People Management: Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching staff on how to conduct the processes effectively. Determine and analyse training and development needs for Legal Business Unit. Ensure that identified training is executed. Manage staff recruitment process, onboarding and induction of new staff members. Ensure proper work planning within the Legal Unit. Management and support of dispute resolution processes: Develop and manage dispute resolution framework for the Jobs Fund. Manage complaints received in an efficient and effective manner ensuring compliance with the approved complaints handling process and reducing risk to the Fund. Monitor and track progress on the dispute to decide on an appropriate cause of action to be taken (review or implement).

ENQUIRIES

: HR Kaizer Malakoane at (066) 250 7072
Technical job enquiries: jobsfund@treasury.gov.za

OTHER POSTS

POST 28/36

: **PROJECT MANAGER (JOBS FUND) REF NO: G21/2023 (X2 POSTS)**
(Term: 24 Months Fixed Term Contract)

SALARY

: R958 824 per annum (Level 12), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.

CENTRE REQUIREMENTS

: Pretoria
: Bachelor's degree or Advanced Diploma (NQF 7) in Development Finance or Economics or Business Management or Project Management or Fund Management, or related field. Post Graduate qualification in Development Finance or Economics or Business Management or Project Management or Fund Management or related field would be advantageous. At least 7 years' experience and track record working with local economic development programmes in respect of undertaking appraisals of applications for grant funding, managing the contracting process for the projects approved for grant funding, and the periodic monitoring performance of projects. At least 7 years' experience in a project management or programme management, at least 2 of which at a middle management position. Strong economics background (Development/Behavioural/Micro) with experience in active labour market interventions. A strong financial background, in respect of financial analysis of project financial models and knowledge of different economic sectors. Competencies Required: Client Service Orientation: Client service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. Change Leadership: Change leadership is the ability to deliver the message of change in both words and actions and motivate people to change. It energizes and alerts groups to the need for specific changes in the way things are done. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information systems. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/ Honesty: Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains, and utilises a relevant network of contact in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intension to persuade, convince, influence, or impress others in order to meet the intended objectives. Organisational Awareness: Refers to the ability to understand and learn the power of relationships in one's own organization, or in other organisations. This includes the ability to identify the real decision-makers; the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the Department. People Development and Management: Mobilises people to

work towards a shared purpose in the best interest of the department, the people comprising it and the people it serves. It involves attracting, supporting, developing and retaining a talented and diverse workforce. Managers demonstrate concern for individual differences and employee morale and foster employee development through responsibility sharing, learning and training opportunities. Problem Solving and Analysis: Understanding a situation, issue, problem, etc by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organisation parts of problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, casual relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. Strategic Orientation: Strategic orientation is about taking a board scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on awareness of societal, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Economic Development: Knowledge/ understanding of how markets work; active labour market policy interventions. Understanding of and development of local economic development and making markets work for the poor approaches to development. Corporate Finance/ Project Finance/ structured finance/ Grant Management: Specific area of finance dealing with the financial decisions corporate make and the tools as well as analyses used to make these decisions. The discipline as whole may be divided among long-term and short-term decisions and techniques with the primary goal being the enhancing of corporate value by ensuring that return on capital exceeds cost of capital, without taking excessive financial risk. Policy Development, Management and Dissemination: Knowledge of Treasury -related legislation, the legislative process and public affairs as it pertains to NT. Utilises a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Communication/ Knowledge Management: Verbal and writing skills, Stakeholder engagement and writing up case studies. Impact Evaluation: Understanding impact evaluation methodologies, implementing evaluation programmes.

DUTIES

: Management of Funding Round, including Application, Appraisal and Approval: Provide inputs on the design of the fund and future funding initiatives. Assist with the origination of projects to strengthen the Fund Project Pipeline. Selecting high-impact projects aligned to the term sheet, Jobs Fund policies and knowledge outcomes. Review of the Activity-Based, Costing Project Implementation Monitoring Plans (ABC PIMPs). Ensure quality assurance on allocated projects including administrative support related to projects-Decision records, minutes etc. Provide support to funding round applicants. Present projects to various governance committees. Assist administration staff in packaging projects for submission to various committees. Contracting: Quality assurance of Activity Based, Costing Project Implementation Monitoring Plans (ABC PIMPs); Ensure that the contracting process is completed, and contracting conditions have been met. Post-Investment Monitoring: Manage project plans, deliverables, financials, dependencies and outcomes of

assigned projects to ensure that the project goals and objectives are achieved within the project timeframe and guidelines by the relevant stakeholders and management committees. Manage overall project risk through identified mitigation processes proactively with project stakeholders to avoid project delivery, problems, and delays. Manage successful implementation of projects for the full cycle of each project including: Programme induction sessions, Guidance and direction in terms of. programme objectives and operations; Analysis and reporting on project products (e.g., business plans and project plans), Monitoring and evaluation of projects, Project cash flows and expenditure reporting, Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Ensure Project documentation conforms to agreed standards and procedures, review progress against milestones and targets. Conduct a qualitative analysis of documents. Assist with ensuring that governance requirements of professional project management and those applicable to the National Treasury and Municipalities are adhered to. Provide input at project monitoring committees-Project Implementation Review Meeting (PIRM), Preparing Project Close-out Reports (PCR), Post Implementation Monitoring Reports etc. Ensure effective implementation of the Year-End Review(YER) process. Communicate and manage audit logs for allocated projects. Relationship Management: Implement the relationship management mandate for the Jobs Fund. Develop and maintain effective relationships with Jobs Fund Partners (JFPs) and other stakeholders. Provide oversight/ manage intermediaries where applicable. Knowledge Harvesting and Sharing: Implement the internal knowledge agenda strategy for the JobsFund which includes the management and/or production of: Practice notes, Brown bags, Project Close -Out Reports. Implement external knowledge agenda for the Jobs Fund which includes the management and/or production of: Research papers/ Learning series, Community of Practice (COP/ Webinars), Creating a network of key influencers and stakeholders. Assist with project evaluation work and draft analytical pieces forthe Jobs Fund. Talent Management: Assist in organising and managing Staff events. Strategy Implementation and Risk Management: Implementation of disbursement strategy and provide input in identifying opportunities for improvement. Efficient planning around disbursements including identifying disbursement risks and mitigants, cashflow and impact. Provide input into the strategic planning processes of the Jobs Fund. Adopt a strategic approach to managing projects and drive for better co-ordination and outcomes (escalation of issues to Team Leader, management interventions, risk-based site visit scheduling and length. Provide support for the development, assessment, and management of project improvement plans. Adherence to disbursement timelines and process as per the Disbursement Framework. Contribute to the development of a risk management framework for the project management unit and the Fund.

ENQUIRIES

: HR Kaizer Malakoane at (066) 250 7072
Technical job enquiries: jobsfund@treasury.gov.za

POST 28/37

: **DEPUTY DIRECTOR: EVALUATION & LEARNING (JOBS FUND) REF NO: G22/2023**
(Term: 24 Months Fixed Term Contract)

SALARY

: R811 560 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level

CENTRE

: Pretoria

REQUIREMENTS

: Evaluator with experience in development finance, impact investing, social impact programmes and project management. A bachelor's degree in Economics, Monitoring & Evaluation, Social Sciences or related field. A Postgraduate qualification in Monitoring and Evaluation, and/or Statistical Analysis will be an added advantage. 6-8 years of experience in monitoring, measurement and evaluation of development programmes/projects, at least 2 of which at management level, and experience in the private and NPO sector will be an added advantage. Competencies Required: Client Service Orientation: Client service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. Change Leadership: Change leadership is the ability to deliver the message of change in both words and actions and motivate people to change. It energizes and alerts groups to the need for specific changes in the way things are done. Concern for Quality and Order: Desire to see things done logically, clearly and

well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information systems. **Effective Communication:** Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. **Integrity/ Honesty:** Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy. **Networking and Influencing:** Establishes, maintains, and utilises a relevant network of contact in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intension to persuade, convince, influence, or impress others in order to meet the intended objectives. **Organisational Awareness:** Refers to the ability to understand and learn the power of relationships in one's own organization, or in other organisations. This includes the ability to identify the real decision-makers; the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the Department. **People Development and Management:** Mobilises people to work towards a shared purpose in the best interest of the department, the people comprising it and the people it serves. It involves attracting, supporting, developing and retaining a talented and diverse workforce. Managers demonstrate concern for individual differences and employee morale and foster employee development through responsibility sharing, learning and training opportunities. **Problem Solving and Analysis:** Understanding a situation, issue, problem, etc by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organisation parts of problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, casual relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. **Resilience:** Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. **Resources Planning:** Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. **Results Orientation:** Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. **Strategic Orientation:** Strategic orientation is about taking a board scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on awareness of societal, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. **Systems Thinking:** Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. **Economic Development:** Knowledge/ understanding of how markets work; active labour market policy interventions. Understanding of and development of local economic development and making markets work for the poor approaches to development. **Corporate Finance/ Project Finance/ structured finance/ Grant Management:** Specific area of finance dealing with the financial decisions corporate make and the tools as well as analyses used to make these decisions. The discipline as whole may be divided among long-term and short-term decisions and techniques with the primary goal being the enhancing of corporate value by ensuring that return on capital exceeds cost of capital, without taking excessive financial risk. **Policy Development, Management and Dissemination:** Knowledge of Treasury -related legislation, the legislative process and public affairs as it pertains to NT. Utilises a wide variety of resources and tools to develop, maintain, monitor, enforce and

provide oversight of policies and regulations. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Communication/ Knowledge Management: Verbal and writing skills, Stakeholder engagement and writing up case studies. Impact Evaluation: Understanding impact evaluation methodologies, implementing evaluation programmes. Competencies Required: Monitoring, Evaluation and Reporting: In-depth knowledge of establishing monitoring and evaluation frameworks and indicators, and development and implementation of qualitative and quantitative monitoring, evaluation and reporting approaches, methodologies and tools. Experience in running development programme evaluations from start to finish. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring, and inspecting costs, work, and contractor performance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). In particular, intermediate expertise in excel. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Data Analysis: Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Database Management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes. Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Problem Solving and Analysis: The ability to understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Development Financing: Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Analytics: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor.

DUTIES

: The Evaluation & Learning Specialist will be responsible for the promotion of a knowledge-sharing and learning culture; the documentation and dissemination of key lessons learned to promote improvement in the measurement and evaluation of projects and related processes; and the design and implementation of evaluations. Evaluation and Support: Assist with the provision of strategic inputs into the management of the Jobs Fund Evaluation Framework. Identify and evaluate progress on projects and extract learnings from the Jobs Fund portfolio. Assist with the integration of evaluation and learning at the project planning phase. Assist in conducting evaluations on projects. Assist with the provision of advice/information/guidance to project/ programme managers on evaluation of their projects and the most appropriate evaluation methodology. Promote and Enhance Learning: Coordinate and administer the analysis and synthesis of stakeholders' findings in the recommendations for projects evaluations. Conduct awareness sessions with

stakeholders on evaluation, self-evaluation, monitoring and results-based management. Coordinate and organise information sharing and benchmarking and research exercises with recognised on job creation, sustainability and systemic change. Conduct research and implement research findings and recommendations. Assist with the creation of a network platform with internal and external stakeholders in the establishment of dialogue on outcome of evaluation results. Client Engagement: Develop and maintain relationships with internal and external stakeholders. Liaise and engage with stakeholders on learning and evaluation at project level. Evaluation and Learning Framework: Assist with the development and implementation of the Jobs Fund's evaluation and learning planning, implementation, and use. Provide guidance and quality control of evaluation and learning. Assist with the development of processes for measuring progress against outputs/outcomes/impact pathways at various levels. Assist with the review and revision of indicators and processes, drawing out lessons/implications for impact and devise action plans. Coordinate with the research unit to ensure the extraction of project specific indicators for reporting and evaluation purposes. Contribute to training of project managers, and partners on evaluation methodologies. Provide guidelines to staff and partners on evaluation and learning metrics and categories to effectively monitor current and future research. Management of Monitoring and Learning Data and Systems: Administer and ensure integrity of data and systems including coordination of systems enhancements. Identify opportunities to optimize the Job Fund's collection, use, and management of data. Conduct training for Jobs Fund staff on use of systems and effective data collection, use, and visualization. Administer and distribute systems and process guidelines for staff. Communicate system enhancements to programme staff. Monitoring and Learning Research: Assist with long and short-term research, analysis, and information gathering assignments in support of evaluation and learning efforts. Assist with the analysis and development of large and complex data sets.

<u>ENQUIRIES</u>	:	HR Kaizer Malakoane at (066) 250 7072 Technical job enquiries: jobsfund@treasury.gov.za
<u>POST 28/38</u>	:	<u>PERSONAL ASSISTANT - JOBS FUND REF NO: G23/2023</u> (Term: 24 Months Fixed Term Contract)
<u>SALARY</u>	:	R359 517 per annum (Level 08), plus 37% in lieu of benefits PSR 44 will apply to candidates appointed in the Salary Level
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's degree/ Advanced Diploma (/7) in Administration, Commerce, Social Science and/or related fields. 5-7 years relevant administrative and/or secretarial experience. Operations management experience would be advantageous. Incumbent must be computer literate at an advance level. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Change Leadership: Change leadership is the ability to deliver the message of change in both words and actions and motivate people to change. It energizes and alerts groups to the need for specific changes in the way things are done. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information systems. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/ Honesty: Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Team Participation: Works co-operatively with others, working together as opposed to working

separately or competitively. Problem Solving and Analysis: Understanding a situation, issue, problem, etc by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organization parts of problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, casual relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Resources Planning: Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.

DUTIES

: Diary Management and Communication: Administer the DDG: EF's diary including; Maintaining the outlook calendar/diary and managing appointments, manage meeting requests and scheduling of strategic/ operational meetings, coordinate logistical requirements for meetings including preparation of venues, organising refreshments, parking, and welcoming guests, preparing, distributing, and processing of meeting invitations and agendas, responding to telephone and email enquiries, receiving and directing correspondence to the DDG: EF as required. Prepare meeting packs for DDG including: Compiling information packs (directions invitations and agendas etc.), sourcing and compiling meeting information/documents, where required, coordinating attendance of participants at meetings. Ensure all meeting documentation is saved. Facilitate and administer the DDG: EF's telephonic communication including processing incoming calls, making outgoing calls and setting up conference calls: Assist in the resolution of queries, administer and maintain the DDG: EF stakeholder, partner and associate contact database. Travel Arrangements: Coordination of travel bookings and subsistence & travel (S&T) administration including: Arranging domestic and international travel bookings which include flights, accommodation, shuttle transfer, currency exchange, rental vehicles, dietary requirements, etc, preparation of travel documentation, liaising with service providers when required, resolving and responding to queries, reconciliation and processing of Subsistence & Travel claims and submission for approval, assisting with the review of travel plans for internal staff. Governance: Assist in maintaining governance standards within the Fund which includes the following: Coordination and preparation of various Jobs Fund Governance Committee meeting documentation, drafting minutes for meetings, decision records, etc. Coordinating and submitting monthly telephone accounts, Updating and maintaining staff availability records daily for the Fund, analysing work activity logs and reporting on key deliverables completed, coordinating, planning and ensuring procurement for all Jobs Fund events i.e., Brown Bags, Knowledge exchange, and year-end functions is completed. Executive/ Office Administration: Manage and coordinate all administrative matters for the DDG: EF and the Operations team which include the following: Finalising documentation for submission to internal and external stakeholders and ensuring the efficient handling of all correspondence, assist with tracking responses to stakeholder and staff queries, follow-up on outstanding documents and /or documents awaiting approval internally and externally, sourcing information and documents, liaising and responding to queries as required, coordinating the memo reference number allocation and VAS 2 numbers, assist in obtaining quotations and/or specifications for stationery, catering and service providers, assist in maintaining the Jobs Fund Business Calendar, assist in the utilisation and implementation of SigningHub, over-seeing all network printers (logging service calls, ordering toner),

managing the Jobs Fund heat call request (log call with IT, facilities, and security), managing the Jobs Fund storeroom and issuing of stationery, managing venue bookings for the Jobs Fund and assisting with set up of venues as required, monitor, report on and ensure equipment and furniture maintenance, cleaning and repairs are done where applicable. Leave Management: Ensure accurate leave records are maintained for the Jobs Fund which include: Administer and coordinate all leave requests for the Jobs Fund team, processing and submission of leave forms for approval to the DDG: EF on SigningHub (including preparation of forms with all supporting documents), submission of forms to GTAC Human Resources, assist with ad-hoc leave queries and the implementation of leave planning within the unit, maintaining accurate leave records with the assistance of GTAC HR requesting leave credits for distribution to staff on a quarterly basis. Records Management: Finalise business documents for DDG: EF's approval and signature, and administer the distribution, confidentiality and indexing requirements including: Following-up on outstanding documents and /or documents awaiting approval internally and externally. Administer the electronic and paper-based business documents registries and filing systems including: indexing, filing, version control and archiving of business documents; ensuring all approved documents are scanned and filed electronically on Jobs Fund Portal, I drive and one drive; conducting electronic data clean-ups and back-ups. Performance Management: Assist with the Jobs Fund performance management process which includes: Quality assuring and reviewing of staff performance documentation prior to submission, schedule staff performance meetings as required, ensure all approved documentation is submitted to HR timeously.

ENQUIRIES

: HR Kaizer Malakoane at (066) 250 7072
 Technical job enquiries: jobsfund@treasury.gov.za

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>CLOSING DATE</u>	:	28 August 2023
<u>NOTE</u>	:	All short-listed candidates for the advertised 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. In addition, all shortlisted candidates will be subjected to a competency assessment prior to the interview. 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 (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

<u>POST 28/39</u>	:	<u>CHIEF EXECUTIVE OFFICERS – CENTRAL HOSPITALS (X5 POSTS)</u>
<u>SALARY</u>	:	R1 663 581 per annum, (an all-inclusive remuneration package) consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines
<u>CENTRE</u>	:	Steve Biko Academic Hospital: Gauteng Ref No: NDOH 41/2023 Chris Hani Baragwanath Academic Hospital: Gauteng Ref No: NDOH 42/2023 Dr George Mukhari Academic Hospital: Gauteng Ref No: NDOH 43/2023 Nelson Mandela Academic Hospital: Mthatha Ref No: NDOH 44/2023 Inkosi Albert Luthuli Central Hospital: KZN Ref No: NDOH 45/2023
<u>REQUIREMENTS</u>	:	Bachelor's degree (NQF 7) in the Health/Medical Sciences and qualification in Management. Plus, a post-graduate (NQF8) qualification in the health or management sciences. At least eight (8) years to 10 years' experience in the health management and preferably of a hospital. Proven management competencies with specific reference to the health care environment. Ability to manage KPAs of highly qualified health specialists. Knowledge of health systems, health services and priority health programs and relevant legislation including but not limited to: The National Health Act, PFMA, Public Service Act and related Regulations and policies. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Strategic planning and management; prepare a strategic plan for the hospital to ensure that it is in line with the National, Provincial, Regional and District plans. Develop and implement an annual business plan for service delivery

based on current and future needs assessment and priorities within the parameters of the package of care that is to be provided by the hospital. Financial Management; Ensure compliance with the hospitals' statutory responsibilities in terms of the PFMA and other National and Provincial Policies and guidelines. 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; Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources to improve service delivery within the Public Service regulatory framework and relevant delegations. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Procurement and Management of Equipment and Supplies; Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA. Ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance and Quality of care; Ensure that policies and procedures are developed and maintained to render effective, efficient, quality and safe clinical care and patient administration services to attain optimal patient experience and clinical outcomes within the Academic Health Complex. Oversee clinical governance including continuous quality improvement, morbidity and mortality monitoring and management, management of adverse events and patient complaints and implementation of corrective measures to ensure high standards of patient care. Teaching, Training and Research; Ensure the health service platform is appropriately accessible for the training of health professionals. Ensure that the teaching, training and research responsibilities should be collaboratively managed with the HEIs through the formalization of MOA / SLAs and regularly reviewed. Information Management and Management policies and systems; Ensure proper record - keeping in the hospital through the utilization of paper based and electronic systems. Implement and utilize the prescribed transverse Public Service information systems (e.g., PERSAL).

ENQUIRIES
NOTE

: Dr MP Mahlati Tel No: (012) 395 9079 or Dr R Ncha Tel No: (012) 395 8257
: Please refer to the below link for further details on the requirements
<https://www.health.gov.za/wp-content/uploads/2023/08/CEO-of-Central-Hospital-adverts-August-2023.pdf>

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE APPLICATIONS :

25 August 2023

:

Applications must be sent to the correct address specified at the bottom of each the position, on or before the closing date; submitted on the New Application for Employment Form (Z.83), obtainable at www.gov.za. Applicants must fully complete part A,B,C,D,& F of the New Z83 application form; 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, as well as the relevant highest educational qualifications, on or before the day of the interview. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. 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 28/40 :

CHIEF DIRECTOR: PERMITS REF NO: HRMC 45/23/1

Branch: Immigration Services

Chief Directorate: Permits

Re-advertisement, Candidates who have previously applied may re-apply).

SALARY :

R1 371 558 - R1 635 897 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 :

Head Office, Pretoria

:

A BProc / Bjuris / LLB or any legal 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 Senior Managerial level Knowledge of the Constitution of South Africa Knowledge of the Public Service Regulatory Framework. Sound knowledge and understanding of Government Structures. Knowledge of the Medium Term Strategic Framework (MTSF) and Government Planning Framework. Knowledge of all relevant Departmental, Human Resources Frameworks and other Public Service Acts, Regulations and prescripts. Knowledge of legislative prescripts pertaining to Immigration and Citizenship. Required skills and competencies: Diplomacy, Economic

	Development, International Relations and law relating to migration. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management, communication, honesty and integrity. Program and project management. Change management. Knowledge and Information management. Decision making and initiating action Presentation skills. Problem solving and analysis. Computer literacy. Business report writing, influencing and networking. Planning, organising and time management. Conflict management and negotiation skills. Diplomacy. Research Methodology and Analysis. Policy development, coaching and facilitating. Willingness to travel and work extended hours.
<u>DUTIES</u>	: The successful candidate will be responsible for the following specific tasks. Oversee and ensure the administration of visa and permanent residence applications submitted to the Department. Ensure effective management and monitoring of the adjudication process (consideration, approval, rejection) pertaining to visa and permanent residence applications. Monitor the visa and permanent residence process to ensure that all targets are met. Oversee the execution of permit applications to enable movement of skilled workers to the country. Manage the determination of Critical skills and business sectors that are in National interest, in conjunction with other Departments and Institutions. Ensure proactive and cooperative liaison and collaborating with the key account representatives and stakeholders. Ensure effective needs assessment and solution design that is flexible and tailor made within the relevant policy and legislative prescripts. Manage and administer applications processed at the Directorate Functional Services. Oversee and manage all applications for exemptions received. Oversee and manage any Special Project that is approved and assigned to this Unit. Monitor the verification of visas and permanent residence permits. Manage and administer applications received from abroad and processed via Foreign Office Co-ordination, including eVisa applications. Ensure the administration of all applications dispatched from Missions abroad to Head Office for processing. Ensure effective management and monitoring of the adjudication process (consideration, approval, rejection) pertaining to applications received from Missions abroad. Manage and administer review / appeal applications received by the Department in respect of applications adjudicated within the Chief Directorate. Manage the handling of review / appeal cases brought pertaining to permanent residence applications. Manage the handling of review / appeal cases brought pertaining to visa applications. Ensure effective and efficient management of human, financial and physical resources within the Chief Directorate.
<u>ENQUIRIES APPLICATIONS</u>	: Mr JS Modipa at (082) 881 9804 : Quoting the relevant reference number, direct your application to: imsrecruitment@dha.gov.za
<u>POST 28/41</u>	: <u>CHIEF DIRECTOR: LEGAL SERVICES REF NO: HRMC 45/23/2</u> Branch: Operations
<u>SALARY</u>	: R1 371 558 - R1 635 897 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.
<u>CENTRE REQUIREMENTS</u>	: Head Office, Pretoria : An undergraduate qualification in LLB or an NQF level 7 as recognized by SAQA. Admission as an attorney or advocate is required. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level in a large entity / multi-disciplinary legal environment. Proven experience in managing legislative drafting, civil litigation and commercial contract drafting. Knowledge of the South African Constitution. Knowledge of the Public Service Act and Regulations. Knowledge of the Public Finance Management Act and Regulations. Understanding of the Departmental Legislation, as well as Human Resources Legislation and Prescripts. Knowledge of Medium Term Strategic Framework (MTSF), Government Planning Framework (Lekgotla and Makgotla). Required skills and competencies: Strategic Capability and Leadership. People management and empowerment. Honesty and Integrity. Change, knowledge and information management. Decision making and initiating action. Excellent communication, presentation and business report writing skills. Planning, organising and time

	management. Negotiation skills. Policy development. Willingness to travel and work extended hours.
<u>DUTIES</u>	: The successful candidate will be responsible for the following specific tasks: Direct the provision, development and management of legal services to the Department and Ministry. Provide strategic advice and guidance on legal issues and matters. Ensure the effective drafting of legislation, commercial contracts, drafting and scrutinizing of International Agreements. Proactively manage litigation by, or against the Department. Ensure the effective implementation of strategic objectives and innovation in the Chief Directorate. Reduction of Contingent Liability held by the Department. Coordinate and monitor delivery of the legal services business plan against agreed timeframes and objectives, including annual strategic and operational performance targets. Provide advice and guidance on matters falling within the Chief Directorate. Develop and implement Policy and Procedure, Directives, Acts and Regulations. Implement governance processes, frameworks and procedures. Build relationships with external stakeholders in the legal fraternity, including auditors and other assurance providers. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Ensure risk and compliance management. Ensure compliance with all audit queries, quality and risk management frameworks, standards and procedures.
<u>ENQUIRIES</u>	: Mr S Mandiwana, at (083) 327 4426
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Legalrecruitment@dha.gov.za
<u>POST 28/42</u>	: <u>CHIEF DIRECTOR: PREVENTION AND ANALYSIS REF NO: HRMC 45/23/3</u> Branch: Counter Corruption and Security Services Chief Directorate: Prevention and Analysis
<u>SALARY</u>	: R1 371 558 - R1 635 897 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.
<u>CENTRE</u>	: Head Office, Pretoria
<u>REQUIREMENTS</u>	: An undergraduate qualification in Law / Forensic Investigation / Criminology / Criminal Justice / Intelligence Management / Police Administration / Management at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level in a related field. Extensive experience in Crime Prevention and Analysis. Knowledge of latest trends and initiatives in intergrity and ethics, anti-corruption and investigation fields. Knowledge of the Constitution of South Africa. Knowledge and understanding of legislative and regulatory frameworks on Public Service in relation to Prevention and Analysis Knowledge of Criminal Procedure Act, Minimum Information Security Standard (MISS), Public Finance Management Act and an understanding of Human Resources Regulatory Framework. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Honesty and integrity. Program and project management. Change management. Decision making and initiating action. Communication, problem solving and analysis. Business report writing, influencing and networking. Diplomacy and computer literacy. Policy development, research methodology and analysis. Strong numerical skills. Business process practice. Dealing with pressure and setbacks. Presentation skills, diplomacy and risk management. Willingness to travel and work extended hours or on weekend is required.
<u>DUTIES</u>	: The successful candidate will be responsible for the following specific tasks: Oversee the alignment and integration of fraud and corruption prevention initiatives, processes and policies. Ensure the development of a preventative strategy or measures in order to mitigate identified trends and risks of Fraud and Corruption. Manage the successful analysis of all identified criminal cases, employee relations cases and law enforcement cases in order to devise preventative measures. Ensure the development and management of fraud and corruption information database for utilisation of relevant statistical management data. Oversee the alignment and integration of analysis initiatives, processes and policies. Ensure the development of analysis strategy

or measures in order to mitigate identified fraud and corruption trends and risks in the department. Engage all relevant Business Units to ensure the effective planning, coordination and implementation of fraud and corruption analysis initiatives within the department. Manage the successful analysis of all identified criminal cases, employee relations cases and law enforcement cases in order to provide regular trends analysis reports. Ensure the development and management of fraud and corruption information database for utilisation of relevant statistical management data. Provide strategic leadership and direction to the Chief Directorate. Participate in the development of the department strategic planning. Develop, implement business plan for effective prioritisation and resource planning to meet the strategic objectives. Oversee the development and review policies, policies, procedures, and Standard Level Agreements. Manage and ensure compliance with legislations, regulation, DHA policies and procedures within the Unit. Manage and ensure the implementation of effective risk and compliance management practices. Report on all risk and financial indicators. Ensure effective and efficient management of human, financial and physical resources within the Chief Directorate.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Mocke at (082) 301 8580
	:	Quoting the relevant reference number, direct your application to: CCrecruitment@dha.gov.za
<u>POST 28/43</u>	:	<u>DIRECTOR: SERVICE SUPPORT MANAGEMENT REF NO: HRMC 45/23/4</u> Branch: Information Services Chief Directorate: Information Services Management
<u>SALARY</u>	:	R1 162 200 - R1 365 411 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.
<u>CENTRE REQUIREMENTS</u>	:	Head office, Pretoria
	:	An undergraduate qualification in Information Technology / Computer Engineering / Computer Science at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment 5 years' experience in middle management / specialist field Extensive experience in IT Service Support (Management of Service Desk and Desktop Support). Extensive experience in managing configuration, change and release. Sound knowledge and application of the Government ICT guidelines and prescripts (E Government policy framework). Sound knowledge of Minimum Information Security Standards (MISS) Minimum Interoperability Standards, Government's Free and Open Source Policy, The position paper on information security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill. Sound knowledge of the Protection of Information Act of 1982 and the promotion of Access to Information Act of 2000. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the Public Service Regulatory Framework. Knowledge of Information Technology Infrastructure Library (ITIL) or other service management models. Knowledge of the Departmental legislations and prescripts. Required skills and competencies: Operational capability and leadership. Service support management. Client operation and customer focus. People management and empowerment Financial management. Business continuity, program and project management. Change and configuration management. Decision making and accountability. Problem solving and analysis. Business report writing and presentation skills. Influencing and networking. Computer literacy and facilitation skills. Willingness to travel, on call and extended working hours may be required.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following specific tasks: Lead and direct IT Service Desk Support in the Department. Coordinate the implementation of relevant projects within the business units to ensure that projects are implemented to best practice standards, time, quality and budget. Coordinate and attend to complex customer incidents, associated customer communication, activities and any appropriate escalations. Manage the coordination of incidents logged in line with SLA's and quality standards. Lead and direct IT changes and releases that impact the ability to deliver services in the Department. Manage the design and implementation of procedures for the

distribution and installation of changes to IT systems. Ensure effective communication and monitor expectations for internal and external customers' requirements during the planning and roll out of new release. Lead and direct the management of awareness on the change management processes including the induction of new staff into the IT environment. Lead and direct the Configuration Management Database for existing, new systems and upgrades. Ensure the establishment of configuration identification, change control, status accounting, and audits. Lead and direct the coordination of the existing Configuration Management Database (CMDB) and ensure the implementation of identified upgrades. Lead and design configuration management planning to identify Configuration Items (CI) and the information to be recorded on the Configuration Management Systems (CMS). Manage and implement strategic objectives and innovation within the functional Unit. Develop and implement the operational plan for the Directorate. Provide strategic direction within the Directorate. Manage the delivery of services against agreed objectives and timeframes. Ensure successful business transformation. Compile statistical plans aligned to business requirements to ensure effective strategy execution. Recommend and implement continuous performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of effective risk and compliance management practices. Develop and implement governance processes, frameworks and procedures within the Unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure effective and efficient management of human, physical and financial resources, strategies and procedures within the Directorate.

**ENQUIRIES
APPLICATIONS**

: Ms P Mosia Tel No: (012) 406 4536
: Quoting the relevant reference number, direct your application to: isrecruitment@dha.gov.za

POST 28/44

: **DIRECTOR: LOGISTICS AND DISPOSAL REF NO: HRMC 45/23/5**

Branch: Finance and Supply Chain Management

Chief Directorate: Supply Chain Management

Directorate: Logistics and Disposals

SALARY

: R1 162 200 - R1 365 411 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 Logistics and Supply Chain Management at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience in middle management / senior management. Experience in logistics and disposals is required. Knowledge of the Public Service Regulations. Understanding of all Departmental Human Resources Legislation and Prescripts. Knowledge and understanding of Public Finance Management Act, Supply Chain Management practices as well as the National Treasury Regulations. Knowledge of financial risk management practices. Knowledge of South African National Archives and Records Act. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Demand and Acquisition Strategy. Decision making, problem solving and analysis. Planning and organizing. Good Communication, negotiation and presentation skills. Willingness to travel, on call, and extended working hours may be required.

DUTIES

: The successful candidate will be responsible for the following specific tasks:
Lead and direct the coordination of logistics and disposals (procurement) processes in the Department. Management of the payment functions. Management of the travel services (contract management, issuing of orders, payment of suppliers etc). Manage the annual logistics and disposals risk assessment and risk response plans. Manage the utilisation of LOGIS for provisioning, procurement, stock control and reporting. Manage the issuing orders. Management and controlling of inventory / Consumables (stores and warehouse). Ensure safe keeping of stores warehouse. Management and control of stock transmitted in / out of stores and warehouses. Ensure inspection of material for potential use. Manage and implement strategic objectives and innovation within the Unit. Effectively manage the performance

of the directorate against agreed service levels, business requirements and targets. Develop the Operational Plan against the agreed objectives and timeframes. Ensure operational efficiency and service delivery improvement within the unit. Manage the performance of the directorate against agreed business requirements and targets. Ensure effective and efficient service delivery within the directorate. Ensure effective governance and compliance within the Directorate. Monitor quality, risk, standards and practices against prescribed frameworks. Ensure effective and efficient management of human, financial and physical resources within the Directorate • Provide inputs to the Financial / Statements (Inventory, Accruals, Payables and Commitments). Management of the Payment function. Management of the travel Services (Contract management, issuing of orders, payment of suppliers etc).

**ENQUIRIES
APPLICATIONS**

: Ms T Ngcobo at (076) 033 8501
: Quoting the relevant reference number, direct your application to:
FinanceRecruitment@dha.gov.za

POST 28/45

: **DIRECTOR: FINANCE AND SUPPORT REF NO: HRMC 45/23/6**

SALARY

: R1 162 200 - R1 365 411 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**

: Gauteng: Provincial Manager's Office - Braamfontein
: An undergraduate qualification in Financial Management / Accounting at NQF level 7 as recognized by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience in middle management / senior management. 5 years' experience in Financial Management and Support. Knowledge of Departmental Legislation and Prescripts. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act and Regulations. Knowledge of Preferential Procurement Policy Framework Act and Regulations as well as the Public Audit Act. Knowledge of Mandates from the government including cluster priorities and Government Programme of Action. Required skills and competencies: Strategic capability and leadership skills. Good communication and decision making skills. Client orientation and customer focus. People management and empowerment. Financial, audit and risk management Problem solving and Policy Development skills. Research Methodology. Analysis skills. Business report writing and presentation skills. Planning, Organising and Time Management skills. Computer literacy. Willingness to travel and extended working hours may be required.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Manage all Finances and Supply Chain Management in an efficient and effective manner. Manage the Provincial budget and monitor expenditure in line with financial requirements and the Unit's objectives. Develop finance strategies and plans for the province. Procure goods and services in accordance with delegations. Ensure the successful management of assets and properties in the province. Manage and coordinate the provincial fleet. Manage and monitor the provincial maintenance budget and plans. Develop, implement and monitor implementation of Departmental Fixed Asset Management plan. Oversee the implementation of Human Resources processes within the province. Oversee the implementation of communication processes within the provinces. Manage all IT Support functions within the provinces. Manage and implement strategic objectives and innovation. Ensure the implementation of effective risk and compliance management practices. Manage human, financial and physical resources within the province.

**ENQUIRIES
APPLICATIONS**

: Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
: Quoting the relevant reference number, direct your application to:
FinanceRecruitment@dha.gov.za

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

<u>APPLICATIONS</u>	:	Applications can be e-mailed to applications@tanatanatosolutions.co.za
<u>CLOSING DATE</u>	:	25 August 2023 at 16h00
<u>NOTE</u>	:	It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: 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: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 28/46</u>	:	<u>CHIEF DIRECTOR: TRANSVERSAL PROGRAMMES AND PROJECTS REF NO: DOHS/30/2023</u> Branch: Affordable, Rental and Social Housing Chief Directorate: Transversal Programmes and Projects (Re-Advert)
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric/Grade 12 or equivalent, relevant Undergraduate qualification (NQF level 7) as recognized by SAQA in Planning/ Engineering/ Architecture. An applicable post-graduate qualification in the built environment maybe considered as an added advantage in conjunction with all other qualifications. Extensive 5 years' experience at senior management level in housing and human settlements programme and project management. Relevant experience and track record in programme and project planning, funding, implementation, monitoring and oversight. Knowledge and understanding of housing and the human settlements sector including policy, legislative, regulatory compliance and governance universe and environment. Capable and competent financial, human resource and administrative experience. Manage operations to achieve the planned outcomes of the Chief Directorate. Applicants must be in possession of strategic capabilities and leadership qualities. Applicant must be able to develop strategies and manage the implementation thereof. Knowledge and experience in Financial Prescripts and Practices as well as strategic capacity and leadership. Proven high-level liaison, written and verbal

	communication will be important. Strong focus on service delivery innovation. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website 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
<u>DUTIES</u>	: The successful candidate will be responsible for the Management of national programme technical planning, funding and implementation plans and support for APEX Projects Type A, B, C (Catalytic Projects, Revitalization of Mining Towns and Title Deeds. Monitor and report on programme utilization, prioritization and applications of grants, report progress in the implementation of APEX Projects. Manage the prioritization and achievement of national programme targets in APEX Projects. Manage, co-ordinate and facilitate the national accreditation programme of municipalities. Management of resources allocated to Chief Directorate.
<u>ENQUIRIES</u>	: Mr C Ramalepe Tel No: (012) 444-9113
<u>NOTE</u>	: Female candidates and people with disabilities are encouraged to apply. Please note that this is a re-advertisement, candidates who previously applied are encouraged to re-apply.
<u>POST 28/47</u>	: <u>CHIEF DIRECTOR: INFORMAL SETTLEMENTS UPGRADES IMPLEMENTATION SUPPORT, MONITORING AND REPORTING REF NO: DOHS/32/2022</u> Branch: Informal Settlements Upgrading & Emergency Housing Chief Directorate: Informal Settlements Upgrades Implementation Support, Monitoring and Reporting (Re-Advert)
<u>SALARY</u>	: R1 371 558 per annum (Level 14), (all-inclusive salary package)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Applicants should be in possession of Grade 12/National Senior Certificate or equivalent. Relevant undergraduate qualification (NQF 7 as recognized by SAQA in any of the relevant fields such a, town/urban and regional planning or related, construction management, housing, other relevant fields of study. A post graduate qualification (NQF 8) will be an added advantage. The incumbent requires a minimum of 5 years' experience in senior management. Experience and good understanding of planning and implementation of infrastructure projects will be beneficial. Good understanding of human settlements policies and programmes particularly informal settlements upgrading will be advantageous. Understanding and knowledge of the human settlements sector. Good knowledge of financial and budgeting skills. Sound analytical and problem-solving skills. Good communication and a sound knowledge of Microsoft Office applications is essential. People management and empowerment. Good communication and a sound knowledge of Microsoft Office applications is essential. The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. The candidate must be willing to travel extensively. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme .
<u>DUTIES</u>	: Provide leadership, manage, and support a team of professionals in the build environment. Manage and provide support in the development of business plans, upgrading plans and other plans required to direct upgrading of informal settlements. The functions include the assessment of the credibility of submitted business plans and advise branch head. Provide leadership and manage the support provided to provinces and municipalities for the implementation of informal settlements upgrading. Manage the monitoring of informal settlements upgrading and report accordingly. Management of resources allocated to Chief Directorate.
<u>ENQUIRIES</u>	: Mr C Ramalepe Tel No: (012) 444-9113

<u>NOTE</u>	:	Female candidates and people with disabilities are encouraged to apply. Please note that this is a re-advertisement, candidates who previously applied are encouraged to re-apply.
<u>POST 28/48</u>	:	<u>DIRECTOR: LABOUR RELATIONS REF NO: DOHS/33/2023</u> Branch: Corporate Services Chief Directorate: Human Resource Management Directorate: Labour Relations
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of Matric/ Grade 12 or equivalent; Undergraduate qualification (Degree/ Advanced Diploma) in relevant fields of Labour Relations/ Employee Relations/ Human Resource Management/ Law or relevant qualification (NQF level 7 as recognized by SAQA). At least 5 years' experience at middle/ senior management level. A valid Driver's License. Extensive Knowledge of applicable prescripts including Public Service Act, 1994 as amended, Public Service Regulations, 2016, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Grievance Procedures, Batho-Pele Principles. Computer literacy. Communication skills, Interpersonal skills, Dispute resolution, Negotiation skills. Expert knowledge in Labour Relations issues. Good understanding and knowledge of Government priorities including the National Development Plan. Problem solving and decision-making skills. Good communication skills (written and verbal). Project management skills. Computer literacy. Ability to work under pressure and meet deadlines. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website 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
<u>DUTIES</u>	:	Manage a healthy Departmental Labour Relations environment, including Manage facilitation of all Labour Relations cases and activities (grievances, disputes, misconducts, disciplinary processes) in compliance with applicable prescripts, legislative framework, guidelines and processes, including rendering Labour Relations advisory services to both management and employees, and resolution thereof as well as formal disciplinary action. Represent Employer at conciliation and arbitration, managing strike actions, including monitoring implementation of litigation outcomes. Facilitate Departmental Bargaining Chamber activities including collective bargaining resolutions. Manage matters pertaining to statutory requirements, e.g. increasing access, providing information, openness and transparency, promote sound employment relationships, report on mandatory labour relations matters. Maintain a mandated database and records of grievances, misconducts and investigations. Manage development and implementation of prescribed and compliant labour relations policies and procedures. Participate in various internal and external management structures and cross functional activities in the interest of the Department. Management of resources allocated to Directorate.
<u>ENQUIRIES</u>	:	Mr C Ramalepe Tel No: (012) 444 9113
<u>NOTE</u>	:	Presentively: Female candidates and People with Disabilities are encouraged to apply.

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

APPLICATIONS

: The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply. Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Mothoagae Tel No: (012) 406 7737 / Mr P Ndlovu Tel No: (012) 406 7506/ Ms M Palare Tel No: (012) 406 7426

CLOSING DATE

: 01 September 2023

NOTE

: Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON**POST 28/49**

: **DIRECTOR: FINANCE AND ADMINISTRATION COMPLIANCE REF NO: DMRE/2417**

**SALARY
CENTRE
REQUIREMENTS**

: R1 162 200 per annum (Level 13), (all-inclusive package)
: Head Office, Pretoria
: B-Tech / bachelor's degree in accounting/ Law/ Internal Auditing (NQF 7) with minimum of 5 years' experience at Middle/ Senior Managerial level in a SOE Oversight environment PLUS the following competencies: Knowledge of:

		knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulation, public service act, the labour relation act etc. Knowledge of monitoring and evaluation frameworks including the Government wide monitoring and evaluation system. Knowledge of the legislation that is applicable to the Department and the sector. Government planning systems. Strategic and operational planning. DPSA prescription in respect of the SDIP. Knowledge of the Programme Performance Management Framework. Understanding and knowledge of Corporate Governance Principles (King II and King III). Other relevant legislation that governs the public service. Government priorities and imperative. Skills: Computer literacy. Good interpersonal liaison skills. Good verbal and written communication skills. Numeracy Thinking demands: Innovative, decision -making, information analysis and evaluation.
<u>DUTIES</u>	:	Monitor and report on the Public Entities financial and administrative compliance. Oversee the development, maintenance and implementation of compliance schedule and programme for Public Entities pertaining to financial and administrative matters to ensure sound financial management practices within SOE's. Provide advice and guidance on matters pertaining to the oversight of State Entities pertaining to financial and administrative matters. Oversee financial and administrative matters of SOE's. Manage the Directorate.
<u>ENQUIRIES</u>	:	Mr L Ganta Tel No: (012) 406 7468
<u>NOTE</u>	:	recommendations/note: No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za . Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests. Note: Indian, Coloured, White female and persons with disability are encouraged to apply.

OTHER POSTS

<u>POST 28/50</u>	:	<u>TECHNICAL ADVISOR: ELECTRICAL ENGINEERING REF NO: DMRE/2418</u>
<u>SALARY</u>	:	R958 824 per annum (Level 12), (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Electrical Engineer Plus Certificate of Competency as an Electrical Engineering field (NQF 6) Plus 6 years' experience in electrical engineering PLUS the following key competencies: Knowledge of in depth and understanding mine health and safety. Knowledge of the policy regime affecting the minerals and mining industry. Government policy and legislation Skills: problem solving, communication (verbal, written, liaison). Influencing skills. Negotiation skills. Proven management & organisation skills. Advance analytical skills. Good interpersonal relations at all levels. Conflict management skills. Creativity and innovation. Numerical. Organising and coordinating. Facilitation and implementation. Financial management. Negotiation and consultation skills. Problem solving and analysis. Strategic capability and leadership. Change management. Thinking Demands: Creativity/ innovative. Logical, objective, accurate, diplomatic.
<u>DUTIES</u>	:	Participate /lead investigations and inquire conducted in terms of Mine Health and Safety Act (MHSA) where a high level of technical expertise is required. Analyse and monitor accident trends, conduct research and liaise with the Mine Health and Safety inspectorate (MHSI) and national and international counterparts. Provide a linkage between all regions in order to assist with the enforcement of the provisions of the MHSA uniformly and consistently. Identify training needs, provide advice to support services unit as well as provide mentorship and knowledge transfer to MHSI. Identify research needs, legislation and policy requirements and provide technical input to the Policy Unit, Participate in technical task groups for the development of national standards specifications.
<u>ENQUIRIES</u>	:	Mr XM Mbonambi Tel No: (012) 444 3676
<u>NOTE</u>	:	Indian and Coloured female are encouraged to apply.

<u>POST 28/51</u>	:	<u>DEPUTY DIRECTOR: MODELLING & SCENARIO DEVELOPMENT REF NO: DMRE/2419</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Degree in Geographical Information Systems (NQF 7) with Minimum of 3 years supervisory experience in electricity distribution industry PLUS the following key competencies Knowledge of: INEP objectives both Grid and Non-grid Electrification. Electrification planning and Integrated National Electrification Programme. Skills: Verbal and written communication. Negotiation skills. Management skills. Problem solving. Project management. Leadership skills modelling and GIS skills Thinking Demands: Analysis of information gathered and systems analysis.
<u>DUTIES</u>	:	Ensure/ create quality and validate the electrification planning data. Ensure/ create geographical maps and graphs. Manage the capturing and analysing of geographical information of INEP electrification projects data into GIS. Manage Integrated National Electrification Programme (INEP) data modelling and scenario development. Liaise with relevant stakeholders regarding the Geographic Information System related subject matters. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr L Madzhie Tel No: (012) 444 3328
<u>NOTE</u>	:	Indian, Coloured and white female are encouraged to apply.
<u>POST 28/52</u>	:	<u>DEPUTY DIRECTOR: MINERAL ECONOMICS (INDUSTRIAL MINERALS) REF NO: DMRE/2420</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate four years Degree in Mining Engineering/ Metallurgy/ Metallurgical Engineering/ Geology/ Mineral Economics/ Economics/ Chemical Engineering/ Chemistry (NQF7) with valid driver's licence PLUS the following key competencies Knowledge of mineral commodities. Knowledge of South Africa's minerals and mining industry worldwide. Knowledge of policies applicable to mining and minerals industries. Public Service Regulation. Skills: Research and evaluation skills. Communication skills. Management and motivational skills. Ability to work independently. Supervisory skills. Leadership skills. Policy implementation and negotiation skills. Strong problem solving. Negotiation skills. Thinking Demands: Able to question, analyse, recognize problems, and form conclusions. Able to independently take appropriate corrective action. Ability to recognise, analyse problems and form conclusion Logical thinker and meticulous. Balanced perception of economic development and trends. Innovation, creative thinker
<u>DUTIES</u>	:	Research and analyse overall performance of the sectors and investment patterns and compile reports, articles, and bulletins. Ensure/ oversee market analysis and forecast trends in prices, demand and supply patterns productivity and labour trends. Promote investment of South Africa's minerals and mining industry. Monitor exploration spending and local minerals and mining development trends. Monitor and evaluate the progress of empowerment initiatives in the mining and minerals industry. Manage the sub-directorate.
<u>ENQUIRIES</u>	:	Mr R Masetlana Tel No: (012) 444 3731
<u>NOTE</u>	:	Indian and Coloured male and persons with disability are encouraged to apply.
<u>POST 28/53</u>	:	<u>PERSONAL ASSISTANT REF NO: DMRE/2421</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Office Administration/ Office Management and Technology/ Public Administration/Public Management/ Business Administration/ Management Assistant./ Administrative Management (NQF 6) with a minimum of 2 years' experience in Administration environment. Knowledge of: Knowledge on the relevant legislation/ policies/ prescripts and procedures, Basic Knowledge on Financial administration Skills: Language skills and the ability to communicate well with people at different levels and from different background, good telephone etiquette, Computer literacy, Sound Organisational skills, Good people skills, high level of reliability, ability to act with tact discretion, self-management and motivation Thinking demands: Ability to do research and analyse documents and situations.

<u>DUTIES</u>	:	Provides a secretariat/ receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms L Morwenyane Tel No: (012) 444 3139
<u>NOTE</u>	:	Coloured/ Indian/ white female and persons with disability are encouraged to apply.
<u>POST 28/54</u>		<u>ACCOUNTING CLERK: CASHIER REF NO: DMRE/2422</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF 4) with No experience required Plus the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulation. DORA, Basic Accounting System, Grap Skills: Computer literacy, good verbal and written communication skills. Numerical /financial skills. Public Finance Management Act. Thinking Demands: Innovative thinker. Self-driven. Customer oriented. Ability to perform well under pressure. Team player.
<u>DUTIES</u>	:	Issuing of petty cash. Receiving of Revenue. Capturing of Head Office and assisting Regional Offices. Follow up on unreturned request. Reconciliation of revenue received. Replenishment of petty cash. Bookkeeping and safeguarding of documents.
<u>ENQUIRIES</u>	:	Ms N Mashanzhe Tel No: (012) 444 3371
<u>NOTE</u>	:	Indian and coloured male candidates are encouraged to apply.
<u>POST 28/55</u>		<u>SECURITY RISK OFFICER REF NO: DMRE/2423 (X2 POSTS)</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 and PSIRA Grade C Certificate with minimum of 1 year' experience as a security guard PLUS the following competencies Knowledge of: Security legislation, policies and procedures. Access control procedures. Safety precautions. Security registers Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Innovative and pro -active thinking. Analytical mind.
<u>DUTIES</u>	:	Conduct access control and monitor movements within the building premises to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Prohibition of unauthorised removal of equipment, documents and stores from building or premises. Monitor the movements of private and GG vehicles in the parking area and safeguard the parking area itself.
<u>ENQUIRIES</u>	:	Mr MC Mabena Tel No: (012) 444 3633
<u>NOTE</u>	:	Coloured/ Indian female and persons with disability are encouraged to apply.
<u>POST 28/56</u>		<u>SECURITY RISK OFFICER REF NO: DMRE/2424</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Eastern Cape Region, East London
<u>REQUIREMENTS</u>	:	Grade 12 and PSIRA Grade C Certificate with minimum of 1 years' experience in security guard PLUS the following competencies Knowledge of: Security legislation, policies and procedures. Access control procedures. Safety precautions. Security registers Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Innovative and pro -active thinking. Analytical mind.
<u>DUTIES</u>	:	Conduct access control and monitoring movements within the building premises to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Prohibition of unauthorised removal of equipment, documents and stores from building or premises. Monitor of movements of private and GG vehicles in the parking area and safeguard the parking area itself.
<u>ENQUIRIES</u>	:	Mr MC Mabena Tel No: (012) 444 3633
<u>NOTE</u>	:	Coloured/ Indian female and persons with disability are encouraged to apply.

<u>POST 28/57</u>	:	<u>SECURITY RISK OFFICER REF NO: DMRE/2425</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Free State Region, Welkom
<u>REQUIREMENTS</u>	:	Grade 12 and PSIRA Grade C Certificate with minimum of 1 years' experience in security guard PLUS the following competencies Knowledge of: Security legislation, policies and procedures. Access control procedures. Safety precautions. Security registers Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Innovative and pro -active thinking. Analytical mind.
<u>DUTIES</u>	:	Conduct access control and monitoring movements within the building premises to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Prohibition of unauthorised removal of equipment, documents and stores from building or premises. Monitor of movements of private and GG vehicles in the parking area and safeguard the parking area itself.
<u>ENQUIRIES</u>	:	Mr MC Mabena Tel No: (012) 444 3633
<u>NOTE</u>	:	Coloured/ Indian female and persons with disability are encouraged to apply.
<u>POST 28/58</u>	:	<u>SECURITY RISK OFFICER REF NO: DMRE/2426</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Eastern Cape Region, Port Elizabeth
<u>REQUIREMENTS</u>	:	Grade 12 and PSIRA Grade C Certificate with minimum of 1 years' experience in security guard PLUS the following competencies Knowledge of: Security legislation, policies and procedures. Access control procedures. Safety precautions. Security registers Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Innovative and pro -active thinking. Analytical mind.
<u>DUTIES</u>	:	Conduct access control and monitoring movements within the building premises to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Prohibition of unauthorised removal of equipment, documents and stores from building or premises. Monitor of movements of private and GG vehicles in the parking area and safeguard the parking area itself.
<u>ENQUIRIES</u>	:	Mr MC Mabena Tel No: (012) 444 3633
<u>NOTE</u>	:	Coloured/ Indian female and persons with disability are encouraged to apply.
<u>POST 28/59</u>	:	<u>SECURITY RISK OFFICER REF NO: DMRE/2427</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Northern Cape Region, Springbok
<u>REQUIREMENTS</u>	:	Grade 12 and PSIRA Grade C Certificate with minimum of 1 years' experience in security guard Plus the following competencies Knowledge of: Security legislation, policies and procedures. Access control procedures. Safety precautions. Security registers Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Innovative and pro -active thinking. Analytical mind.
<u>DUTIES</u>	:	Conduct access control and monitoring movements within the building premises to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Prohibition of unauthorised removal of equipment, documents and stores from building or premises. Monitor of movements of private and GG vehicles in the parking area and safeguard the parking area itself.
<u>ENQUIRIES</u>	:	Mr MC Mabena Tel No: (012) 444 3633
<u>NOTE</u>	:	Coloured/ Indian female and persons with disability are encouraged to apply.

OFFICE OF THE CHIEF JUSTICE

APPLICATIONS

: **Polokwane:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699

KwaZulu Natal/Durban: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000

Supreme Court of Appeal: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

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

CLOSING DATE

: 25 August 2023

NOTE

: The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth. All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence 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 successful candidates 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. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only 121 and more

specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

ERRATUM: Kindly note that the post of Senior Law Researcher with Ref No: 2023/264/OCJ, State Accountant with Ref No: 2023/268/OCJ, Data Capture with Ref No: 2023/271/OCJ advertised on Public Service Vacancy Circular 26 28 July 2023 with a closing date of 14 August 2023 and Senior Court Interpreter with Ref No: 2023/250/OCJ advertised on Public Service Vacancy Circular 24 dated 14 July 2023 has been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 28/60</u>	:	<u>LIBRARIAN REF NO: 2023/285/OCJ</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court of Appeal: Bloemfontein
<u>REQUIREMENTS</u>	:	Matric certificate and a three (3) year National Diploma/Degree in Library Science, Information Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' relevant experience in library and information systems. Knowledge of library prescripts, legislation, procedures and processes. Experience in a legal/law library will serve as an added advantage. Skills and Competencies: Research and analytical skills; Communication skills (written and verbal); Computer literacy (MS Office); Ability to access and utilize computer research programmes; Planning and organizing; Accuracy and attention to detail; Interpersonal skills; Problem solving skills; Ability to work under pressure; Ability to work independently; Language proficiency.
<u>DUTIES</u>	:	Render an effective and efficient library and information service. Manage the library and information systems. Assist with book selection for the library and judges' chambers. Classify and catalogue library material. Render a reference and information service for the Supreme Court of Appeal library. Monitor the library budget and give inputs on the budget. Market and promote library services. Perform general administration and supervisory services.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms C.A Martin Tel No: (051) 492 4623 HR Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523
<u>POST 28/61</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2023/286/OCJ</u> (Re advertisement candidate who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Limpopo Division of The High Court: Polokwane
<u>REQUIREMENTS</u>	:	Matric certificate and a three year National Diploma in Legal Interpreting Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of three (3) years practical, experience in Court Interpreting or Grade twelve (12) and ten (10) years, practical experience in Court Interpreting. Candidates will be required to undergo Oral Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer, literacy (MS Office). Good interpersonal relations. Ability to work under, pressure and solve problems. Accuracy and attention to detail. Customer, services. Planning and organising skills, Confidentiality. Analytical thinking, Listening skills. Ability to work independently, to be meticulous, to think logically, and to practice good time management. Languages Proficiency: English, Tshivenda, Xitsonga, Sepedi. Knowledge of either Shona, Isi-Zulu, Isi-Ndebele, Afrikaans or Setswana will be added advantage.
<u>DUTIES</u>	:	Render interpreting services in criminal court, civil court, labour and quasi judicial proceedings. Rendering interpreting services during consultations, Translate legal documents and exhibits. Assist with reconstruction of court

		records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr. Netshilulu MP Tel No (015) 495 1741 HR related enquiries: Ms. Phadziri NP/ Ms. EM Ramaphakela Tel No: (015) 495 1743/1744
<u>POST 28/62</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2023/287/OCJ</u> (Re advertisement candidate who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division High Court Pretoria
<u>REQUIREMENTS</u>	:	Matric certificate and National Diploma in Legal Interpreting Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting. Proficiency in English and two more indigenous languages (Afrikaans, Isizulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's licence will be an added advantage. Knowledge of any foreign language and Sepulane will be an added advantage. Candidates will be required to undergo oral and written language proficiency testing. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal relation. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organizing skills. Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and practice good time management.
<u>DUTIES</u>	:	Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms MS Malatji Tel No: (012) 315 7602 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>POST 28/63</u>	:	<u>REGISTRAR REF NO: 2023/288/OCJ</u> (Re advertisement candidate who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R293 847 – R1 005 801 per annum (MR3 – MR5), (Salary will be in accordance with Occupation Specific Dispensation determination). Shortlisted candidates will be required to submit service certificate/s for determination of their experience the successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	KwaZulu-Natal Division of The High Court: Durban
<u>REQUIREMENTS</u>	:	LLB Degree or a four (4) year Legal qualification. A minimum of 2-years legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession) Skills and Competencies: Excellent communication skills (verbal and written, Computer literacy. Numerical skills. Attention to detail. Planning. Organizing and Control. Problem solving and decision-making skills Customer service orientated. Interpersonal skills Conflict management Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support services to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court proceedings. Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes. Attending to all quasi-judicial functions namely, default judgment and taxations. Maintaining of criminal and civil record books. Authentication of documents for international use. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and

rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management Safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.

ENQUIRIES

: Technical Related Enquiries: Mrs K Marais at (087) 106 1780
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206

POST 28/64

: **REGISTRAR'S CLERK REF NO: 2023/289/OCJ**

SALARY

: R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE
REQUIREMENTS**

: Supreme Court of Appeal: Bloemfontein
: Matric certificate or equivalent qualification plus 0-2 year's relevant experience. An understanding of appeal processes and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. Understanding of confidentiality in the public service. Skills and Competencies: Good administration and organizational skills. Excellent communication skills (verbal and written). Computer literacy. Good interpersonal and public relations skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail. Customer service orientated.

DUTIES

: Render efficient and effective support services to the court. Attend to all stakeholder enquiries and correspondence. Ensure proper filing and safekeeping of all court records. Proper administration and filing of appeals and applications for leave to appeal. Perform general administrative duties.

ENQUIRES

: Technical Related Enquiries: Ms C.A Martin Tel No: (051) 492 4623
HR Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

<u>APPLICATIONS</u>	:	You can apply on www.psc.gov.za , forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
<u>FOR ATTENTION</u>	:	Mr M Mabuza
<u>CLOSING DATE</u>	:	01 September 2023, 15H30
<u>NOTES</u>	:	Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); Only a fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. 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. Please take note that late applications will not be accepted. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies . From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POSTS

<u>POST 28/65</u>	:	<u>DEPUTY DIRECTOR: PROFESSIONAL ETHICS REF NO:</u> <u>DD/PE/MP/08/2023</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission, Mpumalanga Provincial Office (Nelspruit) An appropriate Bachelor's Degree or Equivalent qualification (NQF 7) in Social Sciences/ Law/ Public Administration/ Professional Ethics. Minimum of 3-5 years supervisory/ Assistant Director experience in: Promotion and monitoring of Ethics Frameworks; Promotion of Constitutional Values and Principles, Management of Conflicts of Interest, Investigative Research, Anti-Corruption activities. Knowledge of people management and project management skills. Knowledge of handling public management, administration, human resource practices, corporate governance and financial management and disclosure. Understanding of Public Service Regulatory Framework, Legislations, National Anti-Corruption Strategy, forensic investigation, monitoring and evaluation. Understanding of government programmes and priorities. Report writing skills. Presentation skills. Good communication skills. Computer skills in Microsoft Office Suite (Excel, Word and PowerPoint). Reasoning and data analysis skills. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery.

		An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license (with exception of disabled applicants).
<u>DUTIES</u>	:	Promotion and monitoring of Ethics Frameworks and Promotion of Constitutional Values and Principles in the Province. Monitor the compliance to Financial Disclosure Framework on the submission of financial disclosures by all members of Senior Management Services in the Province. Monitor the management of conflict of interest through scrutinizing of financial disclosure, monitoring the management of gifts and Other Remunerative Work. Conduct investigative research on identified ethics risks. Monitor the management of financial misconduct in the province. Develop a chapter on the State of integrity in the province. Perform any Public Service Commission tasks allocated to the incumbent of the post assigned by the Provincial Director.
<u>ENQUIRIES</u>	:	Ms Salome Meso Tel No:(013) 755 4070/1 or Tel No:(013) 411 0107
<u>POST 28/66</u>	:	<u>DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/NW/08/2023</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission North-West Provincial Office, (Mmabatho) An appropriate recognised National Diploma/Bachelor's Degree (NQF level 6/7) in Law/ Forensic Investigations/ Public Administration or equivalent. Three (3) to five (5) years' experience in Forensic Investigations/ Investigations/ Auditing/ fraud and Anti-Corruption at supervisory/ASD level. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).
<u>DUTIES</u>	:	Investigate complaints lodged with the PSC and of PSC's own accord into areas of Public Administration. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System (Database on Complaints). Handle National Anti-Corruption Hotline (NACH) cases and follow up on cases referred to departments for investigation. Conduct investigative research into areas of Public Administration practices. Draft reports with appropriate findings, recommendations/ directions/ advice. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Compile presentations on investigative reports. Provide support in the promotion and evaluation of the CVPs in section 195 of the Constitution. Supervise staff. Provide support to the organization through participation in office management related tasks. Perform other tasks relating to labour relations improvement, professional ethnics and research assigned by the Provincial Director.
<u>ENQUIRIES</u>	:	Mr JL Mautlwa Tel No: (018) 384 1000
<u>POST 28/67</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT REF NO: DD/LRI/08/2023</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE</u>	:	Public Service Commission House, Pretoria

<u>REQUIREMENTS</u>	:	A recognized three-year Bachelor's degree/ Diploma (NQF Level 6/7) in Labour Relations/ Labour Law/ Law. 3-5 years' experience in Labour Relations, grievance resolution, legal interpretation and investigation research at supervisory/ASD level. Knowledge in the area of Human Resources Management, leadership management and development and public sector management and administration. Knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Development System and other related Public Service prescripts; experience in project management, research and monitoring and evaluation; experience in case management. Knowledge and understanding of the Constitution of the Republic of South Africa, 1996, and its application towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Computer skills in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook). Excellent report writing; interpersonal skills; verbal communication; and presentation skills. Commitment to working under sustained pressure and be self-motivated, results oriented and show initiative. Ability to work independently and in matrix teams Knowledge of people management. Possess a valid driver's license (with exception to people with disabilities) and be willing to travel extensively and ability to relate well with all levels of stakeholders.
<u>DUTIES</u>	:	Investigate grievances through evaluation, research, analysis and draft investigative reports. Present grievance reports to the Commission; attend and provide support to the work related to the management of grievance reports and outcomes. Monitor the implementation of PSC recommendations. Manage the grievances management system, database and Sharepoint. Manage Labour Relations projects. Conduct research and draft articles. Conduct Labour Relations research projects in the Departments. Conduct Labour Relations promotional events or the Commission's work in general.
<u>ENQUIRIES</u>	:	Mr TJ Matihare Tel No: (012) 352 1063
<u>POST 28/68</u>	:	<u>AUDIT COMMITTEE MEMBER REF NO: ACM/08/2023 (X2 POSTS)</u> (Contract Post for Three 3 Years)
<u>SALARY</u>	:	In accordance with Treasury Regulations applicable rates.
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	A relevant postgraduate qualification (New NQF Level 8) in Accounting /Auditing/ Law. Strong expertise in corporate governance, accounting/financial management, risk management and/or legal environment. Exposure to the public sector environment. Knowledge and understanding of internal controls, public finance reporting requirements. Knowledge of and exposure to legislation/policies (PFMA, GRAP, GAAP, National Treasury Regulations and practice notes relevant to the Public Service Commission). Knowledge and understanding of the roles of the internal and external audit. Excellent communication skills (verbal and written) (NB: Preference will be given to applicants who have experience in serving on Audit Committees in Government Departments).
<u>DUTIES</u>	:	As an advisory Committee, the Audit Committee will. Assist the PSC in fulfilling its oversight responsibilities with regard to financial internal controls, risk management and governance. Ensure compliance with applicable legislations. Assist the Accounting Officer in the effective execution of his/her responsibilities. Regulate and discharge responsibilities as contained in the Audit Committee Charter and provide oversight on the work of Internal Audit in line with the Internal Audit Charter.
<u>ENQUIRIES</u>	:	Mr Zweli Momeka Tel No: (012) 352 1194/1195

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure 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 (specifically persons with disabilities and women), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE
NOTE

: 25 August 2023 at 16H00

: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be fully completed signed and initialled when submitted as failure to do so may 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, and applicants will not be disqualified if they only sign page 2. 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 overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please note that applicants are not required to submit certified 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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. 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 appointment into SMS posts from 1 April 2020 is the 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/>. Applications must be submitted as a single document to the email addresses specified for each senior management position. Hand delivered, posted and late applications will NOT be accepted only for SMS positions. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel

will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

MANAGEMENT ECHELON

<u>POST 28/69</u>	:	<u>HEAD OF INFRASTRUCTURE OF SOUTH AFRICA REF NO: 2023/301</u> (Five (5) Year Contract) (This is a re-advertisement, applicants who applied previously are encouraged to re-apply)
<u>SALARY</u>	:	R2 158 533 per annum (Level 16), (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) and a post-graduate (NQF level 08) qualification in or related to Business Management, Built Environment, Finance, Development Finance, Public Administration, Economics or Law. 8 to 10 years' experience at Senior Management Level, of which three (3) years must have been as a member of Senior Management Services in an organ of the state.
<u>DUTIES</u>	:	Provide leadership and strategic direction to the Infrastructure South Africa's (ISA) Team and ensure adherence to governance systems and processes and manage risks. Manage the implementation of SA's Infrastructure Investment Plan, inclusive of coordinating the development, assessment, management, project preparation, implementation and monitoring of the comprehensive infrastructure pipeline. Manage infrastructure investment and funding through the mobilisation of the public and private sector (national and international), financial community, MDBs and DFIs. Manage the property, land and buildings portfolio to maximize public land value. Ensure that ISA enables the intent of the Infrastructure Development Act (IDA), supports the structures within the IDA and executes the infrastructure investment, development and implementation provisions of the IDA. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters, and other internal and external entities. Liaise, engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission Council, Management Committee and Secretariat. Liaise, engage and undertake the administrative functions related to the securing of infrastructure investment. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the ISA's infrastructure coordination and management mandate. Chairing of and participation in relevant forums/committees and meetings, with specific reference to the SIP Steering Committee.
<u>ENQUIRIES</u>	:	Mrs TB Hlatshwayo Tel No: (012) 406 1990
<u>APPLICATIONS</u>	:	All applications for this position must be submitted only via email to Recruitment23-56@dpw.gov.za
<u>NOTE</u>	:	The successful candidate will have to enter into a five (5) year employment contract, an annual performance agreement and annually disclose his/her financial interests.
<u>POST 28/70</u>	:	<u>SUPPLY CHAIN MANAGEMENT EXECUTIVE: PMTE (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO: 2023/302</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply)
<u>SALARY</u>	:	R1 663 581 per annum, (Total package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 07) in Supply Chain Management, Logistics, Finance, Public Administration and Management Economic Management Sciences or any of the Built Environment qualifications and a postgraduate qualification (NQF Level 8) as recognised by SAQA plus 8-10 years' experience at senior managerial level. Extensive experience in supply chain management of large scale acquisitions in property, facilities management as well as construction related projects in complex environments with multiplicity of procurement transactions. Knowledge: SCM systems,

processes and controls, Public Finance Management Act, Public Service Regulations, Treasury Regulations. SKILLS: Leadership and management skills, Good customer relations, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Strategic planning, Conflict management, Sound analytical and problem identification and solving skills, Organising and planning, Policy formulation, Decision making skills, Motivational skills, Numeracy, Advanced interpersonal and diplomacy skills. Personal Attributes: Ability to interact with clients and stakeholders in professional and assertive manner, High ethical standards, Able to conduct business with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative, Creative, Solution orientated, ability to design ideas without direction, People orientated, Hardworking, Highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results.

- DUTIES** :
- Undertake research on latest SCM trends; collate all relevant information and infuse them in SCM strategic policy; source SCM policies, guidelines and directives from the National Treasury; advice and monitor the implementation of National Treasury policies and guidelines. Evaluate and monitor compliance to Medium Term Expenditure Framework. Ensure that the department's strategic objectives are aligned to regulations; undertake the effective monitoring and evaluation of department's SCM policies. Implement and oversee an efficient and logistics functions that are compliant with policies, procedures and applicable legislation. Develop, manage and oversee the implementation of the procurement plan, movable asset management plans and disposal plan. Develop and manage contract management systems including the strategic management of supplier relationships. Manage and control the acquisition of goods and services, infrastructure, property and facilities management. Render demand management services. Manage the development, implementation and maintenance of corporate governance policy and ensure complies with all statutory frameworks established within the public service and the department. Provide advice to the Accounting Officer on procurement related matters and report any breach or failure to comply with SCM processes guidelines and frameworks.
- ENQUIRIES** :
- APPLICATIONS** :
- Mrs TB Hlatshwayo Tel No: (012) 406 1990
- All applications for this position must be submitted only via email to: Recruitment23-57@dpw.gov.za
- NOTE** :
- The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests

POST 28/71 :

CHIEF DIRECTOR: INTERGOVERNMENTAL RELATIONS CO-ORDINATION (CONCURRENT) REF NO: 2023/303
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply)

SALARY :

R1 317 558 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE :

REQUIREMENTS :

An undergraduate qualification (NQF level 07) in Political Sciences, Corporate Governance, Development Studies, Public Management/ Administration, International Relations or equivalent qualification as recognized by SAQA, plus at least five (5) years' experience in a Senior Management position. A relevant Master's degree will be an added advantage. Extensive experience in stakeholder management and sector co-ordination. Good understanding of the Public works and infrastructure sector. Understanding of applicable Intergovernmental Relations legislation, Public finance Management Act (Act 1 of 1999) and Treasury regulations, Knowledge of Risk Management and combined assurance, Professional writing, mentoring/coaching, influencing and networking skills. Policy development and diplomacy. Willingness to travel.

DUTIES :

Provide strategic direction and promote good governance for internal and sector governance structures. Strengthen sector co-ordination and sector contributions to the DDM model. Oversee and support the development and regular review of sector governance structures. Oversee, Monitor and Report on the programmes of sector governance structures. Co-ordinate Parliamentary Questions, Select and Portfolio Committee engagements as well as facilitation of Cabinet matters. Promote sound Intergovernmental relations and provide strategic guidance on the Department's efforts to resolve

		disputes with other spheres of government. Build and maintain relationships with IGR partners, including sector entities, local government and NEDLAC. Negotiate protocol agreements with IGR partners as well as monitoring performance on agreed programmes. Render protocol services to the Executive and ensure effective execution of the Department's public participation programmes. Monitor and report on the Chief Directorate's financial and non-financial performance information. Manage the chief directorate's resources (human and financial).
<u>ENQUIRIES</u>	:	Mr A Mthombeni Tel No: (012) 406 1100
<u>APPLICATIONS</u>	:	All applications for this position must be submitted only via email to: Recruitment23-58@dpw.gov.za
<u>POST 28/72</u>	:	<u>CHIEF DIRECTOR: EPWP MONITORING & EVALUATION REF NO: 2023/304</u>
<u>SALARY</u>	:	R1 371 558 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Bachelor's Degree (NQF 7) in the relevant field. 5 years senior management experience in the relevant field. Monitoring and evaluation theory, methodology and systems. Public work programmes. Knowledge: Monitoring and evaluation theory and methodology. Monitoring and evaluation systems. Statistics. Data bases. Goals of public works programmes. Skills: Working with databases (programming queries). Statistical skills. Strategic management. Senior management skills. Financial management. Tender processes. Effective communication (verbal and written). Numeracy. Relationship management. Programme and project management. Interpersonal and diplomacy skills. Problem solving skills. Decision making skills. Motivational skills. Negotiation skills. Personal Attributes: Analytical thinking. Innovative. Creative. Solution orientated – ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels, including political office bearers. People orientated. Hard-working. Highly motivate. Driver's license. Extensive travelling.
<u>DUTIES</u>	:	Oversee the development and the implementation of legislations, strategies, and policies for EPWP Monitoring & Evaluation:- undertake researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; ensure that all EPWP Monitoring & Evaluation policies contribute to the departments' strategic objectives; determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; ensure that the budget framework is in line with Medium Term Expenditure Framework; Oversee the development, implementation and maintenance of an effective monitoring and evaluation framework:- ensure that quarterly monitoring reports on the implementation of EPWP are compiled; oversee the management of data analysis collected nationally, provincially and at municipal level; oversee the management of budgetary functions related to monitoring, development and implementation of the reporting system; commission evaluation studies in line with the Monitoring and evaluation framework. Over the design and management of a risk management plan with regard to the quality of monitoring data:- oversee promotion of data quality in all sectors within the EPWP. Oversee manage the risk plan for data quality. conduct research to inform optimal budget allocation in support of the EPWP and all other departmental programme, Manage the spatial analysis capacity in support of the EPWP and all other departmental programmes:- oversee the promotion of spatial analysis in all sectors of the EPWP; manage the process to map progress of the EPWP; oversee the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes; oversee the development and maintenance of web based GIS to publish data and facilitate the location of projects. Effective management of the Chief Directorate -: manage the co-ordination and administration of the component; manage the employment related processes the administration and development of staff; oversee the implementation and maintenance of financial control systems; manage the budget and expenditures of the component; ensure that all financial transactions comply with Treasury Regulations; Report and breach or failure to comply with any financial and cooperate governance guideline and frameworks.
<u>ENQUIRIES</u>	:	Ms. C.J. Abrahams Tel No: (012) 492 3080

APPLICATIONS : All applications, for this position must be submitted only via email to: Recruitment23-59@dpw.gov.za

POST 28/73 : **DIRECTOR: PRESTIGE PROPERTY MANAGEMENT REF NO: 2023/305**

SALARY : R1 162 200 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Cape Town Regional Office

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Property Management, Management Science, Legal and Built environment, Extensive experience in the property and built environment of which 5 years should be at middle management level. Knowledge: Public Finance Management Act, Property Economics, Government Budget procedures/time frames, MTEF, Construction regulations, Business, accounting and financial systems, Financial administration processes and systems, Work Control System (WCS), Basic Accounting System (BAS). SKILLS: Effective communication, Advanced report-writing, Computer literacy, Planning and organising, Policy analysis and development, Problem-solving, Presentation, Advanced numeracy, Budgeting. Personal Attributes: Innovative, Creative, Hardworking, Self-motivated, The ability to work under pressure. The ability to communicate at all levels, Analytical thinking, Trustworthy, Willingness to adapt work schedule in accordance with professional requirements.

DUTIES : Strategic leadership: Management of maintenance and capital work at residential and office accommodation of Members of the Executive, and other categories of people including Union Building. Manage client request regarding maintenance, interior décor and other benefits as stipulated in the Ministerial Handbook. Providing strategic leadership on matters related to residential and office accommodation of Members of the Executive and certain selected categories of people. Facilities Management Develop appropriate facilities management strategies for the Portfolio in conjunction with the Facilities Management branch. Ensure that proactive and reactive maintenance is done in all Prestige properties in conjunction with Facilities Management branch. Ensure effective and efficient supervision of the water and electricity usage in the Portfolio in conjunction with the Real Estate Management branch. Investigate client needs in conjunction with Real Estate Management Investment branch and provide options and solutions. Register capital and maintenance projects. Request for funding through PMBC and IBC and allocation of funding to projects as requested by Project Managers. Issuing of Procurement Instruction to Construction and Project Management branch for execution. Management of Prestige budget. Events Management: Provide support in all events in respect of maintenance and other related activities as instructed by Chief Director or requested by the events management section. Client Relations: Management of client requests. Ensure that an acknowledgment letter is forwarded to the client informing them of the Portfolio Manager assigned to the request. Provide a report to clients on progress regarding the request, maintenance performance and projects in execution and provide time frames. Interact with clients on regular basis. Schedule meetings with all internal role-players, Coordinate meetings with executing units and service providers within DPW. Liaise with Finance and Provisioning for issuing of orders and payments to service providers. Liaise with ECDP for contractors on the Prestige database. Optimise Prestige helpdesk as a central point of lodging complaints. Ensure accurate updated Prestige Asset register and Spreadsheet for projects. Use appropriate procurement committees to expedite procurement of good and services. Manage, coach and monitor performance of subordinates. Arrange bilateral meetings with Prestige clients.

ENQUIRIES : Mr M. Sazona Tel No: (012) 406 1963/ 1322

APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-60@dpw.gov.za

OTHER POSTS

POST 28/74 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2023/306**

SALARY : R1 146 540 per annum, (all-inclusive OSD salary package)

CENTRE : Cape Town Regional Office

<u>REQUIREMENTS</u>	:	A National Higher Diploma (Built Environment Field)/ B-Tech (Built Environment Field)/ Honours Degree in any Built environment field with a minimum of six (6) years post qualification experience. A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication, problem solving, analytical, decision making and conflict management skills also critical.
<u>DUTIES</u>	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
<u>ENQUIRIES</u>	:	Ms. T Kolele Tel No: (021) 402 2063
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 28/75</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2023/307</u>
<u>SALARY</u>	:	R1 146 540. per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A National Higher Diploma (Built Environment Field) / B-Tech (Built Environment Field)/ Honours Degree in any Built Environment field with a minimum of six (6) years post-qualification experience, must be registered as a Professional Construction Project Manager with the SACPCMP. A valid driver's licence. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills.
<u>DUTIES</u>	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government's commitment to pay

		invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. L. Jikeka Tel No: (041) 408 2074
	:	Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.
<u>FOR ATTENTION</u>	:	Ms S Mafanya
<u>POST 28/76</u>	:	<u>DEPUTY DIRECTOR: EPWP VUK'UPHILE PROGRAMMES REF NO: 2023/308</u>
<u>SALARY</u>	:	R958 824 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Regional Office
	:	A three year tertiary qualification (NQF Level 6) in Civil Engineering and or Construction Project Management or related field. Relevant experience at Assistant Director level. Knowledge: Expanded Public Works Programme, Programme and Project Management, Construction Industry, Contractor Development Programmes, Structure and functioning of the Department and Government, Labour-intensive construction methods, Programme Design, Stakeholder Management, PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act and other Government prescripts. Structure and functioning of the Department, Departmental standards and regulations. Skills: Research, Analytical thinking, Computer literacy, Effective communication (verbal and written), Relationship management, Project Management, Programme and project management, Design skills, Interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Motivational skills. Valid driver's license. Willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Coordinate the implementation of the Vuk'uphile Programme: Develop and formulate strategy on the efficient management of Vuk'uphile programme. Assist in identifying areas that need improvement. Identify and recruit potential public bodies that can contribute in the Vuk'uphile programme. Ensure the provision of effective mentorship to the participants in the Vuk'uphile programme. Establish and maintain relations with external stakeholders, especially Construction Education Training Authority (CETA), public Bodies and Mentors. Ensure that work is carried out according to EPWP Policies and Guidelines. Compile and submit updated reports on progress and management of Vuk'uphile learnership programme. Administrate the budget of the Vuk'uphile Learnership programme: Brief stakeholders on well-defined needs and project scope in terms of Mentorship and Training budgets. Perform project planning activities for different contracted service providers for training and mentorship. Monitor project budget and expenditure. Perform cost management for different mentorship and training contracts. Generate progress reports in terms of expenditure for the different mentorship and training budgets. Monitor and evaluate on the implementation of Vuk'uphile Learnership Programme: Facilitate and manage implementation of the programme. Develop and implement innovative funding and quality assurance models for the Vuk'uphile programme. Monitor and report on the Vuk'uphile programme. Continuously monitor the development of the projects. Compile feedback reports on the Vuk'uphile programme. Ensure improved performance of staff on the current projects. Manage the Sub-Directorate: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Serve on transverse task teams as required. Monitor the budget and expenditures on revenue and debt management Sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Gusha Tel No: (021) 402 2164
	:	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.

<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 28/77</u>	:	<u>CONSTRUCTION PROJECT MANAGER: PROJECTS PROJECT MANAGER: PROJECTS GRADE A REF NO: 2023/309</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R795 147 per annum, (OSD Salary package)
	:	Cape Town Regional Office
	:	A National Higher Diploma/ BTech in the Built Environment field and a minimum of 4 years' and six months experience in the Built Environment/Honours degree in Built Environment filed with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager and/ furnish a proof that you have applied to register with the professional council and paid the prescribed application and registration fees. A valid driver's license. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
<u>DUTIES</u>	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the Acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Kolele Tel No: (021) 402 2063
	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 28/78</u>	:	<u>CONSTRUCTION PROJECT MANAGER (PRODUCTION) (GRADE A) REF NO: 2023/310</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R795 147 per annum, (OSD salary package)
	:	Mmabatho Regional Office
	:	A National Higher Diploma with a minimum of 4 years and six months certified experience/BTech degree with 4 years certified experience/Honours degree with 3 years certified experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A valid driver's licence. Computer literacy. knowledge and understanding of the following acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills. Knowledge and understanding of the NEC, JBCC and GCC form of contract.
<u>DUTIES</u>	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in

		implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. K Nel Tel No: (018) 386 5291
	:	Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X 120, Mmabatho 2735, or hand deliver: 810 Corner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho.
<u>FOR ATTENTION NOTE</u>	:	Mr. T Oagile
	:	This position has been ring-fenced for people with disabilities.
<u>POST 28/79</u>	:	<u>ASSISTANT DIRECTOR: AUDIO – VISUAL REF NO: 2023/311</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum
	:	Head Office (Pretoria)
	:	A three year tertiary qualification (NQF Level 6) in Video/digital Technology/Film and Television Production or any other relevant equivalent qualification coupled with relevant experience in a Communication, television production, audio visual journalism, advanced computer literacy. A valid driver's license. Knowledge & Skills Knowledge of the Public Service Act and Public Service Regulations, research and analytical skills, knowledge of key government initiatives and programmes, ability to work independently and in a team environment, Project Management Skills, ability to conceptualize projects, good planning and organizing skills, decision making and problem solving skills, People management skills, excellent administration skills, high level of professionalism and good office etiquette, good communication skills (both written and verbal), good interpersonal relations and conflict management skills, organizational skills, ability to observe and maintain confidentiality of official documents, good business writing skills, good record keeping skills and good telephone etiquette.
<u>DUTIES</u>	:	Provide video communication service. Co-ordinate and manage video productions. Develop video content in line with the vision of the department. Provide proper care of the video equipment and its accessories to ensure its longevity. Manage resources of the component. Supply media houses with video content as and when is necessary. Develop a video archiving system of all departmental projects.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M.L. Mabaso Tel No: (012) 406 1831
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 28/80</u>	:	<u>ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: 2023/312</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum
	:	Head Office (Pretoria)
	:	A three year tertiary qualification (NQF Level 6) in Financial Accounting or Financial Management/Auditing with Accounting as a Major. Extensive experience in Revenue and Debtors. Skills: Planning and organizing, problem solving, interpersonal and diplomacy, ability to work under pressure and over-time, report writing, management skills, numeric skills. Knowledge: Public Finance Management Act, treasury regulations, guidelines and directive, financial prescripts (GAAP/ GRAP), working knowledge of transversal systems and knowledge of SAGE X3 is an advantage. Personal Attributes: Creative, dedicated, hard-working, trustworthy, ability to communicate at all levels, analytical thinking.
<u>DUTIES</u>	:	Implementation of departmental debt management policies. Cost and compile invoices for clients department. Ensure sound recording of financial transactions. Ensure that debt claims are recovered within prescribed timeframes. Compile Write/Off submissions when necessary. Ensure that balances are confirmed with client department. Keep an accurate Debtor's control-account and a healthy Age Analysis. Liaise and interact with relevant

		stakeholders to resolve disputes. Investigate and clear related suspense accounts. Maintain monthly inter-systems reconciliations. Assist with preparation of working papers of Annual Financial statements. Assist with audit information request and queries and ensure timeous reporting and effective management of the sub-directorate.
<u>ENQUIRIES</u>	:	Mrs E Tseuoa Tel No: (012) 406 1875
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 28/81</u>	:	<u>ASSISTANT DIRECTOR: EPWP SYSTEM ADMINISTRATOR REF NO: 2023/313</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Information Systems or relevant qualification as recognised by SAQA. Appropriate working experience in the related field. Willingness to adapt to a working schedule in accordance with office requirements. A valid driver's license and must be willing to travel for work purposes. Knowledge: Expanded Public Works Programme; Helpdesk management; EPWP reporting requirements; Prescripts governing the EPWP. Skills: Report writing; Microsoft Office and its packages; Good communication (verbal and written); Presentation and training skills. Personal Attribute: Ability to work under extreme pressure, Proactive approach to meeting deadlines and delivering results with limited supervision. Team player.
<u>DUTIES</u>	:	Provide helpdesk support service to the EPWP information management system users. Develop and implement Standard Operating Procedures for the EPWP helpdesk. Ensure optimized utilization of the EPWP information management system. Provide system user access management and control. Provide capacity building and technical support to system users. Implement all relevant organizational circulars, policies and other communication that impact on the operation of the unit. Facilitate audits of the EPWP Reporting System.
<u>ENQUIRIES</u>	:	Ms. T Maluleke Tel No: (012) 492 1465
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 28/82</u>	:	<u>ASSISTANT DIRECTOR: SCM CONTRACT MANAGEMENT REF NO: 2023/314</u> (Re-advert, people who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management, Procurement, Logistics, Financial Management, Cost Management with appropriate relevant experience in supply chain management and procurement management, knowledge of contract management; SCM processes and systems at supervisory level. Driver's License; prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge: Public finance management Act; Office administration Procurement and provisioning policies and procedures; Financial administration processes; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard working; self-motivated and ability to work independently.
<u>DUTIES</u>	:	Facilitate, monitor, analyse and determine actions to ensure proper contract administration, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, products place, conditions, quality and price according to the contract. Monitor suppliers' performance according to the contract and service level agreement, and supervise employees to ensure an effective service delivery.
<u>ENQUIRIES</u>	:	Mr. A T Matseke Tel No: (018) 386 5268

<u>APPLICATIONS</u>	:	Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X120, Mmabatho 2735, or hand deliver: 810 Corner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho.
<u>FOR ATTENTION</u>	:	Mr. T Oagile
<u>NOTE</u>	:	This position has been ring-fenced for people with disabilities.
<u>POST 28/83</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT (SCM) REF NO: 2023/315</u> (36 Months Contract)
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management, Public Management, Public Administration; Procurement. Relevant experience in supply chain management at a Supervisory level. Knowledge and understating of government procurement systems and relevant legislation, supply chain management; management of databases; Public Financial Management Act (PFMA), built environment industry, monitoring and evaluation theory and methodology, monitoring and evaluation systems. Good verbal and written communication skills; Basic numeracy. Advanced Interpersonal and diplomacy skills, Problem solving and Decision making skills, Numeracy, Statistical skills, Adaptability and flexibility. Willing to adapt work schedule in accordance with office requirements. Minimum of four years Supply Chain Management experience and at least two years must be at supervisor level. A valid Driver's license. Candidates will be expected to undergo through competency test.
<u>DUTIES</u>	:	Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Research the relevant identified needs. (In line with the Supply Chain strategy). Analyse requirements, undertake research, determine and develop proposals for implementation. Asses the results of the research on the market, interprets and develop proposals for procurement Methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate, review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objective. Manage and Coordinate Bid Specification Committees. Ensure full administration of Bid Specification Committee. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required. Determine whether a specification for the relevant commodity exists if not oversee the collection and collation of information and the compilation of specifications/term of reference. Compile and publish request for proposals as requested. Develop, implement and maintain the supplier's database. Perform general quality assurance of information in the supplier database (check and verify supporting documents). General supervision of employees. Ensure site briefings are properly coordinated. Allocate duties and perform quality control on work delivered by supervisee's. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Mr. M. Sozombile Tel No: (021) 402 2250
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 28/84</u>	:	<u>ASSISTANT DIRECTOR: SCM ACQUISITION MANAGEMENT REF NO: 2023/316</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management, Finance, Public Administration or Public Management. Extensive Knowledge of Supply Chain Management. A valid Driver's license. Legislative Requirements: Practical knowledge and experience on implementation of

Broad Based Black Economic Empowerment, Public Service Act, Public Finance Management Act, National Treasury Regulations, Preferential Procurement Policy Framework Skills, knowledge of PPPFA 2022 and NDPWI social goals. Good Knowledge of public sector procurement experience, Knowledge of strategic planning and budgeting, ability to develop, interpret and apply policies, strategies and legislation. Understanding of Government budgeting processes, experience in working with service providers/consultants. Knowledge of Public Service financial legislative frameworks, Understanding of Financial management; Risk Management; Knowledge and understanding of Supply Chain Management, Infrastructure Procurement, Contraction industry Development (CIDB) and Leases. Key Skills: Negotiation Skills and Technical Proficiency, Business Writing Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Planning and Organising Problem solving and decision making, Team Leadership; Computer literate (especially with regard to MS Word, Excel, Projects and Power point), Basic Numeric skills and Excellent Presentation Skills.

DUTIES : Coordinate (synergise), review and execute the bidding process. Ensure that Supply Chain Management bids, quotations and processes are complied with in line with the procurement strategy and relevant Prescripts. Provide secretariat services to the Bid Specification, Bid Evaluation and Bid Adjudication Committee. Compile bid documents and publish tenders on relevant Media Platforms. Manage receiving and opening of bid documents. Render advice during the tender/bid briefing sessions. Checking of the prohibition of status of the recommended company and its directors with National Treasury. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Ensure Procurement Plan, Quotation Register and Contract Register are updated and reported to Head Office on monthly basis. Coordinate review of tenders and quotations through all stages of tendering process and source quotations from database according to the threshold values determined by the National Treasury. Ensure smooth submission of tender documents to internal auditors and external auditors. Manage and supervise employees to ensure and effective acquisitions management service and undertake all administrative functions required with regard to financial and HR administration. Ensure unauthorized expenditure, irregular expenditure and fruitless and wasteful expenditure are prevented.

ENQUIRIES : Mr. M. Sozombile Tel No: (021) 402 2250
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.

FOR ATTENTION : Ms. C Rossouw
NOTE : People with disabilities are encouraged to apply.

POST 28/85 : **SENIOR PERSONNEL PRACTITIONER: HR RECRUITMENT AND PLANNING**
REF NO: 2023/317
 (36 Monts Contract)

SALARY : R359 517 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Behavioural Science, Social Science or Management Sciences. Appropriate working experience in Human Resource Recruitment Management. Knowledge: Standards, practices, processes and procedures related to HR Recruitment Structure and functioning of the Department Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act. Codes of Remuneration. Public Finance Management Act. Conflict management. Project management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organisational skills. Computer utilisation. Analytical thinking. Problem solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Punctuality. Assertive. Hard-working. Self-motivated. Ability to work independent.

<u>DUTIES</u>	:	Facilitate and implement advertising processes. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Obtain quotes for placement of advertisements. Ensure approval of adverts. Arrange placement bookings with advertisement agencies. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicants' profiles. Facilitate the invitation of short listed applicants. Represent human resource in interviews of short listed applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personnel planning requirements. Compile, maintain and communicate the Human Resource Plan. Undertake human resource assessments as prescribed. Promote the achievement of employment equity and support the Employment Equity Plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms. MM Magane Tel No: (012) 406 1552
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 28/86</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ACQUISITION (SCM) REF NO: 2023/318</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary Qualification (NQF level 6) in Supply Chain Management/ Procurement/ Public Administration or Public Management. Relevant Experience in Supply chain. Knowledge: of Supply Chain policies and procedures. Knowledge of Treasury Regulations, BBBEE, PFMA and PPPFA. SKILLS: ability to work under pressure, high level of ethics, integrity, maintain confidentiality. Understanding of government procurement systems and processes. Good verbal and written good communication skills, problem solving skills, decision making skills and computer literacy are critical competency areas within the Supply environment. The ability to work and deliver under pressure and within tight time frames. A valid Driver's license and candidates will be expected to undergo through a competency test.
<u>DUTIES</u>	:	Provide admin support in the coordination and execution of the bidding and Quotations processes. Attend bid committee as a member and ensure that SCM prescripts and processes are complied with. Render advice during the tender/bid briefing sessions. Prepare and maintain register for bidders. Assist in opening of bid documents and checking the responsiveness and non-responsiveness of documents. Coordinate Procurement Strategies for all Line Functions timeously. Arrange bid committee meetings (bid adjudication/evaluation/sub-bid). Organize logistics and prepare all the relevant documentation for the bid committee meetings (including attendance register, declaration of interest and signature documents). Review quotations and bids prior to ensure compliance with relevant prescripts. Collate and review bid documents prior submission to internal and external auditors. Provide general administrative related functions. Maintain good record keeping of all minutes, approved submissions and other relevant documentation. Communicate SCM circulars with relevant stakeholders. Advise and guide the specification and evaluations committees. Ensure unauthorised expenditure, irregular expenditure, fruitless and wasteful expenditure is prevented at SCM. Compile letters for the approval of the delegated authority to communicate of the outcome of the BAC or with successful and unsuccessful bidders in line with the established policy. Attend to queries related to acquisition management. Ensure that the tender documentation is in line with applicable SCM prescripts and processes. Review the scope of the terms of reference and integrate the compliance requirements into the tender documentation as required. Distribute the draft tender advert template to the line manager for

		verification. Submit advert for placement in the tender National Treasury e-tender Portal and departmental website for the required time period. Ensure the supervision of staff in the working environment.
<u>ENQUIRIES</u>	:	Mr. M. Sozombile Tel No: (021) 402 2250
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 28/87</u>	:	<u>SENIOR ADMIN OFFICER: TRANSPORT REF NO: 2023/319</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistics Management/ Transport Management/ Public Management, Business Management, Finance Management. Relevant working experience in Transport/ Fleet management Environment. Knowledge: Sound knowledge of administrative delegations. Comprehensive knowledge of Treasury prescripts. Excellent knowledge of applicable financial business systems. Excellent verbal and written communication skills. Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems. Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements. A valid driver's license.
<u>DUTIES</u>	:	Management of Transport Unit. Day to day management, maintenance of fleet and other transport matters. Manage utilisation of subsidized vehicles. Ensure optimum use of fleet vehicles. Ensure proper completion and reconciliation of logbooks. Ensure timely processing of invoices and reconciliation of accounts. Ensure timely processing of excess invoices and clearing of suspense account. Ensure timely approval and processing of Subsistence and Transport claims. Effective budget management. Ensure proper budget monitoring. Updating of invoices' status on Reapatala tracking system. Assist with preparation of quarterly and annual financial statement. Ensure effective control measures are implemented and adhered to. Ensure effectiveness of the control and flow of files and records. Management of human resource related issues, supervision of personnel.
<u>ENQUIRIES</u>	:	Ms K Moko Tel No: (021) 402 2296
<u>APPLICATIONS</u>	:	Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 28/88</u>	:	<u>ADMIN OFFICER: IAR GIS (GIS SUPPORT) REF NO: 2023/320</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Geographical Information Systems, Geo-Informatics, Geography, Science or Asset Management with relevant experience in GIS, Asset and Property Management. Experience in State Land administration and verification of immovable assets (land and buildings) will be an added advantage. Computer literacy. Technical GIS and IT skills are mandatory. Attention to detail. Team Player. Excellent interpersonal and Communication skills. Good verbal and written communication skills. Ability to work under pressure and deadline driven.
<u>DUTIES</u>	:	Geographical referencing of administrative geographical data: Analysis, geo-coding and editing of land and buildings information. Maintain GIS databases and use GIS software to analyse the spatial and non-spatial information. Investigate, localize and spatially link the cadastral data to the IAR. Digitise building foot prints, measure extents, create virtual sites and merge properties using Quantum Geographic Information Systems (QGIS) to support the physical verification process. Convert various formats of data into GIS database format, such as text or spreadsheet files with latitude and longitude coordinates, aerial or satellite imagery and manual digitising of map images. Research and document suitable GIS concepts to assist in enhanced

		workflows. Support field workers with physical verification queries and challenges for field work purposes.
<u>ENQUIRIES</u>	:	Mr. M.T. Chauke Tel No: (012) 406 1144
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 28/89</u>	:	<u>STATE ACCOUNTANT: EPWP FINACE REF NO: 2023/321 (X2 POSTS)</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Head Office (Head Office)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF 6) in Financial Accounting or Management Accounting or related finance qualification. Appropriate relevant experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Division of Revenue Act (DoRA), Public Finance Management Act (PFMA), Treasury Regulations, Government budgeting procedures, MS – Word, Excel and PowerPoint.
<u>DUTIES</u>	:	Prepare sundry payments for the EPWP conditional grants allocation. Assist in monitoring compliance with the DoRA and applicable EPWP grant framework(s). Send formal communication to relevant provincial treasury, provincial departments and municipalities on all non-compliance matters and disbursement of funds. Prepare the EPWP grant(s) payment schedule. Prepare the monthly reconciliation report for all the EPWP grant allocations. Inspect the supporting documentation for the National Skills Fund (NSF) report and confirm the accuracy of the monthly reported data. Issue formal communication to relevant provincial treasury, provincial departments and municipalities on all allocations paid. Compile and/or review the general journal for correction of misallocations Receive monthly in-Year monitoring reports from provinces and municipalities and consolidate the expenditure reported. Request BAS expenditure report from Directorate: Management Accounting for distribution to the EPWP Branch and compilation of EPWP Branch monthly expenditure report. Collect and verify the budget inputs from line managers. Maintain proper filling system.
<u>ENQUIRIES</u>	:	Mr. K Lesoetsa Tel No: (012) 406 1413
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 28/90</u>	:	<u>ADMINISTRATIVE OFFICER SCM: CONTRACT MANAGEMENT REF NO: 2023/322 (X3 POSTS)</u> (36 Months Contract)
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management/Procurement/Public Administration/ Public Management. Relevant working experience in Contract Management. Sound knowledge and understanding of Public Finance Act, Office Administration, Procurement and provisioning policies and procedures. Financial Administration processes and LOGIS and BAS systems, Contract Management, Contractual policies and procedures and Treasury Regulations, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Excellent verbal and -written communication skills, problem solving, Basic numeracy and Computer literacy. An ability to handle confidential information. Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements. Candidates will be expected to undergo through a competency test.
<u>DUTIES</u>	:	Assist with the administration of various contracts and participate in the examination of price adjustment requests. Maintain and review bid documents and resolve discrepancies identified. Render admin support in amendments and cancelations and development of proposals for approval. Assist with the implementation of corrective action whenever significant or unacceptable

deviations against the original agreement occurs. Escalate all contract disputes to the management and legal offices. Check if the contract has been signed and recorded in accordance with the bid adjudication resolution. Assist with the verification of contracts compliance with relevant procedures. Assist with the preparation of reports on the current status of existing agreements. Assist with the verification of goods and services to determine if they are delivered according to the quality, quantity, objectives, timeframes and manner specified within the contract and verify invoices to ensure that they accurately reflect services rendered or goods delivered. Assist with conducting audits to ensure that contractors are complying with the terms of their contracts. Prepare reports on non-performing service providers. Maintain the contract register for tenders and quotations through updating register with all contract changes. Inform stakeholders about expiring contracts. Request copies of relevant documents upon expiry of contracts and to respond to queries regarding contracts. Ensure good record and safe keeping of contract documents for easy access. Arrange meetings with stakeholders and prepare necessary logistics. Take minutes during meetings and make follow-up on the resolutions taken during the meetings. Provide secretariat duties for bid committees. Report and assist in identifying all contract management risks.

ENQUIRIES : Mr. M. Sozombie Tel No: (021) 402 2250
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.
FOR ATTENTION : Ms. C Rossouw

POST 28/91 : **ARTISAN BRICKLAYER: WORKSHOP REF NO: 2023/323**
(People with disabilities are encouraged to apply)

SALARY : R220 533 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.
FOR ATTENTION : Ms. C Rossouw

POST 28/92 : **SCM CLERK: ACQUISITION GOODS AND SERVICES REF NO: 2023/324 (X2 POSTS)**

SALARY : R202 233 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Applicant must be in possession of a Senior Certificate with relevant experience in Supply Management/ Acquisition Management. Computer skills including Excel, and Treasury Regulations, Multi-skilled in the procurement administration environment and operational.

DUTIES : Publishing of Tender received/advert and Awards. Compiling of registry documents and filing. Compiling of Tender documents. Bid administration and ensuring compliance to all Supply Chain Management process. Procurement of Goods for the Directorate.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms. K Segole Tel No: (012) 406 1362
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 28/93</u>	:	<u>HR CLERK: HR RECRUITMENT REF NO: 2023/325 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum
	:	Head Office (Pretoria)
	:	A Senior Certificate/ Grade 12 with appropriate experience in HR planning and recruitment. (A National Diploma in Human Resources Management/Public Management/Public Administration/Management Science will be an added advantage). Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of PERSAL. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, 52 Codes of Remuneration. Computer literacy (MS Word, Excell, PowerPoint). Basic numeracy, interpersonal and diplomacy skills. Ability to analyse and interpret HR policies and prescripts. Interpersonal skills. Planning and organizing skills. Ability to work under pressure. Ability to cope with a high workload. Communication and reporting abilities. The ability to work in stressful situations. People orientated, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team. Willingness to participate in all HRM related activities as required by the manager.
<u>DUTIES</u>	:	Provide administrative support to recruitment and selection processes. Ensure that adverts and staff requisitions are duly completed and submitted to Head Office. Recording and scheduling of applications, facilitate shortlisting process; facilitate interview invites and related logistical arrangements; serve as human resources scribe during shortlisting and interviews; communicate with successful applicants, ensure that verification of screening results, certificates and qualifications are done. Prepare appointment submission for approval and offer of employment letters. Ensure the safekeeping of recruitment and selection documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. MM Magane Tel No: (012) 406 1552
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 28/94</u>	:	<u>REGISTRY CLERKS: PROVISIONING AND LOGISTICS (SCM) REF NO: 2023/326 (X4 POSTS)</u> (36 Months Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum
	:	Cape Town Regional Office
	:	Application must be in possession of a Senior Certificate/equivalent qualifications with working experience in Registry environment. Knowledge and understanding of records / documents management, mail and courier service procedures. Knowledge of National Archives Act 43 of 1996, Records Service Act (NARSA) and Promotion to Access Information Act (PAIA). Computer literacy is also recommended. Customer care and client orientation skills. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.
<u>DUTIES</u>	:	The successful candidate will be required to maintain the filing system and records. Manage the flow of files and records, track and traces files and manage sensitive documentation. Render administrative support, serving internal and external clients. Manage the receipt and distribution of documents. Receive, Verify and register invoices on Reapatala System. Drawing or downloading of Reapatala reports and filing thereof (electronically and manually) Uploading of documents on Archibus system. Postage and mailing of departmental documents to various destinations and render Courier service. Perform any other related tasks as per Supervisor's instructions including office duties.
<u>ENQUIRIES</u>	:	L Mgwadleka Tel No: (021) 402 2032

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 28/95</u>	:	<u>SWITCHBOARD OPERATOR: PROVISIONING AND LOGISTICS REF NO: 2023/327</u>
<u>SALARY</u>	:	R171 537 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualifications. Appropriate experience in Switchboard/Telecommunication services. Good customer etiquette and listening skills, writing skills, friendliness, good communication and interpersonal skills. Computer literacy (MS Packages): Microsoft Word, Excel, Access, Outlook and internet. Ability to work under pressure. Knowledge of switchboard (telephone Management) systems would be an added advantage. Serve internal as well as external clients. Computer literate.
<u>DUTIES</u>	:	The successful candidate will manage the switchboard by facilitating incoming and outgoing calls. Assist technicians with the movement of telephone and fax line (e.g. escort technicians through the building). Certifying job done by technicians when called in for services. Open new telephone lines. Checking of faulty line and telephone handset before logging a call to telephone companies. Ensure that all invoices for services rendered by the technicians are timeously paid. Arrange telephone instruments for new employees. Capturing monthly telephone information/ data on excel. Download monthly telephone bill for DPW & PMTE officials, monthly printout. Distribution or sending of telephone bills to staff. Ensure that all telecommunication accounts are up to date. Open individual file for staff. Report faults to information services appointed service provider. Perform any other work schedule in accordance with various requirements of the unit.
<u>ENQUIRIES</u>	:	Ms. P Mandela Tel No: (021) 402 2170
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 28/96</u>	:	<u>SUPERVISOR: CLEANING SERVICES REF NO: 2023/328 (X2 POSTS)</u>
<u>SALARY</u>	:	R171 537 per annum
<u>CENTRE</u>	:	Cape Town Regional Office (X1 Post) Oudtshoorn (X1 Post)
<u>REQUIREMENTS</u>	:	Applicant must have a Standard 8/ Grade 10 or equivalent qualification and relevant experience. Good interpersonal, effective communication and numeracy skills. Ability to perform routine tasks and to work with staff at various levels. Knowledge on usage of cleaning materials and equipment will be added advantage. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Manage and supervise cleaning staff and assist with the day-to-day cleaning. Manage and control equipment and materials. Supervise the provisioning of housekeeping, cleaning, safeguarding & maintenance services. Perform administration functions associated to housekeeping & cleaning services. Monitor compliance in that all instructions relating to the utilization and storage of materials and equipment is upheld. Perform physical inspection of cleaned areas. Review employees' performance. Monitor the condition and availability of equipment. Ensure the inspection of logistics and physical environment to ensure clean maintained environment in adherence to Occupational Health & Safety (OHS).
<u>ENQUIRIES</u>	:	Mr. Dorian Lewin Tel No: (021) 402 2140
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 28/97</u>	:	<u>TRADESMAN AID: WORKSHOP REF NO: 2023/329</u>
<u>SALARY</u>	:	R147 036 per annum
<u>CENTRE</u>	:	Cape Town Regional Office

<u>REQUIREMENTS</u>	:	Must have a Grade 10/ Standard 8 qualification. Relevant workshop experience in Electrical/ Carpentry or Building. Knowledge: Operation of equipment, workshop tools and machinery. Must have good communication skills and must be able to report effectively. Knowledge of Occupational Health and Safety Act 85 of 1993. A valid driver's license will be considered as an added advantage.
<u>DUTIES</u>	:	Assist Artisans with regards to repair and maintained work in Government Buildings including Other Islands (Marion, Gough & ANTARCTICA). Taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify maintenance and repair needs, carrying, loading and off-loading of tools as well as material, check faults for repairs and maintenance required and housekeeping of workshop and plant rooms to ensure compliance with regards to Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings.
<u>ENQUIRIES</u>	:	Mr. T. Mudau Tel No: (021) 402 2333/Mr.M.G. Stephens Tel No: (021) 402 2334/ Mr. M. Porta Nova Tel No: (021) 402 2348
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 28/98</u>	:	<u>MESSANGER: WORKSHOP REF NO: 2023/330</u>
<u>SALARY</u>	:	R125 373 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/ Grade 12 with relevant messenger experience. A valid Driver's License with PDP. Effective communication (verbal and written). Time management skills. Planning of work processes. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients, and work effectively in a professional team environment. Must be familiar with Occupational Health and Safety Act (OHSA) 85 of 1993.
<u>DUTIES</u>	:	The successful candidate will be responsible for collect, distribute circulars, correspondence, packages, files and documents. Collect and deliver mail to and from Post Office. Collect, sort and distribute mail to line functionaries and relevant officials within the Department and to external clients. Collect, distribute mail to and from other Departments/ External clients and receive signatures from recipients. Ensure all mails/ documents/ parcels are collected from Registry as per schedule. It will be expected of the incumbent to do a lot of walking. The incumbent should be reliable, self-discipline and must have sense of ownership. Attend to admin duties as requested by the supervisor.
<u>ENQUIRIES</u>	:	Mr. M Stephens Tel No: (021) 402 2334/ Mr M Gazi Tel No: (021) 402 2185
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

<u>APPLICATIONS</u>	:	Candidates must submit applications to recruitment4@dsbd.gov.za
<u>CLOSING DATE</u>	:	25 August 2023 at 16h00. Applications received after the closing date will not be considered.
<u>NOTE</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: DD SWM&E"

OTHER POST

<u>POST 28/99</u>	:	<u>DEPUTY DIRECTOR: SECTOR-WIDE MONITORING AND EVALUATION</u> <u>REF NO: "DD SWM&E"</u>
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<u>SALARY</u>	:	R811 560 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree (NQF level 7) in Community/ International Development Studies / Development Economics / Demography / Development Statistics / or other related Social Sciences/ Human Science qualification as recognised by SAQA. 5 years' experience in Monitoring and Evaluation environment with a specific focus on Monitoring and Evaluation methods, data, and information management of which 3 must be at Supervisory level. Knowledge of planning and reporting. Basic knowledge and experience in research methodology. Knowledge of project cycle management, administration and evaluation concepts and procedures. Knowledge of and ability to design monitoring and evaluation instruments (interview schedules, questionnaires etc.). Knowledge of at least one data analysis software such as SPSS, STATA/Atlas.ti. Certificates in Monitoring and Evaluation and Project Management will be considered an added advantage. Training in MS Office packages with demonstrated proficiency in (Excel, Word, PowerPoint, Publisher, and SharePoint). A valid driver's licence is required. Have proven competencies: Problem-Solving and Analysis, Communication (verbal and written), Organising Skills and Time Management, Interpersonal Skills, Client Orientation and Customer Focus, Stakeholder Relations, Quantitative and Qualitative Research Methods, Negotiation Skills and Report Writing Skills.
<u>DUTIES</u>	:	Lead the process for the development and review of standardised indicators for the economic sector together with Provincial institutions at the beginning of the strategic planning cycle to align the sector plan to the MTSF. Develop a discussion document to guide the engagement on the standardisation of indicators for the sector and proposed sector results (impact, outcome, and outputs). Undertake assessment/review of the provincial and implementing (related agencies) institution's plans (Strategic Plans and Annual Performance Plans) to ensure alignment and compliance with the planning framework and sector priorities. Compile quarterly and annual analysis reports on the progress against sector priorities and report on the status. Disseminate sector performance reports to the relevant inter-governmental structures for corrective actions and decision-making. Prepare briefing notes on the overall progress on the implementation of the sector priorities to the National Intergovernmental Forum and other structures. Develop a multi-year evaluation plan for the organisation and Terms of Reference for the evaluation studies. Develop data collection plan and instruments for evaluation study purposes. Manage the sub-directorate to ensure efficient and effective implementation of the operational plan, performance plan, management of performance and discipline of supervisees etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / conduct workshops with provincial institutions to develop sector core results and indicators. Participate in the identification of stakeholders needs and maintain relations etc.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 01 September 2023
- NOTE** : Applications must be completed and signed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV only (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 28/100** : **ASSISTANT DIRECTOR: BTE INSTITUTIONAL SUPPORT REF NO: DOT/HRM/2023/49**
Branch: Integrated Transport Planning
Chief Directorate: Integrated Transport Planning
Directorate: Bureau for Transport Economics Institutional Support
- SALARY CENTRE REQUIREMENTS** : R424 104 – R508 692 per annum (Level 09)
Pretoria (Head Office)
A recognised NQF level 6 qualification in Project Management, BCom Transport Management, Logistics, Business Administration, and Public Administration with 3 years' experience at a practitioner level in a Programme Management, General Administration and project management environment. Knowledge and Skills: Ability to investigate / inspect and report, Good communication skills (verbal and written), Computer literacy is an essential requirement Project Management. Ability to deal with consultants. Knowledge of PFMA and supply chain procedures. Working with Microsoft Projects Software and specific Project management Charts. e.g. Gantt. Stakeholder Management.
- DUTIES** : Coordinate National Transport Master Plan (NATMAP) and Bureau for Transport Economics (BTE) Projects. Provide secretariat services and technical support to the Bureau for Transport Economics (BTE) Committee and National Transport Forum. Provide support to project teams with risk management. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the resources of the section.
- ENQUIRIES** : Mr Ntsieni Ntsieni Tel No: (012) 309 3881

<u>NOTE</u>	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.
<u>POST 28/101</u>	:	<u>ADMINISTRATIVE SUPPORT OFFICER REF NO: DOT/HRM/2023/50 (X2 POSTS)</u> Branch: Integrated Transport Planning Chief Directorate: Integrated Transport Planning Directorate: Bureau for Transport Economics Institutional Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07) Pretoria A recognised NQF level 6 qualification in Transport Management / Project Management / Public Administration / Business Management / Logistics with 2 years relevant experience in a programme management, general administration or project management environment. Knowledge and Skills: Report Writing. Financial Management. Knowledge of Project management. Communication Skills verbal and written. Organisational and administrative skills. Minute taking. Database Management. Research Skills. Meeting skills.
<u>DUTIES</u>	:	Render an administrative support function to Bureau for Transport Economics (BTE) and National Transport Forum (NTF). Render a secretariat function to the Bureau for Transport Economics (BTE) meetings. Liaise with all project stakeholders with regard to matters pertaining to Bureau for Transport Economics (BTE) Projects. Provide financial administration. Committee. Render financial management services. Facilitate the compilation of the 12-months cash flow.
<u>ENQUIRIES NOTE</u>	:	Mr Ntsieni Ntsieni Tel No: (012) 309 3881 Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

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

CLOSING DATE
NOTE

: 25 August 2023

: Applications must be submitted on new Z83 form that came to effect from 1 January 2021, the new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Should an individual apply for a post using the incorrect application for employment (Z83), the application will be disqualified. All required information on Z83 must be provided. In terms of DPSA circular 19 of 2022, Z83 must be completed and declaration must be signed, Part A all fields must be completed in full, Part B all fields must be completed in full (except when SA Applicant need not provide Passport numbers, when response is No, and official registration is not required), Part C all fields must be completed in full, Part D all fields must be completed in full, Part E,F,G may say refer to CV, or CV attached (Part F, the fields with questions related to conditions that prevent re-appointment, must be completed in full). Further, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae (ensure where required they indicate the drivers licenses). 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. SMS pre-entry certificate is not a requirement for shortlisting is submitted prior to appointment. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed PERSAL service records where applicable within 2 days of accepting the offer. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

MANAGEMENT ECHELON

POST 28/102

: **DIRECTOR: CORPORATE SERVICES: REF NO: H/D/16**

SALARY

: R1 162 200 - R1 365 411 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional).

CENTRE

: Universitas Academic Hospital: Bloemfontein

<u>REQUIREMENTS</u>	:	Matric, an undergraduate qualification (NQF 7) in Administration or Public Management as recognized by SAQA. A minimum of five (5) years relevant experience at Senior Management/ middle management level. Successful completion of the Senior Management Pre-entry program as endorsed by the NSG is compulsory. Valid driver's license. A postgraduate qualification at NQF 8 will be an added advantage. Knowledge and Skills: Good interpersonal, problem solving and dispute resolution, communication analytic and writing skills. Strong leadership, managerial, organizational strategic operational and contingency planning skills. Core- competency includes strategic capabilities and leadership, program and project management and empowerment. Competency in service delivery innovation, knowledge management, problem solving and analysis, communication, proven high level of liaison, integrity, diplomatic, trustworthy, client orientation and customer focus. Experience in health hospital environment will be an advantage. Knowledge of Human Resource, Administrative Support Services, sound financial management, facility management and supervision. Valid driver's license. Willingness to work extra hours and be on standby when need arises. Computer literacy (MS Word, Excel) Good written communication skills. Good planning and organizing skills. Knowledge of Public Service Regulations 2001, Public Service Act 1994, Empowerment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.
<u>DUTIES</u>	:	Overall management of the hospital administration, facility and security management. Oversee and manage the human resource within the sub-directorate and support to sections to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciate, performance-orientated staff, and sound labour relations. Ensure efficient and effective strategic and operational plan targets are implemented. Oversee the provision of information technology services. Monitor and facilitate the effective implementation of governance structures. Ensure the elimination and monitoring of risks in the hospital. Ensure the effective and efficient functioning of the directorate. Monitor compliance with relevant prescripts and legislative bodies to which the Department accounts to.
<u>ENQUIRIES</u>	:	Dr BE Mzangwa Tel No: (051) 405 3557
<u>APPLICATIONS</u>	:	To be send to: The Chief Executive Officer: Universitas Hospital, Private Bag X20660, Bloemfontein, 9301 or hand deliver @ Room 1110, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<u>FOR ATTENTION</u>	:	Mr MJ Baleni

OTHER POSTS

<u>POST 28/103</u>	:	<u>MEDICAL SPECIALIST: (PAEDIATRICS) GRADE 1-3 REF NO: H/M/31</u>
<u>SALARY</u>	:	Grade 1: R1 214 805 - R1 288 095 per annum, OSD, (excluding Commuted Overtime) Grade 2: R1 386 069 - R1 469 883 per annum, OSD, (excluding Commuted Overtime) Grade 3: R1 605 330 - R1 972 647 per annum, OSD, (excluding Commuted Overtime) all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Centre of Excellence - Pelonomi Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Matric, Appropriate qualification that allows registration with the HPCSA as Medical specialist in Paediatrics. Current valid registration with HPSA as a Medical Specialist in Paediatrics. Current registration with the HPCSA for the period of 2023/2024. Experience Grade 1 : None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Grade 2 : A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised normal speciality Grade 3 : A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised normal speciality. Valid driver's license. Knowledge And Skills: Special interest in Infectious diseases. Knowledge of public service, policies, and procedures.
<u>DUTIES</u>	:	Service delivery and medical administration: Paediatric Infectious diseases, including HIV, TB, and other communicable conditions at the CEO at Pelonomi and supporting the whole Province of the Free State. Provide outreach, in-reach, and support services to the rest of the province. Rendering commuted

		overtime is compulsory. Involvement in teaching and training. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, and UFS. Perform all reasonable duties as directed by the Head of the Department at the Centre of Excellence. Conducting clinical audits. Monitoring of relevant clinical effectiveness indicators.
<u>ENQUIRIES</u>	:	Dr D Steyn Tel No: (051) 405 1462
<u>APPLICATIONS</u>	:	To be send to: Acting Director: HRM & Planning, Bophelo House, Private Bag X227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me RD Stellenberg
<u>POST 28/104</u>	:	<u>MEDICAL SPECIALIST: (OBSTETRICS & GYNAECOLOGY) GRADE 1-3</u> <u>REF NO: H/M/32</u>
<u>SALARY</u>	:	Grade 1: R1 214 805 - R1 288 095 per annum, OSD, (excluding Commuted Overtime) Grade 2: R1 386 069 - R1 469 883 per annum, OSD, (excluding Commuted Overtime) Grade 3: R1 605 330 - R1 972 647 per annum, OSD, (excluding Commuted Overtime) all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Bongani Regional Hospital: Welkom
<u>REQUIREMENTS</u>	:	Matric, Appropriate qualification that allows registration with the HPCSA as Medical specialist in Obstetrics & Gynaecology. Current valid registration with HPSA as a Medical Specialist in Obstetrics & Gynaecology. Current registration with the HPCSA for the period of 2023/2024. Experience Grade 1: None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised normal speciality Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised normal speciality. Valid driver's license. knowledge and skills: Courteous towards patients; good customer or patient care; time management
<u>DUTIES</u>	:	Rendering Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, provide support to the Head Clinical Unit: O & G in the management of the department including human and financial resources, perform, interpret and report obstetrics and gynaecology procedures and studies; active participation in continuing medical education programs, participate in quality improvement program in the department, participate in clinical audit activities within the department. Maintain clinical, professional, and ethical standards related to obstetrics and gynaecology services; actively participate in academic for post graduate teaching in the O & G training program including teaching. Perform and supervise operational research and outreach and in reach programs for O & G department. Rendering clinical services. To fulfil the administrative, academic and research requirements of Medical Interns; Community Service Medical Officers and Junior Doctors in the hospital. To supervise pre and post-graduate training and examinations in the department including intermediate training programmes. Render outreach and support service to other levels of care i.e. District hospitals.
<u>ENQUIRIES</u>	:	Dr. RL Mkatsane Tel No: (057) 916 8000
<u>APPLICATIONS</u>	:	To: The Chief Executive Officer, Bongani Regional Hospital, Private Bag X29, Welkom, 9460, No. 1 Mothusi Road, Thabong, Welkom.
<u>FOR ATTENTION</u>	:	Mr. T Tsoho
<u>POST 28/105</u>	:	<u>PROVINCIAL MANAGER REF NO: H/P/37</u>
<u>SALARY</u>	:	R1 065 009 – R1 214 805 per annum. All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Corporate Office: Bloemfontein

<u>REQUIREMENTS</u>	:	Matric, Successful completion of the following courses or obtaining of one of the following qualifications that allows registration with HPCSA as Paramedic. Critical Care Assistant (CCA) programme or Recognised National Diploma or Successful completion of qualifications that allows registration with the HPCSA as Emergency Care Practitioner (ECP) Recognised B-Tech degree. Registered as Paramedic of ECP. 3 years after registration with the HPCSA as Paramedic or ECP. Current registration with the HPCSA as Paramedic ECP. Driver's license Knowledge and Skills: Computer skills. Good interpersonal as well as written and verbal communication skills. Good mathematical and measurement skills are essential. Knowledge of Critical Care Assistant protocols. Up to date CPDs. Ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency Ambulance, Obstetrics ambulance, inter-facility ambulance, communication centres, Aero-Medical, Rescue or Patient Transport services as per the allocation or deployment by management of EMS. Be flexible to be deployed to any shift as per service delivery needs. Be available for disaster relief emergency deployment nationally and/or internationally.
<u>DUTIES</u>	:	Overall management of EMS within the District. Develop and implement a sound emergency strategy for the district. Coordinate emergency service within the District. Ensure that all emergency vehicle are fully equipped and in compliance with relevant standards and legislation. Ensure that all EMS station are complaint to the minimum standards. Ensure policy compliance with relevant legislation. Management of the EMS District office of all aspects such as fleet management, operations, finance, SCM, data and HR matters. Authorise expenditure and supply units on budget requirements in line with delegations. Manage expenditure within allocated budget. Ensure effective compliance with Emergency Medical Service regulations, norms and standards. Quality check and verify DHIS data before submitting. Required to be on twenty-four-hour stand-by for the district. Ensure performance management of subordinates. Submission of reports on a regular basis. Management of discipline.
<u>ENQUIRIES</u>	:	Dr RS Mokoena Tel No: (051) 408 1846
<u>APPLICATIONS</u>	:	To be send to: Acting Director: HRM & Planning, Bophelo House, Private Bag X227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me RD Stallenberg
<u>POST 28/106</u>	:	<u>MEDICAL OFFICER: (OBSTETRICS & GYNAECOLOGY) GRADE 1-3 REF NO: H/M/33 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R906 540 - R975 738 per annum, OSD, (excluding commuted overtime) Grade 2: R1 034 373 - R1 129 116 per annum, OSD, (excluding commuted overtime) Grade 3: R1 197 150 - -R1 491 627 per annum, OSD, (excluding commuted overtime) all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Dihlabeng Regional Hospital: Bethlehem
<u>REQUIREMENTS</u>	:	Matric, Appropriate qualification that allows registration with the HPCSA as Medical Practitioner in Obstetrics & Gynaecology Current valid registration with HPSA as a Medical Practitioner in Obstetrics & Gynaecology. Current registration with the HPCSA for the period of 2023/2024. Experience Grade 1: None after registration as a Medical Practitioner with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with HPCSA as a Medical Practitioner. Grade 3: A minimum of 10 years' appropriate experience as Medical Practitioner after registration with HPCSA in a recognised normal speciality. Valid driver's license. Knowledge And Skills: Post-internship experience in Obstetrics & Gynaecology, Ophthalmology or Surgery, responsible management of resources. Team player willing to support other clinical disciplines when they are short staffed.
<u>DUTIES</u>	:	Daily clinical management of patients at secondary level as part of a team in a clinical discipline, Gaining skills in the relevant disciplines under the guidance of the specialists. Supervising and training of medical interns 7 students.

		Academic presentations in the relevant disciplines. Group 3 overtime calls covering anaesthesia and an option of non-surgical calls or surgical calls. Completion of all relevant documents relating to patient care including clinical records, J88's, RAF, COLD, etc.
<u>ENQUIRIES</u>	:	Dr WJ Selfridge Tel No: (058) 307 1032
<u>APPLICATIONS</u>	:	To be sent to: The Chief Executive Officer, Dihlabeng Regional Hospital, PO Box X3, Bethlehem, 9700 or hand delivered Dihlabeng Regional Hospital, Bethlehem, 9700.
<u>FOR ATTENTION</u>	:	Mr S Shabangu
<u>POST 28/107</u>	:	<u>DEPUTY DIRECTOR RADIOGRAPHIC SERVICES REF NO: H/D/18</u>
<u>SALARY</u>	:	R946 461 - R1 048 197 per annum, (OSD)
<u>CENTRE</u>	:	Pelonomi Tertiary Hospital
<u>REQUIREMENTS</u>	:	Matric, Appropriate qualification that allows registration with HPCSA in the relevant profession. A minimum of 5 years appropriate experience after registration with HPCSA in the relevant profession after registration with HPCSA of which 3 years must be appropriate experience on Management level. Current registration for 2023/2024. Valid driver's License. Knowledge And Skills: Knowledge of the philosophy underpinning practice in radiography. Extensive knowledge of Radiography principles, system and procedure Sound knowledge of radiation safety regulations. Sound knowledge of Public Service Act regulations, Labour Act, Health and Safety Act, Public Finance Management Act and other acts applicable in executing the duties. Problem solving, decision-making, negotiation and conflict resolution skills. Knowledge of health care system and health professional ethics. Excellent communication and leadership skills.
<u>DUTIES</u>	:	Overall management of various radiology sub-departments and supervision of Assistant Directors in Radiography. Provide a comprehensive strategic and operational leadership and management of radiography services through development, review and implementation of strategic and operational plans. Ensure radiation equipment complies with Radiation Control Directorate licensing requirements and complies with Quality Assurance tests. Register radiation workers with SABS Radiation Protection Service, ensure effective dosimetry service/monitor radiation dose levels, and liaise with Radiation Control Directorate. When over exposure occurs. Ensure adherence of Infection Control policies, Health and Safety policies. Budget and expenditure control in compliance with PFMA. Ensure equitable distribution of resources to achieve optimal service delivery. Conduct internal audits and inspection (i.e. clinical audits, patient satisfaction survey and patient waiting time). Provide HPCSA accredited environment conducive for student radiography training and sub-speciality training for radiographers. Conduct quality assurance and quality improvement programmes, in-service trainings and ensure compliance with National Core Standards and clinical governance.
<u>ENQUIRIES</u>	:	Mr T.E Makume Tel No: (051) 405 1929
<u>APPLICATIONS</u>	:	To be sent to: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Me F.M Letlhoo
<u>POST 28/108</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: H/D/17</u>
<u>SALARY</u>	:	R811 560 – R952 484 per annum. All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Matric, National Diploma (NQF 6) in Supply Chain Management/ Purchasing/ Logistics/ Finance. Plus 3- 5 years functional experience which 3 years must be on management level. Valid driver's license. Thorough knowledge and understanding financial system such as Standards Charts of Accounts (SCOA), Basic Accounting System (BAS). Logis 1 Certificate. Understanding of procurement related legislations, including Public Finance Management Act (PFMA); Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act (PPPFA), Construction Management and Facilities Management and Property Management Act. Knowledge and Skills: Financial

management; Sound analytical and problem identification and solving skills; computer skills; numeracy; database management; relationship management; interpersonal skills; decision making skills; Leadership and motivation skills; presentations; communication skills (Including report writing) at all levels. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; creative; solution orientated, people orientated; hard-working; highly motivated; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results, willing to adapt to work schedule in accordance with professional requirements.

DUTIES

: Plan, manage and coordinate institutional SCM processes. Plan, Organize, Lead, and control all activities of the sub-directorate. Manage and provide overall support to the sub-directorate. Facilitate the compliance of the operational plan; ensure that government fleet is managed according to standards. Develop the plan for effective SCM practice in line with PFMA. Manage the Sub-directorates Bid administration, acquisition and procurement management of goods and services. Effective management of assets and ensure effective travel and logistics management. Develop the business plan for sub-directorate. Appointment of Committees in line with National Treasury guidelines. Manage and monitor the Procurement strategies and processes. Ensure procurement and acquisition plans for all sections are compiled, submitted and approved accordingly before and SCM processes can unfold. Manage all relevant register involved in all SCM processes. Compile a database of approved of approved suppliers. Manage and monitor the sourcing of suppliers from the database according to the threshold values determined by the National Treasury. Management and monitoring of directorates budget. Management of procurement processes related to goods and services and accommodation. Management of applicable National Treasury Services Levels Agreements and Terms of Contracts pertaining to Transversal Contracts such as (Fleet Vehicles, Mobile telecommunication devices, Labour saving devices machines photocopies machines, Courier Services, Furniture removals). Prepare monthly, quarterly and annual statements. Manage movable assets management and ensure Asset Registers are in place. Ensure monthly Reconciliation of assets. Manage and supervision of subordinates.

ENQUIRIES APPLICATIONS

: Dr BE Mzangwa Tel No: (051) 405 3557
: To be send to: The Chief Executive Officer, Universitas Hospital. Private Bag X20660, Bloemfontein, 9301 or hand deliver @ Room 1110, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION

: Mr MJ Baleni

POST 28/109

: **PHARMACIST GRADE 1-3 REF NO: H/P/38**

SALARY

: Grade 1: R768 489 - R814 437 per annum, (OSD)
Grade 2- R830 751 - R880 521 per annum, (OSD)
Grade 3: R906 540 - R961 614 per annum, (OSD)

CENTRE REQUIREMENTS

: Pelonomi Tertiary Hospital, Bloemfontein
: Appropriate Bachelor of Pharmacy Degree. Registration with the SAPC as Pharmacist. Current registration for 2023/2024. Valid driver's license. **Grade 1:** Registration with the SAPC as a Pharmacist. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a 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:** Registration with the SAPC as a Pharmacist. Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Registration with the SAPC as a Pharmacist. Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years relevant experience after registration as a Pharmacist with a recognized foreign Health Professional Council in respect of foreign

	qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge And Skills: Computer literacy.
<u>DUTIES</u>	: Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescripts, the selection, manipulation or compounding of the medicine, labelling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicine to ensure better health and patient outcomes. Deliver emergency service. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conducts rounds, check emergency trolley, control expired medication. Ordering and receiving of stock. Ensure adherence to Good Pharmacy Practice rules and regulations. Training of staff: Pharmacist Assistant, Interns and other Pharmacy personnel. Implement all relevant policies and procedures. Participate in hospital committees and programs of IPC, Quality, Risk and Disaster Management.
<u>ENQUIRIES</u>	: Mr CJ Combrink Tel No: (051) 405 1538
<u>APPLICATIONS</u>	: Must Be Sent To: The Chief Executive Officer, Pelonomi Tertiary Hospital Private Bag X20581, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	: Me F.M Letlhoo
<u>POST 28/110</u>	: <u>MEDICAL PHYSICIST (DIAGNOSTIC RADIOLOGY) REF NO: H/M/34</u>
<u>SALARY</u>	: Grade 1: R734 81 - R813 369 per annum, OSD Grade 2: R829 668 - R918 630 per annum, OSD Grade 3: R946 461 - R1 063 611 per annum, OSD
<u>CENTRE</u>	: Pelonomi Tertiary Hospital, Bloemfontein
<u>REQUIREMENTS</u>	: Matric, Bachelor of Medical Sciences in Radiation Sciences or Bachelors of Science (Honours in Medical Physics), Post-Graduate Diploma in Medical Physics. Registration with the HPCSA as a Medical Physicist. Current registration for 2023/2024. Grade 1: Experience: None after registration with the HPCSA as a Medical Physicist. Grade 2: 8 years appropriate experience after registration with HPCSA as a Medical Physicist. Grade 3: 16 years appropriate experience after registration with HPCSA as a Medical Physicist. Knowledge And Skills: Knowledge of the philosophy underpinning practice in radiography as a medical physicist. Knowledge of code of conduct arising from professional and statutory sources. Knowledge of ionizing and non-ionizing radiation and their effects on human tissue. Knowledge of imaging techniques, exposure parameters and imaging equipment. Knowledge of operation and application of all x-ray and non-ionizing equipment at the department. Engaging in technical procedures, which form part of patient care and treatment e.g. monitoring the spinal cord during spinal cord during spinal surgery or assessing the results of physiological measurement to assess organ function or blood flow.
<u>DUTIES</u>	: Delineation of the Physical Aspects of Diagnostic Imaging Systems including Magnetic Resonance Imaging (MRI) Systems. Establishing and maintaining a Radiation Safety Program in line with Provincial, National and International Standards. Optimization of the Clinical Imaging Procedures. Participation in Planning for Resources Allocation. Participation in Educational Programs.
<u>ENQUIRIES</u>	: Mr TA Banda Tel No: (051) 405 1706
<u>APPLICATIONS</u>	: To be sent to: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	: Me F.M Letlhoo
<u>POST 28/111</u>	: <u>EMS DISTRICT GRADE 2 REF NO: H/E/7</u>
<u>SALARY</u>	: R598 653 - R643 389 per annum. All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	: Lejwelwputswa District
<u>REQUIREMENTS</u>	: Matric, Successful completion of the ECT course that allows registration with HPCSA as ECT or Successful completion of CCA course or National Diploma that allows registration with the HPCSA as Paramedic. 3 years after registration with the HPCSA as ECT. 3 years after registration with the HPCSA as Paramedic. Current registration with HPCSA as ECT OR Paramedic. Driver's

		license. Knowledge And Skills: Computer skills. Good interpersonal as well as written and verbal communication skills. Good mathematical and measurement skills are essential. Knowledge of Critical Care Assistant protocols. Up to date CPDs. Ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency Ambulance, Obstetrics ambulance, inter-facility ambulance, communication centres, Aero-Medical, Rescue or Patient Transport services as per the allocation or deployment by management of EMS. Be flexible to be deployed to any shift as per service delivery needs. Be available for disaster relief emergency deployment nationally and/or internationally.
<u>DUTIES</u>	:	Overall management of EMS within the District. Develop and implement a sound emergency strategy for the district. Coordinate emergency service within the district. Ensure that all emergency vehicles are fully equipped and in compliance with relevant standards and legislation. Ensure that all EMS station are complaint to the minimum standards. Ensure policy compliance with relevant legislation. Management of the EMS District office of all aspects such as fleet management, operations, finance, SCM, data and HR matters. Authorise expenditure and supply units on budget requirements in line with delegations. Manage expenditure within allocated budget. Ensure effective compliance with Emergency Medical Service regulations, norms and standards. Quality check and verify DHIS data before submitting. Required to be on twenty-four-hour stand-by for the district. Ensure performance management of subordinates. Submission of reports on a regular basis. Management of discipline.
<u>ENQUIRIES</u>	:	Me NF Gigi Tel No: (057) 352 2706
<u>APPLICATIONS</u>	:	To be sent to: The Acting District Director, Lejweleputswa District, Private Bag X15, Welkom, 9460, or hand deliver Kopano Building Meulen Street, Welkom, 9460.
<u>FOR ATTENTION</u>	:	Me NF Gigi
<u>POST 28/112</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: H/C/57</u>
<u>SALARY</u>	:	Grade 1: R520 785 – R578 367 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE</u>	:	Health Support Services, Bloemfontein
<u>REQUIREMENTS</u>	:	Matric, BSc/B Degree in Occupational Therapy. Appropriate qualification that allows registration with the HPCSA in the relevant profession. Registration with the HPCSA in the relevant profession. A minimum of 3 years appropriate vocational- evaluation and rehabilitation experience as an Occupational Therapy Independent Practitioner. Valid HPCSA Registration for 2023/2024. Valid driver's license. Knowledge And Skills: Computer Literacy. Ability to work in a multi-disciplinary team. Active participation in planned programs/projects/plans to enhance involvement, capacity building, open communication and participative management in Disability and Rehabilitation as well as Clinical and Health Support Services. Proof of clinical occupational therapy experience with specific vocational- evaluation and rehabilitation experience recommended.
<u>DUTIES</u>	:	Development, management and implementation of effective, efficient and expert clinical Occupational Therapy service rendered according to the Occupational Therapy Scope of practice and related legislation to Vocational Evaluation and Rehabilitation. Management of quality assurance projects related to Vocational Evaluation and Rehabilitation service delivery. Training and supervision to relevant staff and students of different professions. Participate in intra and inter departmental collaboration with relevant stakeholders e.g. University of the Free State, Department of Labour, COID, Licensed NGO's and Rehabilitation services. Participate in information and risk management in Occupational Therapy in alignment with Free State Department of Health. Management of resources requested and allocated (consumables and equipment). Ongoing professional development and research in Vocational- evaluation and rehabilitation services in Occupational Therapy. Policy and/or SOP's, etc. development, implementation, evaluation and monitoring thereof when required at the centre as well as within the province. Travel when required. Execute administrative functions required by the job area practice profile. Advocate, promote and market vocational-evaluation and rehabilitation occupational therapy services.
<u>ENQUIRIES</u>	:	Me C.A. Vrey Tel No: (051) 408 1533

<u>APPLICATIONS</u>	:	To be sent to: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads. Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Me R Stallenberg
<u>POST 28/113</u>	:	<u>CHIEF RADIOGRAPHER GRADE 1 REF NO: H/C/58 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R520 785 – R578 367 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Pelonomi Tertiary Hospital
	:	Matric, A recognized B Degree/Diploma in Diagnostic Radiography. Appropriate qualification that allows registration with the HPCSA in the relevant profession. Registration with the HPCSA in the relevant profession. A minimum of 3 years appropriate experience in the relevant profession after registration with HPCSA. Current registration for 2023/2024. Valid driver's licence. Knowledge and Skills: Knowledge of the philosophy of Radiography. Knowledge of codes of conduct arising from professional and statutory sources. Knowledge of ionising and non-ionising radiation and their effects on the human tissue. Knowledge of the technology used in diagnostic imaging.
<u>DUTIES</u>	:	Exercise clinical responsibility to ensure optimal service delivery: Ensure patient care during imaging for optimal diagnostic purpose of more advanced or specialized nature\ Apply the correct protocols to obtain optimal imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public develop and implement quality control system in line with the national and international standards. Implement quality assurance programs for quality service delivery Formulate, implement and monitor the execution of policies and protocol at institution level Management of resources to ensure optimal service delivery at institutional level. Supervision and evaluation of subordinates for effective workflow in the department. Organization of staff to provide efficient service delivery. Training of a more advanced nature of subordinates, identify skills development needs, Monitor proper utilization of equipment, store and expenditure.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T.A Banda Tel No: (051) 405 1706
<u>FOR ATTENTION</u>	:	Must Be Sent To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.
	:	Me F.M Letlhoo
<u>POST 28/114</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 – 3 REF NO: H/C/59</u>
<u>SALARY</u>	:	Grade 1: R359 622 - R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 - R595 251 per annum Plus 13 th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Clinical Technologist Department, Pelonomi Tertiary Hospital
	:	Matric, B-Tech Degree in Clinical Technology. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist. Current registration for 2023/2024 Experience Grade 1 : None after registration with the HPCSA in the relevant profession as a Clinical Technologist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as Clinical Technologist 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 relevant experience after registration with the HPCSA as a Clinical Technologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a Clinical Technologist 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 relevant experience after registration with the HPCSA as a Clinical Technologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good Interpersonal and

<u>DUTIES</u>	:	Communication Skills, Problem Solving abilities, work well under pressure, Ability to work independently and in a team context.
	:	Set up, pre-test: maintenance and troubleshooting of mechanical ventilators and cardiac output machine. Able to perform continuous dialysis for critically ill patients with acute kidney injury. Ensure safe and effective use of electro physiological equipment used in ICU. Troubleshooting of electro physiological equipment. Provide demonstrations/training on the functioning of mechanical ventilators and other ICU equipment to other healthcare professionals. Will be required to work after hours, weekends and holiday. Perform hemodynamic studies. Assist with cardio version in ICU. Assist with transport of the critically ill patients.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr E Arko Cobbah Tel No: (051) 405 1900/1901
	:	To be send to: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300 or hand deliver @ HR Office, Pelonomi Tertiary Hospital, Bloemfontein 9301.
<u>FOR ATTENTION</u>	:	Me F.M Letlhoo
<u>POST 28/115</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: H/D/19 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R359 622 - R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 - R595 251 per annum Plus 13 th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Pelonomi Tertiary Hospital, Bloemfontein
	:	Matric, Degree Radiography. Registration with HPCSA. Grade 1: None after registration with Health professional council (HPCSA) in the relevant profession. Experience Grade 1: None after registration with the HPCSA in the relevant profession as a Radiographer in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as a Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Current registration for 2023/2024 Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA as a Radiographer in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a Radiographer 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 relevant experience after registration with the HPCSA as a Radiographer in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Knowledge of the philosophy underpinning practice in radiography. Knowledge of codes of conduct arising from professional and statutory sources. Knowledge of the pathological processes and their imaging appearances.
<u>DUTIES</u>	:	Ensure patient care during imaging for optimal diagnostic purpose. Perform quality control daily on imaging modalities for quality service delivery. Practice radiation protection to minimize radiation dose to staff, patients and the general public. Participate in education and training programs for continuous professional development and quality service delivery. Exercise clinical responsibility to ensure optimal diagnostic imaging of a more advanced nature. Perform specialist imaging examinations and interventions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr AT Banda Tel No: (051) 405 1706
	:	Must be sent to: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9301.
<u>FOR ATTENTION</u>	:	Me F.M Letlhoo
<u>POST 28/116</u>	:	<u>SPEECH THERAPIST & AUDIOLOGIST - GRADE 1-3 REF NO: H/S/20</u>
<u>SALARY</u>	:	Grade 1: R359 622 - R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 - R595 251 per annum

**CENTRE
REQUIREMENTS**

Plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

: Bongani Regional Hospital: Welkom
:
: Matric, Baccalaureus Degree. Registration with the HPCSA as an independent Speech Therapist / Audiologist. Registration with HPCSA as a Speech Therapist / Audiologist for 2023/2024. **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Speech Therapist and Audiologist respect of South African qualified employees who perform community service, as required in South Africa. One-year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Speech Therapist and Audiologist 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 relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Speech Therapist and Audiologist respect of South African qualified employees who perform community service, as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Speech Therapist and Audiologist 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 relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Speech Therapist and Audiologist respect of South African qualified employees who perform community service, as required in South Africa. Minimum of 21 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Speech Therapist and Audiologist in respect of Foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Current registration for 2023/2024. Knowledge And Skills: Articulation; fluency in local languages; voice resonance; receptive and expressive language; hearing; including the impact on speech and language; cognitive aspects of communication and social aspects. Computer literacy and administrative skills. Time management; organized with positive attitude.

DUTIES

: Render Speech Therapist and Audiology service that comply with standards and norms as indicated by the health policies of South African. Vocational rehabilitation and clinical assessments and treatment of speech and hearing problems. Adhere to sectional and provincial quality assurance measures in sub-section. Participate in continued professional development. Responsible for administration tasks e.g patient record keeping, undertaking and other reasonable tasks as directed by Head of Speech Therapy and Audiology Department and Head of Clinical Service. Provision of comprehensive audiology screening, diagnostic assessment and therapeutic management of paediatrics and the general population. Conduct special tests including advanced Electrophysiology Tests, Auditory Processing Tests, Vestibular, Assessments for and lifting of assertive hearing advices. Provide Aural rehabilitation, may include group therapy in a multidisciplinary team. Develop, monitor and evaluate intervention programmes. Host health education and training workshop. Facilitate support service and perform outreach as required. Provide training, support and monitoring to develop, monitor and evaluate screening programmes (e.g. toxicity, early hearing detention and intervention (EDHI), ear and hearing care), Cerumen management, basic hearing assistive device troubleshooting and ear mold modification. Recommend school/ vocational placement following assessment and management. Liaise with relevant stakeholders. Administrative tasks e.g. record keeping, report writing, referrals, participate in departmental meetings, quality improvement tests, clinical guidelines, audits and infection and prevention control.

**ENQUIRIES
APPLICATIONS**

: Ms. R Van Zyl Tel No: (057) 916 8000
:
: The Chief Executive Officer, Bongani Regional Hospital, Private Bag X29, Welkom, 9460. No. 1 Mothusi Road, Thabong, 3rd Floor – Human Resource Management.

FOR ATTENTION

: Mr. T Tsoho

**DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL
AFFAIRS**

Free State Provincial Government is an equal opportunity affirmative action employer. We intend to promote representativity (race, gender, and disability) in the province through the filling of these posts,

and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism, and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300, or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
- FOR ATTENTION** : Mesdames. M Parkies/ K Majafa/N. Ramaebebe/Mr. T. Chaka
- CLOSING DATE** : 01 September 2023 at 16:00
- NOTE** : Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za-vacancies and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and proof of the level of their qualifications after evaluation will be required when shortlisted. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement, and an employment contract. Note: Only shortlisted candidates will be required to submit certified copies of their qualifications. Failure to do so will result in your application being disqualified.

OTHER POST

- POST 28/117** : **DEPUTY DIRECTOR: TOURISM MANAGEMENT PLANNING REF NO: DESTEA 31/08/23**
- SALARY** : R811 560 per annum (Level 11), (an all-inclusive salary package). The total package includes 70% 75% basic salary, a state contribution to the Government Employee Pension Fund, and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An undergraduate NQF level 7 in Tourism or equivalent qualifications. 5 years and more relevant experience in the Tourism environment of which 3 years should be at the junior management level. Knowledge of all relevant prescripts and legislation regulating Tourism Industry. Computer literacy. A valid driver's license.
- DUTIES** : Develop tourism policies and regulatory frameworks for the province and ensure implementation thereof and on continuous basis monitor and evaluate the tourism policies and frameworks developed. Develop the tourism plans for inclusion in the Free State Growth and Development Strategy. Work closely with Municipalities to ensure that their Integrated Development Plans (IDP's) includes tourism development projects earmarked for the province. Conduct research that relates to tourism and come up with tourism projects that will growth in the province and alleviate poverty. Partner with Development Funding Institutions (DFI's) for capacity building of tourism industry. Compile reports on issues relating to tourism planning as well as EXCO resolutions. Management of resources of the Sub-directorate, i.e. human, asset, and financial resources.
- ENQUIRIES** : Mr. K. Tau at (082)-833 9595

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 28/118</u>	:	<u>ADMINISTRATION OFFICER (ASSET CONTROLLER) REF NO: EMS/ASSETL7/2023</u> Directorate: Directorate: Emergency Medical Services Re-advertisement, (applicants who applied previously are advised to apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Midrand Head Office Grade 12 or equivalent qualification. 3 – 5 years' experience in the Asset management sphere. Undergraduate Degree/ National Diploma in Asset Management field will be an added advantage. Computer skills, Excel, Word, knowledge of BAS, SAP, Knowledge of PFMA, Treasury Regulations. Knowledge of procurement processes. Knowledge of SCM Policies PFMA, PPPFA, and Treasury Regulations. Knowledge of Batho Pele Principles. Knowledge of Labour Relations Processes. Conflict Management Skills. Ability to work under pressure. Excellent interpersonal and organisational skills. Good written and verbal communication skills. Ability to liaise with internal and external stake holders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multi-disciplinary nature. Valid driver's licence.
<u>DUTIES</u>	:	Overall management of assets in the institution. Ensure that all assets of the institution are barcoded and captured correctly. Ensure that reconciliation is done on monthly bases. Control the movement of assets. Ensure that Asset register is always updated. Compile and submit monthly reports. ensure that asset verification is conducted. Ensure that all assets are barcoded. Ensure that proper controls of assets with regards to transfer and donations of the institution. Provide supervision to subordinates. Sign performance contract on annual bases. Perform other duties assign by the supervisor. be willing to undergo continues training and development programmes. Attending meetings and training as approved by supervisor. Comply with the performance and development system and contracting, reviews and final assessment of the subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N.A Nkuna Tel No: (011) 564 2003 Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.
<u>NOTE</u>	:	Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 28/119</u>	:	<u>FLEET ADMINISTRATION CLERK REF NO: EMS/FLT/L5/2023 (X4 POSTS)</u> Re-advertisement, (applicants who applied previously are advised to Apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05), (plus benefits) Gauteng Emergency Medical Services (Gauteng EMS Various Districts) The incumbent must have a diploma /certificate in fleet management is an added advantage with knowledge of fleet management experience/ Grade 12 with extensive experience in fleet management. A valid and 5 years driver's license Code C1 and above. Knowledge of the principles and practices of fleet management. Must have done a course in computer Literate in, Good interpersonal and communication skills (verbal and written).

- DUTIES** : Maintenance of EMS fleet. Exercise control over the maintenance and expenditure involved in the use of EMS vehicles. Assist in compiling and maintaining the vehicle asset register. Ensure optimal utilization of vehicles. Conduct regular inspection. Ensure that all vehicles are kept in a good roadworthy condition and that they are serviced timeously and regularly. Manage accident, trip authorizations, reconcile reports etc. Co-ordinate monthly transport expenditure and compile monthly reports. Perform any other duties as delegated by the supervisor the successful candidate will be responsible for providing Management of administrative support duties i.e. writing of representation on traffic infringements, vehicles Licensing renewal, bookings of vehicle repairs E-tolls, issuing of vehicle the ability to work under pressure and meet deadlines. Compilation of Monthly reports as required, and any other duties assigned.
- ENQUIRIES** : Ms. TF Chepape Tel No: (011) 564 2015
- APPLICATIONS** : Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 25 August 2023

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

- APPLICATIONS** : The interests of the Department will be best served:
Central corridor address: 115 Main Street, Mathomo Mall. Johannesburg
East Corridor: Applications to be submitted at Faranani Multi-Purpose, Modjadji Street, Tsakane.
Head of Office (Johannesburg): 35 Surrey House, Cnr Rissik & Fox Street, Johannesburg.
North Corridor: 111 Swaan Street, East Lynne, Pretoria.
West Corridor: 15048 Conner Utthanong & Kagiso Drive (Provincial Archives)
- FOR ATTENTION** : HR: Recruitment and Selection
- CLOSING DATE** : 25 August 2023. Application drop-off time: From 07:30 till 16: 00 Monday to Friday.
- NOTE** : Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so.

OTHER POSTS

- POST 28/220** : **DEPUTY DIRECTOR: LIBRARY REF NO: REFS/SACR/200**
 Directorate: Provincial Archives, Library and Information Services
- SALARY** : R811 560 per annum, (all-inclusive package)
- CENTRE** : Johannesburg, Head Office
- REQUIREMENTS** : The successful candidate should have a Grade 12 certificate, plus National Diploma/Degree in Library and Information Science or equivalent qualifications. Minimum: 3 -5 years' experience in the relevant field of which 3 years should be in a position of Assistant Director. A valid driver's license is required. Skills: Good interpersonal relations, problem solving, creative

		thinking, computer literacy (Microsoft office and internet), numeracy, language proficiency, communication (Verbal and non-Verbal), analytical thinking, project management, conflict management and planning and organising. Knowledge: Library and information science matters, prescripts and legislations, procedures and processes, knowledge of Public Finance Management Act, Public Service Act and Regulations, knowledge of other applicable legislations governing Public Service practices, departmental strategy, Public Service policy and strategy on library and archive matters, promotion of access to information Act 2 of 2000(PAIA) and division of revenue Act 2023 is imperative. Division of Revenue Act 2023.
<u>DUTIES</u>	:	Provide strategic leadership to the Provincial Library Services and municipality library services relating to the recapitalization of community library project (Conditional Grant). Manage and monitor financial support to community libraries. Monitor the legal and operational framework for community libraries. Consolidate quarterly reports of transferred funds for Conditional Grant and Equitable Share from municipalities. Organise and administer IGR meetings with municipalities. Perform administrative and supervisory functions.
<u>ENQUIRES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606 Mr. Ouwen Gaveni at (071) 855 8934/ Mr. Nkhumeleni Magadze at (066) 131 9370/ Ms. Vivien Khanye at (060) 978 6924/ Mr. Bongani Mkhwebane at (066) 131 9300/ Ms. Nthabiseng Mantse at (066) 038 2850
<u>POST 28/221</u>	:	<u>ASSISTANT DIRECTOR: LIBRARY SERVICES REF NO: REFS/SACR/201</u> Directorate: Provincial Archives, Library and Information Services
<u>SALARY</u>	:	R424 104 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate, National Diploma/Degree in Library and information science or equivalent qualifications, A valid Drivers License plus A Minimum of 3 -5 Years' experience in the relevant field of which 3 years must be at a supervisory level. Skills: Good interpersonal relations. Problem solving. Creative thinking. Computer literacy (Microsoft office and internet). Numeracy. Language proficiency. Communication (Verbal and non-Verbal). Analytical thinking. Project management. Conflict management. Planning and Organising. Knowledge: Library and information science matters. Prescripts and legislations. Procedures and processes. Public Finance Management Act. Public Service Act and Regulations. Other applicable legislations governing Public Service practices. Departmental strategy. Public Service policy and strategy on library and archive matters. Promotion of access to information Act 2 of 2000(PAIA). Division of Revenue Act (DoRA) 2023.
<u>DUTIES</u>	:	Assist in managing the recapitalization of community libraries (Conditional Grant). Assist in facilitating the allocation of Conditional Grant and Equitable Share to Municipalities. Assist in managing and monitoring financial support to community libraries. Assist in monitoring the legal and operational framework for community libraries. Assist in consolidating quarterly reports of transferred funds for Conditional Grant and Equitable Share from municipalities. Assist in organising and administering IGR meetings with municipalities. Perform administrative and supervisory functions. Reporting to the Governance structures, Ensure submission of POE on all action plans implemented.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720 Mr. Ouwen Gaveni at (071) 855 8934/ Mr. Nkhumeleni Magadze at (066) 131 9370/ Ms. Vivien Khanye at (060) 978 6924/ Mr. Bongani Mkhwebane at (066) 131 9300/ Ms. Nthabiseng Mantse at (066) 038 2850
<u>POST 28/222</u>	:	<u>LIBRARIAN REF NO: REFS/SACR/202</u> Directorate: Provincial Archives, Library and Information Services
<u>SALARY</u>	:	R294 321 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate, plus National Diploma/Degree in Library Science/ Information Science or equivalent qualifications. Minimum: 1- 2 years' relevant experience. Skills: Organizing own work, problem solving, customer care, good interpersonal relations, creative thinking, computer literacy, numeracy, ability to work under pressure, language proficiency, communication and analytical thinking. Knowledge: Library and

DUTIES

information science matters, prescripts and legislations, procedures and processes is imperative.

: Assist in conducting monitoring visits to community libraries. Assist with electronic subscriptions for municipalities. Assist in the submission of SLA's and information packs for transfers: Memorandums, Funds Certificates, Payment Mandates, Transfer Schedule, Bank Confirmation Details and Provincial Gazette. Assist in preparing and sending payment confirmations to municipalities. Monitor the municipalities acknowledge receipt of payment in writing. Arrange integration of all community library systems. Arrange the implementation of the information system in Community libraries. Oversee information system, ICT and maintenance contracts for community libraries. Capture newly acquired community library material on the system. Assist in organising and administering IGR meetings with municipalities. Assist with drafting conditional grant monthly and quarterly reports.

ENQUIRIES

: Mr. Ouwen Gaveni Tel No: (011) 355 2861/ Ms. Vivien Khanye Tel No: (011) 355 2606 / Mr. Nkhumeleni Magadze Tel No: (011) 355 2720
Mr. Ouwen Gaveni at (071) 855 8934/ Mr. Nkhumeleni Magadze at (066) 131 9370/ Ms. Vivien Khanye at (060) 978 6924/ Mr. Bongani Mkhwebane at (066) 131 9300/ Ms. Nthabiseng Mantse at (066) 038 2850

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

OTHER POSTS

<u>POST 28/223</u>	:	<u>CLINICAL MANAGER REF NO: BETH 38/2023</u>
<u>SALARY</u>	:	R1 288 095 per annum, all-inclusive salary packages, (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules) Plus 22% rural allowance plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Bethesda District Hospital, (KwaZulu - Natal)
	:	Senior Certificate/ Matric or Grade 12. A degree in MB ChB or equivalent degree. A minimum of 4 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Current registration with HPCSA as a Medical Practitioner. Knowledge Skills Training and Competencies Required: Strong leadership, organizational, operational and contingency planning skills. Independent decision-making and problem solving skills. Good interpersonal and communication skills. Conflict management. Medical/clinical skills. Basic financial management. Planning, organization and problem solving. Analytical and creative thinking. Reporting. Administrative. Verbal and written communication. Interpersonal relations. Good knowledge of applicable legislation, regulations, national and provincial policies. HPCSA regulations. National norms and standards for relevant clinical results. Patient rights responsibility Charter. Internal and external policies. Provincial drainage area mapping. Local regulations and rules regarding administrative duties. Institution's budget and PFMA. Regulatory framework of the institution. Labour Relations Act. Code of Conduct. National norms for relevant clinical results.
<u>DUTIES</u>	:	Ensure effective comprehensive clinical services with respect to patient care at inpatients, outpatients and outreach levels. Consultation (examination, treatment) and assessment of patient's physiology and physical condition. Diagnose patient's state of health. Briefing, informing, educating and counseling of patient and where appropriate relatives regarding prevention and treatment of patient. Deal with emotional, social and physical aspects of the patient's disease (Holistic Care & Management). Prescribe and administer medicine and treatment including minor surgical procedures. Ensure continuous service delivery. Manage an appropriate referral service to patients. Ensure good clinical record keeping and feedback on discharge. Ensure cost effective treatment of patients and that goals are met within the budget constraints. Manage the outreach support to patients at clinics. Manage Health Promotion programmes. Ensure an effective administered clinical department. Provide expert input into the governance, administration and management of the institution and its associated services. Assess ongoing staff and medical equipment needs. Maintain good interpersonal relationships with all the members of institution. Ensure safe medical practices in the institution to reduce the risk of medical legal cases as well as medical legal risk for patients. Manage all medico legal functions in the clinical department of the institution. Effective education, training and research. Manage the practical training to junior medical officers/medical students and other personnel. Manage the in service training to community service doctors. Plan and ensure that medical research work and development are undertaken. Undertake complex medical research work. Study medical literature and do research. Partake in projects at institutional and PHC level e.g. data collection, analysis thereof and formulation of recommendations aimed at an optimal service provision within the budgetary constraints. Keep up to date with new developments in the medical management and management field. Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the medical services legal and policy framework continuously to ensure that the work of the unit is aligned with the requirements of such acts and policies. Liaise/attend meetings, congresses and study the medical services legal and policy framework continuously to ensure that the work of the unit is aligned with the requirements of such acts and policies. Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments. Ensure the development and implementation of quality assurance programs in line with

	Provincial, National and International standards. Manage the implementation of quality assurance programs. Manage the formulation, implementation and monitoring of the execution of policies and protocols at institutional level. Development and implement operational plans and policies in line with the organisation's goals. Management and participation in commuted overtime, including a seven (07) nights-shift system. Be prepared to participate in all clinical governance activities, including complaints management and reduction.
<u>ENQUIRIES APPLICATIONS</u>	: Dr T.C Ngwenya Tel No: (035) 595 3106 : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.
<u>NOTE</u>	: The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
<u>CLOSING DATE</u>	: 25 August 2023
<u>POST 28/224</u>	: <u>MEDICAL SPECIALIST- FAMILY PHYSICIAN REF NO: BETH 30/2023 (X2 POSTS)</u>
<u>SALARY</u>	: Grade 1: R1 214 805 per annum, all-inclusive salary packages Grade 2: R1 386 069 per annum, all-inclusive salary packages Grade 3: R1 605 330 per annum, all-inclusive salary packages (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules) Plus 22% rural allowance plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	: Bethesda District Hospital, (Kwa Zulu - Natal) : Grade 12 / Senior Certificate Appropriate tertiary qualification that allows registration with HPCSA as a Family Physician. Current registration with the Health Professions Council of South Africa (HPCSA) as a Family physician. Grade 1: No experience required. Grade 2: A minimum of five (05) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the relevant discipline. Grade 3: A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the relevant discipline. Knowledge Skills Training and Competencies Required: Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.
<u>DUTIES</u>	: Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in the relevant discipline unit and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials. Conduct specialist regular ward rounds and administer expert interventions that will

		expedite the management of patient care. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Bethesda Hospital. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and Code of Conduct of public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
<u>ENQUIRIES</u>	:	Dr T.C Ngwenya Tel No: (035) 595 3106
<u>APPLICATIONS</u>	:	The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 28/225</u>	:	<u>ADVANCED DISTRICT NURSING PROFESSIONAL PHC REF NO: AMAJ14/2023</u> Component: District Specialist Team
<u>SALARY</u>	:	R1 045 731 per annum, (an all – inclusive salary package). Other Benefits Medical Aid Optional, Home Allowance – Employee must meet prescribed requirements and 13 th Cheque.
<u>CENTRE</u>	:	Amajuba Health District Office
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12. A basic qualification (i.e diploma/degree in Nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Plus A post basic qualification with a duration of at least 1 (one) year accredited with the SANC in a relevant specialty; (Diploma in Nursing Science Health Assessment, Treatment and Care) Plus A minimum of 10 (ten) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 (six) years of the referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. At least 4 (four) years of the referred to above must be appropriate/recognizable experience at management level (minimum of 6 years as an Assistant Manager Nursing). Valid of EB Driver's License (code 8). A detailed current and previous work experience endorsed and stamped by Human Resources. Knowledge, Skills, And Competencies Required Knowledge: Own discipline Relevant legislation, regulations and policies Implementation and evaluation Information Management Quality assurance and improvement programmes Programme planning and evaluation Human Resources and Financial Management. Skills: Leadership Communication Problem solving Computer literacy. Behavioural Attributes: Stress tolerance Self-confidence Objective Emphatic.
<u>DUTIES</u>	:	Support clinics, community health centres and district hospitals with aspects of service delivery related to own discipline. Promote clinical effectiveness in all facilities through supporting outreach programs and development,

<u>CENTRE REQUIREMENTS</u>	: Dr Pixley Ka Isaka Seme Memorial Hospital : Senior Certificate/Grade 12 or Equivalent. A University Degree in Mechanical or Electrical Engineering Plus. Compulsory registration with ECSA as a Professional Engineer (Electrical or Mechanical). Three (03) years post qualification engineering experience required Plus. Unendorsed valid Code B driver's license (Code 08) PLUS. Certificate of Service endorsed by Human Resource Department. All successful candidates will have to spend minimum one year in service. Recommendations: GCC factories OHS exams and experience in a public health facility will be an added advantage. Knowledge Skills Training and Competencies Required: The incumbent of this post will report to the Hospital CEO and will be responsible for all round asset care and maintenance of the facility, its land and building s, plant and machinery, infrastructure and reticulation, energy usage and sustainability, asset replacements. The above academic qualification must be accompanied by a minimum of three years in Operations or Engineering maintenance. Practical experience in engineering department is essential. Knowledge of related policies, directives and legislations. Applying Expertise and Technology. Adhering to Principles and Values. Deciding and Initiating Action. Delivering Results and Meeting Customer Expectations. Writing and Reporting. Formulating Strategies and Concepts. Planning and Organizing. Presenting and communicating Information. Analysing. Learning and Researching. Creativity and Innovation. Relating and Networking.
<u>DUTIES</u>	: Undertake engineering designs. Responsible for continuous performance, improvement, assurance and quality management of occupational health and safety within the hospital perimeter as per the OHS Act No.85 of 1993 and Regulations. Management of onsite contractors e.g. Quotes are obtained and contractors are approved within set guidelines. Direct and control engineering of water, energy saving and all sustainability projects. Identify, recognize, and motivate the need and feasibility for capital upgrades, improvements, and replacements. Management of the engineering department, which includes strategic people management, personnel utilization, personnel efficiencies, orientation and performance, reviews and oversee the development and maintenance of staff competence. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Perform administrative functions such as reviewing and writing reports, approving expenditures, enforcing rules and making decisions about the purchase of material or services. Financial control of capital and operational budgets. Prepare budgets, bids/tenders, contracts and direct the negotiations of external service provider workflows. Responsible for ensuring that system are in place to control and manage maintenance such as functionality of planned/preventative maintenance programs, job card and call out systems. Ensure service reports and record sheets of major equipment, breakdown and legal requirements are completed, recorded, and archived as per company policy and various laws.
<u>ENQUIRIES APPLICATIONS</u>	: Mr LS Latchminarain (Deputy Director) Tel No: (031) 530 1407 : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: Pixley.recruitment@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	: Deputy Director: HRM : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	: 01 September 2023

<u>POST 28/227</u>	:	<u>DENTIST REF NO: DPKISMH 41/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R880 52 - R975 738 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Dr Pixley Ka Isaka Seme Memorial Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate Grade 12 or Equivalent. Appropriate qualification that allows registration with HPCSA as Dentist. Registration certificate with HPCSA as a Dentist: Independent Practice. Current registration with HPCSA as a Dentist (2023/2024). Certificate of Service endorsed by Human Resource Department. Valid driver's licence (Code 08). Grade 1: Appropriate qualification Plus registration with HPCSA as a Dentist. No experience required. Knowledge Skills Training and Competencies Required: Knowledge of related policies, directives and legislations. Ability to work under pressure. Problem solving. Supervisory. Literacy. Analytical. Computer and numeric skills. Good communication skills. Interpersonal. Good interpersonal relationship, disciplined, professional and compassionate. Good communication skills. Presentation, planning and organizing skills.
<u>DUTIES</u>	:	Ensure appropriate management and treatment of dental patients. Render quality Oral Health Care to patients (whole spectrum, i.e. extractions under general anaesthetics, endodontics, prosthodontics, interceptive orthodontics, paediatric dentistry, Oral Surgery etc.) Involvement in Research. Training of dental students. Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education. Participate in Oral Health preventative and promotion programs. Participate in Oral health month activities (i.e. screening, health talks, etc.). Supervision of subordinates by ensuring quality of work, development and EPMDs. Render clinical dental services at all health facilities in the District, including travelling to the community clinics. Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.) Supervision of subordinates by ensuring quality of work, development and EPMDs.
<u>ENQUIRIES</u>	:	Dr NN Ndwandwe – Clinical Manager Tel No: (031) 530 1429
<u>APPLICATIONS</u>	:	To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: Pixley.recruitment@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Deputy Director: HRM
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (z83), which is obtainable at any Government Department or from website- www.kzn.gov.za . No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 41/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s) This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/228</u>	:	<u>DEPUTY DIRECTOR: PLANNING, MONITORING & EVALUATION REF NO: UMZIN/17/2023</u>
		Component: Planning, Monitoring & Evaluation
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all –inclusive package)
<u>CENTRE</u>	:	Umzinyathi Health District Office
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) National Diploma or B Degree in Human or Health Sciences 3 years appropriate managerial experience in Health care service Delivery and Resource Planning. Computer Literacy: MS Office Software Applications. A valid Code B or EB drivers License. Knowledge, Skills, Training and Competencies Required Ability to programme and project

		manage a wide range of diverse activities. Strong interpersonal and communication skills. Ability to find innovative solutions and take independent decisions within the scope of delegated powers. Aptitude for Resource Management processes (Financial, Supply Chain and Human Resource Management practices). Ability to understand the impact of inputs received from stakeholders and to translate these into strategic and service transformation objectives. Ability to prioritize issues and other work related matters and to comply with time frames set as part of the planning and reporting agenda of the Department. Understanding of data and information management processes the critical need for reliable district health information. Understanding of the challenges facing the public health sector.
<u>DUTIES</u>	:	Oversee the coordination, integration and development of inputs into the District Health plan to ensure that the final plan is in line with the Strategic and Service Transformation plan of the Department and other policy directives. Ensure development of the District Infrastructure Development Plan, the implementation and monitoring thereof as well as the provisioning of technical support to institutions. Ensure the timely development of District Resource Plan (HR Plan, Budget, Procurement Plan, etc.) Facilitate implantation, monitor, evaluate and report thereof inclusive of provisioning of technical support to institutions regarding the application of the transversal Human Resource, Supply Chain, Financial and risk Management Systems. Manage the utilization of resources allocated to the Section inclusive of the development of staff. Monitor, evaluate, provide early warning and report on the implementation of the Annual District Service Delivery Plan, the performance of corporate and other governance systems within institutions (inclusive of compliance with Health and Occupational Safety Regulation) and initiate corrective action. Ensure the development, implementation and maintenance of reliable District Health information Systems in line with departmental policy and system imperatives.
<u>ENQUIRIES</u>	:	Ms. JY Dube Tel No: (034) 2999100
<u>APPLICATIONS</u>	:	should be forwarded to: Private Bag X 2052, Dundee, 3000 or Hand Deliver to: 34 Wilson Street, Dundee, 3000.
<u>FOR ATTENTION</u>	:	Human Resource Practices
<u>CLOSING DATE</u>	:	28 August 2023
<u>NOTE</u>	:	NB: Please note that due to financial constraints, there will be no payment of S & T and resettlement claims.
<u>POST 28/229</u>	:	<u>DEPUTY DIRECTOR: DISTRICT HEALTH SERVICE DELIVERY & PLANNING REF NO: UGU 07/2023</u> Component: Monitoring and Evaluation
<u>SALARY</u>	:	R811 560 per annum
<u>CENTRE</u>	:	Ugu Health District
<u>REQUIREMENTS</u>	:	Senior certificate/Standard 10. Bachelor Degree/National Diploma in the field of Human Science/ Administration or Health Sciences. A minimum of five (5) years Managerial experience of which 2 years must be an experience in District Health Systems. Valid Drivers' license. Computer literacy (MS Office programmes) Knowledge: Sound project management skills. Ability to make independent decisions Strong communication and presentation skills. Understanding of data and information management processes, the critical need for reliable district health information. Decision making, time management, facilitation skill, risk management and good interpersonal relation skills. Managerial and facilitation skills. Good understanding of district health system and national health insurance.
<u>DUTIES</u>	:	Facilitate strategic and other planning workshops within the district to ensure consultation; buy-in and the determination of priorities. Extract data from the HIS, monitoring, evaluation and research reports with a view to developing reliable base line information documents informing planning processes. Ensure coordination, integration and development of inputs into the District Health plan and operational plan to ensure that the final plan is in line with the Strategic and Service transformation plan of the Department as well as other policy directives. Analyse and critique the planning inputs of components and provide technical advice ensuring that the stated goals, objectives and targets are realistic, measurable and attainable. Ensure development of the district infrastructure plan, HR Plan, Procurement plan, HAST conditional grant plan and any other district related plan. Collaborate with other district stakeholders to ensure alignment of planning processes within the IDP/DDM/OSS/DTT

		planning framework. Monitor and evaluate the operational plans of institutions to comply with public health service delivery planning imperatives and develop innovative solutions to overcome the identified barriers.
<u>ENQUIRIES</u>	:	Mrs. N Govender Tel No: (039) 688 3000
<u>APPLICATIONS</u>	:	Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.
<u>FOR ATTENTION</u>	:	Mr. J.L. Majola
<u>NOTE</u>	:	Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof only when they are shortlisted.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/230</u>	:	<u>ASSISTANT MANAGER NURSING -SPECIALTY UNIT- (OT, EMERGENCY & TRAUMA AND OPD) REF NO: MURCH 29/2023 (X1 POST)</u>
<u>SALARY</u>	:	R683 838 per annum. Other Benefits: 13 th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE</u>	:	Murchison Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma/Degree in nursing of equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC) as a Professional Nurse A post basic qualification in the speciality A minimum of 9 years appropriate /recognisable experience in nursing after Registration as Professional Nurse with the SANC in General Nursing At least 7 years of the period referred to above must be appropriate/recognized experience in the specific specialty after registration. Knowledge, Skills and Experience: Knowledge of nursing care processes and procedures, nursing status and other relevant legal frameworks such as: Nursing Act, Health and Safety Act, Patients' Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Leadership, organizational, decision making and problem solving abilities within the limit or 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 programmes.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialised nursing care provided within set standards and a professional /legal framework Manage effectively the utilisation and supervision 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 Coordinate analysis, and implementation of guidelines, norms, standards and procedures. Monitor the implementation of programmes i.e. NCD'S Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care Ensure effective data management Develop SOP'S and protocols that will guide the activities of the unit Ensure implementation and monitoring of Audit improvement plan.
<u>ENQUIRIES</u>	:	DMN - Mrs C. Mkhwanazi Tel No: (039) 6877311 ext 127
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department, Murchison Hospital.

<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za . The 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. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 29/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome 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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 28/231</u>	:	<u>ASSISTANT MANAGER NURSING PHC REF NO: MBO 55/2023 (X1 POST)</u> Component: Nursing Services
<u>SALARY</u>	:	R683 838 - R767 184 per annum. Other Benefits: Home Owner Allowance (Prescribed requirements to be met), 13th Cheque, Rural Allowance 8% and Medical Aid (Optional).
<u>CENTRE REQUIREMENTS</u>	:	Mbongolwane District Hospital Grade 12 certificate or equivalent. Degree/Diploma in General Nursing and Midwifery. Only shortlisted candidates will be required to submit proof of current registration with SANC as a General Nurse (2023). PHC Certificate endorsed by SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years' experience in PHC after obtaining a 1 year qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate / recognizable experience at managerial level under PHC. Only shortlisted candidates will be required to submit proof of current and previous experience endorsed and stamped by Human Resource (certificate of service). Recommendation: Driver's license and Computer literacy. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Rights charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service. PHC Guidelines and other prescripts. Conflict, Change and People Management.
<u>DUTIES</u>	:	Manage OPD, Eye clinic, HAST, Mobile services and satellite clinics. Delegate, supervise and coordinate the provisioning of effective and efficient patient care through adequate nursing care. Participate in the implementation of the nursing plan, clinical audits, QIP's and its implementation for quality care. Participate in the formulation of nursing standards, protocols, SOPs, policies and ensure implementation through monitoring and evaluation. Ensure that practice in nursing is in accordance with laws and regulations relevant to nursing and health care. Manage and monitor HR and Finance in all relevant clinical areas. Facilitate implementation of ICRM and OHSC monitor progress and maintain

		status and compliance. Facilitate and oversee the development of Nursing Operational plan in the relevant clinical areas and satellite clinics Monitor and ensure data collection and adherence to Data Management Principles. Coordinate and engage Sukuma Sakhe promoting activities / events within the community. Facilitate and monitor implementation of PHC re-engineering. Monitor implementation of clinical governance in the units and satellite.
<u>ENQUIRIES</u>	:	Mrs. SI Mkhwanazi Tel No: (035) 476 6242, Ext 1011/ siphesihle.mkhwanazi@kznhealth.gov.za
<u>APPLICATIONS</u>	:	should be forwarded to: Human Resource Manager, Private Bag X126, and Kwa-Pett, 3820 or Hand delivered to: Mbongolwane Hospital or Online (E-Services) www.e-services.gov.za
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
<u>CLOSING DATE</u>	:	2023 August 25
<u>POST 28/232</u>	:	<u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-MOBILE 13/2023 (X1 POST)</u>
<u>SALARY</u>	:	R627 474 per annum. Other Benefits: 13 th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE</u>	:	Murchison Hospital- Mobile Clinic
<u>REQUIREMENTS</u>	:	Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Current registration with SANC as a General Nurse and Primary Health Care Nurse A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Certificate of service from previous and current employer endorsed and stamped by HR. Recommendation: Valid Code 08 Drivers license Computer Literacy Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks. Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills. Interpersonal skills including public relations, negotiating, conflict handling and counseling 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 programmes.
<u>DUTIES</u>	:	Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme

imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify “transversal” health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of prescribed information management systems(s).

Mr LG Nyawo Tel No: (039) 687 7311, ext. 130

**ENQUIRIES
APPLICATIONS**

: All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department, Murchison Hospital.

NOTE

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The 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. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 13/2023. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome 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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE

: 25 August 2023

POST 28/233

: **ASSISTANT DIRECTOR: CLINICAL TECHNOLOGIST REF NO:
ADCLINTECH PULMO /2/2023**
Department: Pulmonology Function Laboratory

SALARY

: Grade 1: R578 367 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
: A B.Tech degree plus registration with HPCSA as a clinical technologist in pulmonary function. Current registration with HPCSA 2023-2024. Minimum of 8 years' experience as an independently practicing clinical technologist. At least 5 (five) years' experience must be in a managerial position/duties. Recommendations: Inclusive of five years teaching experience affiliated to an accredited institution. This experience is for both undergraduate clinical technology students as well as other relevant health care professionals. Interest or participation in clinical trials will be an advantage. Knowledge, skills

	training and competencies required: To be well versed in the current health and public service legislation with respect to policies and regulations.
<u>DUTIES</u>	: Ensure integrity of the recording systems and confirm that high quality and technically sound recordings of tests are performed. Promote Batho Pele principles in order to promote effective service delivery. Maintain and check equipment regularly in order to comply with safety requirements. Ensuring staff punctuality, attendance and accountability. Ensure patients are treated with care and courtesy and to maintain patient integrity and confidentiality. To be competent in managing time and resources and be confident in prioritising procedures. To guarantee appropriate supervision and train subordinates, students and other health care professionals within the department. To participate in and supervise clinical research projects of clinical technologist students. To participate and contribute to research projects within the department.
<u>ENQUIRIES</u>	: Prof. K Nyamande Tel No: (031) 240 1353 / Dr. D Fakey Khan Tel No: (031) 240 1376
<u>APPLICATIONS</u>	: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	: 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 . 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.
<u>CLOSING DATE</u>	: 01 September 2023
<u>POST 28/234</u>	: <u>CHIEF DIETICIAN REF NO: BETH 39/2023</u>
<u>SALARY</u>	: Grade 1: R520 785 per annum. 13th Cheque, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements) plus 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	: Bethesda District Hospital, (KwaZulu - Natal) : Grade 1: Grade 12 / Senior Certificate. An appropriate qualification that allow registration with HPCSA as a Dietician. A minimum of 3 years relevant experience after registration with HPCSA as a Dietitian. Current registration with the HPCSA (2023) as a Dietician. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal skills. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skills for junior and students. Performance management skills.
<u>DUTIES</u>	: Execute all dietetics management duties, functions and responsibility to the best of an ability and within all applicable legislation. Manage and provide a high quality promotive and curative nutrition services according to patient needs. Give expert clinical advice and factual information of a professional nature on institutional services. Provide a consultative dietetics services to

health professionals and patients. Monitor and evaluate the nutrition services to comply with the valid standards and indicators, implement Quality Assurance Programmes for overall effective services. Develop protocols to ensure that the diets comply with dietary recommendations. Make recommendations with regards to policies/strategies for effective functioning of the dietetics unit. Act as a consultant in the patient curative and rehabilitation programmers. Give expert advises on the nutrient content of food products to be purchased. Determine a policy relating to the development, provision and maintenance of comprehensive nutrition standards. Ensure an effective nutrition care yet up to standard nutrition service. Exercise control over food products to minimize wastage. Ensure effective nutrition care is delivered to patients within the hospital & out-patients. To be able to provide an after hour services within the available resources whenever its required to do so. Fulfil Monitoring & evaluation duties of the section.

<u>ENQUIRIES</u>	:	Dr T.C Ngwenya Tel No: (035) 595 3106
<u>APPLICATIONS</u>	:	The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 28/235</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST REF NO: BETH 35/2023</u>
<u>SALARY</u>	:	Grade 1: R520 785 per annum. 13th Cheque, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements) plus 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
<u>CENTRE</u>	:	Bethesda District Hospital, (KwaZulu - Natal)
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate. Degree/Bachelor of Occupation Therapy. A minimum of three years operational experience in Occupational Therapy post. Annual Registration with the Health Professional Council of South Africa (HPCSA). Current HPCSA receipt. Recommendation: Recognizable experience as a Team Leader/Programme Coordinator. Certificate of Service endorsed by HR. Knowledge, Skills Training and Competencies Required: Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedure. Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of competency in high quality diagnostic and therapeutic Occupational Therapy service. Sound knowledge of the application of clinical Occupational Therapy theory, practices and ethics. Ability to function under pressure and provide psychosocial rehabilitation service to Mental Health Care Users.
<u>DUTIES</u>	:	Management of vocational rehabilitation areas which includes staff and MHCU supervision. Ensuring effective reintegration of the MHU's into the community and active involvement in the clinical team and clinical team meeting. Management of financial resources within the department which includes planning for stock taken. Effectively manage the functions and operations within the OT component and complete administrative duties within the

department. Co-ordinate early assessment and placement of appropriate MHU's immediately after referral. Assessment and treatment of activities of a daily living for MHCUs in the vocational areas and wards. Plan and involve staff who will need to implement/support these plans. Attend all clinical team meetings; be actively involved in these and the efforts to establish functional clinical team. Actively engages in the planning and implementation of psychosocial-rehabilitation and relevant event. Assist OT Manager in coordination of monthly stock take in the department. Supervision and conducting performance reviews for sub-ordinates i.e PMDS. Co-ordinate relevant reports. Assist with co-ordination of in-service training of OT staff and placement of undergraduate OT student. Assist with risk management of the component. Assist with the drawing up of work ideas and team cohesion for the OT clinical team.

<u>ENQUIRIES</u>	:	Dr T.C Ngwenya Tel No: (035) 595 3106
<u>APPLICATIONS</u>	:	The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 28/236</u>	:	<u>CLINICAL PROGRAM COORDINATOR-TRAINER REF NO: UMZIN/12/2023</u> <u>(X1 POST)</u> Re-advertisement
<u>SALARY</u>	:	Grade 1: R497 193 per annum. Other Benefits: 13th cheque, Rural Allowance on claim basis Medical aid: Optional Homeowner's allowance: Employee must meet prescribed requirements.
<u>CENTRE</u>	:	Umzinyathi Health District Office
<u>REQUIREMENTS</u>	:	Grade 12/Matric certificate an appropriate B Degree/ National Diploma or equivalent qualification in Nursing Plus Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver's License – Code 8 plus Knowledge, Skills and Competencies Required: Report Writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness and to acquire new knowledge swiftly.
<u>DUTIES</u>	:	Monitor strengthening of health system effectiveness. Conduct all HIV, TB, STI trainings. Contribute in the reduction of morbidity and mortality within the District related to communicable and non-communicable diseases Contribute to the reduction of maternal and child mortality rate through capacity building Contribute in combatting HIV/AIDS and TB and other communicable diseases Monitor improved quality of care by ensuring that all PHC facilities and the CHC are in possession of all relevant TB and HAST policies, guidelines and

protocols and adhere to such Monitoring of all priority Primary Health Care and Strategic Health Programmes and performance of. Ensuring capacity building and ensuring sustainability of the functioning of Clinic Committees. Orientation and Induction of all new PHC Supervisors, OMN's and PHC Trainers on all priority programmes. Ensure coordination of all logistics once invitations are received from RTC or Provincial Programme Managers Ensure timeous compilation and submission of PHC reports to the next level of Management, HRD and the RTC. Ensure capacity building of Outreach Team Leaders, CHW's and other PHC Outreach teams. Ensure capacity building of all Household Champions on TB, HIV and all other conditions Ensure mentoring and coaching of the Outreach team and CHW's in readiness for Assess Compile monthly reports and submit to direct supervisor, HRD and RTC Forward all training registers to District HRD and RTC.

<u>ENQUIRIES</u>	:	Mrs. S Sibiya Tel No: (034) 2999100
<u>APPLICATIONS</u>	:	applications forwarded to or Hand Delivered, Umzinyathi Health District Office, 4 Wilson Street, Private Bag X2052, Dundee, 3000
<u>FOR ATTENTION</u>	:	Ms. ML Mbatha
<u>NOTE</u>	:	Please note that due to financial constraints, there will be no payment of S & T claims.
<u>CLOSING DATE</u>	:	31 August 2023 at 16h00
<u>POST 28/237</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (EDUCATION & TRAINING) REF NO: UTHUK 23/2023</u>
<u>SALARY</u>	:	R497 193 per annum. Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Uthukela District Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric Certificate. An appropriate B Degree / National Diploma or equivalent qualification in Nursing PLUS. Minimum of 7 year appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Registration as a Midwife /Accoucheur with SANC Current Registration with SANC. Valid Driver's License – Code 8 plus. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department Recommendations Computer Certificate- Ms Office (Word, Excel, Outlook & PowerPoint) Knowledge, Skills, Training and Competencies Required: Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework.
<u>DUTIES</u>	:	Monitor strengthening of health system effectiveness. Conduct all Mental Health and Non-Communicable Diseases training. Contribute to the reduction of Mental Health complications. Ensure that proper screening of Mental Health is Conducted. Ensure that proper screening of Non-Communicable diseases is conducted. Ensure integration with the TB, HIV, MCWH programmes. Ensure compliance of Mental Health and Non-Communicable diseases treatment. Support in the formulation and sustainability of support and adherence clubs. Monitor improvement quality of care by ensuring that all PHC facilities and the CHC are providing the full package of care to Mental Health Care Users. Ensuring Mental Health and Non-Communicable Diseases capacity building and sustainability of the functioning of Clinic Committees. Orientation and Induction of all new PHC Supervisor, OM's and PHC Trainers on the Mental Health and Non-Communicable Diseases. Ensure timeous compilation and submission of Mental Health and Non-Communicable reports to the next level of Management, HRD and the RT. Ensure capacity building of Outreach Team Leaders, CHW's and other PHC Outreach teams on Mental Health and Non-Communicable Diseases. Ensure mentoring and coaching of the District Programme Managers on Mental Health issues. Ensure the Mental wellbeing of the personnel within the District and offer the necessary care, treatment, support and referral.
<u>ENQUIRIES</u>	:	Ms T.J. Mpembe Tel No: (036) 631 2202 Ext. 102
<u>APPLICATIONS</u>	:	All Applications Should Be Forwarded To: The Human Resource Manager: UThukela Health District Office, Private Bag X9958, Ladysmith 3370 or Hand Deliver to: 32 Lyell Street, Ladysmith, 3370.
<u>FOR ATTENTION</u>	:	Deputy Director: HRM

<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. 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. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions.
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 28/238</u>	:	<u>SONOGRAPHER REF NO: CJMH 17/2023</u>
<u>SALARY</u>	:	R444 741 per annum. Other Benefits: 13 th Cheque, plus 17% Rural allowance is compulsory. Home owner Allowance (must meet the prescribed)
<u>CENTRE</u>	:	Charles Johnson Memorial Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Standard 10) Grade 12, A three year National Diploma or B. Tech degree in Diagnostic and Acts, Registration certificates as Sonographer with HPCSA, only shortlisted candidate will submit HPCSA as a Sonographer (2023). Knowledge, Skills, Training and Competencies Required: Sound knowledge of Ultrasound procedures, Knowledge of relevant Health & Safety policies, regulations and Acts, Knowledge of Quality Assurance procedures and methods, Sound communication, interpersonal, problem-solving, teaching and training skills.
<u>DUTIES</u>	:	Provide high quality ultrasound services according to patient's needs, To promote good health practices and ensure optimal patient care, Execute all ultrasound procedure completely to prevent complications, Perform general administrative duties as required, Provide guidance and supervision to junior staff and students, Participate in institutional radiographic policy making and planning for service delivery, Promote Batho Pele principles in the execution of all duties for effective service delivery, Give factual information to patients and clients on ultrasound examinations, Participate in departmental Quality Assurance, Quality improvement programmes and National core standards, Inspect and use equipment professionally to ensure that they comply with safety standards, Develop protocols to ensure that sonographic services comply with the required prescripts, Participate in ultrasound quality assurance programmes, Participate in continued professional development (CPD) programmes.
<u>ENQUIRIES</u>	:	Dr TIW Khumalo Tel No: (034) 271 6400
<u>APPLICATIONS</u>	:	All application should be forwarded to: Human Resource Manager, 92 Hlubi Street, C. J. M. Hospital, Nqutu, Private Bag X5503, Nqutu, 3135.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Due to financial constraints No S&T or relocation costs will be paid for attending interviews.
<u>CLOSING DATE</u>	:	25 August 2023

<u>POST 28/239</u>	:	<u>PROFESSIONAL NURSE-SPECIALTY STREAM-OPHTHALMOLOGY REF NO: MURCH 30/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 13 th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Murchison Hospital Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Ophthalmology Professional Nurse Grade 2 Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Ophthalmology, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Ophthalmology, Current Registration with SANC as General Nurse and Ophthalmology. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department for shortlisted candidates Knowledge, Skills And Competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.
<u>DUTIES</u>	:	Provide optimal, holistically specialized care with standards and within a professional / legal framework. Utilize human, material resources and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standard and self-development. Provide support to nursing service. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by hospital. Partake in overall specialized unit function, i.e. team building.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs CN Mkhwanazi Tel No: (039) 687 7311, ext. 127 All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department, Murchison Hospital.
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za . The 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 Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/30 /2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome 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) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<u>CLOSING DATE</u>	:	25 August 2023

<u>POST 28/240</u>	:	<u>PROFESSIONAL NURSE ORTHOPAEDIC SPECIALTY (CASUALTY) REF NO: EMS/34/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum. Other Benefits: Medical Aid (Optional) 13 th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.
<u>CENTRE REQUIREMENTS</u>	:	Emmaus Hospital
	:	Grade 12 Certificate/Senior Certificate Diploma/Degree in General Nursing Science and Midwifery. A minimum of 5 years appropriate/recognizable nursing experience after registration as a professional nurse with SANC. A minimum of 1 year after obtaining Diploma in of orthopaedics nursing science(speciality) appropriate/recognizable nursing experience after registration with SANC. Knowledge & Skills Leadership, Management, planning, and co-ordinates skills. Knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of code of conduct, Labour Relations and related policies.
<u>DUTIES</u>	:	Ensure effective utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Co-ordinate all services within the hospital. Ensure that all quality and infection control initiative are adhered to i.e norms and standard/ideal Hospital. Evaluate and monitor compliance with clinical protocols, norms and standard of the hospital. Ensure that clinical governance principles are adhered too and ensure that audits are conducted Ensure reporting of and with his/her units. Ensure effective data management. Manage complaints and PSI within the hospital. Monitor implementation of EPMDS. Ensure implementation of all child health initiatives eg CHIPP/SAM MDT. To partake in overall specialised unit functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. T.M Nkabinde Tel No: (036) 488 1570, ext. 8315
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	:	Assistant Director: HRM
	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed Previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Resettlement and Travelling allowance will be paid for interview attendance.
<u>CLOSING DATE</u>	:	25 August 2023 at 16:00
<u>POST 28/241</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) (PRIMARY HEALTH CARE TRAINER) REF NO: KCD 08/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R695 720 per annum 13 th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	:	King Cetshwayo District Office
	:	Grade 1: Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 4 years appropriate/

		recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2023). Valid Drivers' License. Computer Literacy MS Office Software Applications. Grade 2: Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current registration with SANC (2023). Valid Drivers' License. Computer Literacy MS Office Software Applications.
<u>DUTIES</u>	:	Develop a Comprehensive Training plan for the District. Facilitate training according to the PHC priorities. Coordinate training in partnership with facility managers. Monitoring of Health Information and update the training material. Identify training needs of the staff. Provide reports to the manager. Provide financial planning for all trainings.
<u>ENQUIRIES</u>	:	Mr MN Mbatha Tel No: (035) 787 6203
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs . Applicants can submit their Z83 and CV directly to the following email address KingcetshwayoDistrictHealth.JobApp@kznhealth.gov.za . Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs ."
<u>FOR ATTENTION</u>	:	Mr MTR Nzuza
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 7. Please note in line with DPSC Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 28/242</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: CNP TR-01/2023 (X1 POST)</u> Directorate: Dundee District Hospital
<u>SALARY</u>		Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Plus 12% Inhabitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Dundee District Hospital
<u>REQUIREMENTS</u>	:	Degree/ National Diploma in nursing that allow registration with SANC as a Professional Nurse and a Midwife. A post basic nursing qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Valid Driver's license

EB (Code 8) or C1 (Code 10). **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as a professional nurse with SANC in general nursing plus a one (1) year post basic qualification accredited by SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration as a professional nurse with SANC in general nursing of which at least 10 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And Competencies Required: Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patient care related policies, vision, mission and objectives of the clinic. Communication and Interpersonal skills including public relations, negotiating, coaching, conflict handling and counseling skills. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Knowledge of TB/AIDS, MCWH, and other Communicable and Non-Communicable Disease programmes.

DUTIES : Identify training needs of the staff by working closely with Operational Nursing Managers. Implement the integrated PHC training plan. Adapt training material to keep abreast with trends of disease patterns and proper case management. Disseminate current health care policies, guidelines and protocols as stipulated by National and Provincial Management Training Programme into District training initiatives. Provide trainings in-line with District training plan and monitor training independently. Co-ordinate trainings with external stakeholders' e.g, supporting partners, NGOs and NPOs. Provide knowledge on the integrated management of TB/HIV/AIDS, NCDs, MCWH, Mental Health AND other priority programmes. Mentor, guide and coach trainees on respective subject matter. Submit monthly, quarterly and annual training reports as stipulated on the District Training Plan. Support the realization and maintenance of Ideal Clinic Programme (CRM) to comply with norms and standards of the health establishment according to OHSC.

ENQUIRIES : Mrs P. ID Khumalo Assistant Nursing Manager- PHC Tel No: (034) 212 1111, ext. 268

APPLICATIONS : Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000, Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000.

CLOSING DATE : 29 August 2023

POST 28/243 : **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM) REF NO: PN (GENETICS) 1/2023 (X1 POST)**
Speciality: Advanced Midwifery and Neonatal Care/ Child Nursing Science
Department: Nursing

SALARY : **Grade 1:** R431 265 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional.
Grade 2: R528 696 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional.

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Grade 12/Matric/Senior Certificate or equivalent qualification. Degree / Diploma in General Nursing and Midwifery. Certificate of registration with SANC as a Professional Nurse and midwife. One (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science/Child Nursing Science, accredited by SANC. Proof of current registration with SANC as General Nurse and Midwife, Advanced Midwifery and Neonatal Nursing Science/Child Nursing Science. (SANC receipt 2023). Medical Genetics Education Programme (MGEP) will be an advantage. Certificate endorsed by HR Department. NB: Proof of Current and Previous Experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the specialized field. Knowledge, Skills,

Training and Competencies Required: Demonstrate a comprehensive understanding of Nursing legislation and related legal and ethical nursing practices. In –depth knowledge on procedures, policies, prescripts, related to nursing care in the Genetic Service. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector and interpersonal skills. Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards within professional/legal framework in Genetic Service at IALCH and KZN Province. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements. Work as part of a multidisciplinary team to ensure good nursing care that is cost effective, equitable and efficient within the Genetic Service. Perform quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH and relevant prescripts in Genetic Service. Maintain professional growth/ethical standards and self-development. Provide a therapeutic environment for patient’s staff and public. Maintain accreditation standards by ensuring compliance with Norms and Standards, Ideal hospital framework and Make me look like hospital project in the Genetic Service. Attend meetings, workshops and training as assigned by supervisor. Participate in quality cycles and quality improvement projects to improve patient outcomes. Be cognisant of measures to prevent patient safety incidents and litigation. Participate in staff development using EPMDS System and other work related programs and training. Act as a shift leader when necessary or as delegated by supervisor. Ensure accurate and proper record keeping for statistical purposes.

ENQUIRIES : H Ndemera - Assistant Manager Nursing Tel No: (031) 2401063
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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 : 01 September 2023

<u>POST 28/244</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS REF NO: EDU 34/2023</u> Component: Systems
<u>SALARY</u>	:	R424 104 - R508 692 per annum. Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements and 13 th Cheque
<u>CENTRE REQUIREMENTS</u>	:	Edumbe Community Health Centre Grade 12 or equivalent. Degree or National Diploma in Administration or Public Management. A minimum of 3-5 years supervisory experience in systems component. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. Recommendations: Computer Literacy and Valid driver's license. Knowledge, Skills and Experience Required: Ability to multi-task and manage change. Policy formulation and analysis. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Financial management and Human resource management skills. Good supervisory and presentation skills. Decision making and Problem solving skills. Good Communication skills. Strong leadership skills. Good interpersonal relations and Conflict management skills.
<u>DUTIES</u>	:	Manage and co-ordinate the following support services to ensure optimal and cost effectiveness: Cleaning Services, Catering Services, Maintenance Services, Gardening Services, Mortuary Services, Laundry Services, Transport Services, Switchboard Services, Security Services, Waste Management, Staff Accommodation, Patient Administrative Services, records management and registry. Ensure compliance with Healthy and Safety and Disaster Management requirements by all staff members. Develop and Implement policies. Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the institution. Analyse alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff. Oversee the provisioning of all hotel services provided by private companies to ensure compliance with service level agreement.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr TH Ndlovu Tel No: (034) 995 8500, ext. 5094 All applications should be forwarded to: Assistant Director: HRM Private Bag X322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46.
<u>NOTE</u>	:	NB: Sending applications using courier services is encouraged as we do not have the Post Office at Paulpietersburg 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 (Form Z83), which is obtainable at any Government Department or from the website (www.kznhealth.gov.za) issued by Minister of DPSSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification 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.
<u>CLOSING DATE</u>	:	25 August 2023

<u>POST 28/245</u>	:	<u>PHYSIOTHERAPIST REF NO: BETH 32/2023</u>
<u>SALARY</u>	:	Grade 1: R359 622 per annum, (all –inclusive package) Grade 2: R420 015 per annum, (all –inclusive package) Grade 3: R491 676 per annum, (all –inclusive package) 13 th Cheque, 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	:	Bethesda District Hospital, (KwaZulu - Natal)
	:	Grade 1: Grade 12 / Senior Certificate. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Grade 1: No experience required after registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist. Grade 2: A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Grade 3: A minimum of twenty (20) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Knowledge, Skills Training And Competencies Required: Good verbal and written communication skills. Good interpersonal skills. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skills for junior and students.
<u>DUTIES</u>	:	Initiate appropriate physiotherapy intervention programs for patients suffering from immobility. Assess and evaluate physical disabilities caused by neurological disorders, stroke, diseases or injuries. Bring wellness and mobility in physical disabilities caused by injuries, stroke or other neurological disorders through physiotherapy treatment programs. Handle pain and physical problems caused by illnesses, disabilities and injuries. Manage and treat patients with disabilities in home and community care. Collaborate with multidisciplinary teams to provide patient care and comfort. Maintain and update patient records and documents. Provide quality physiotherapist treatment to the highest possible levels. Consult and collaborate with consulting physicians and other medical professionals in providing physiotherapy treatment. Teach patients and their families about self-care treatment interventions.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr T.C Ngwenya Tel No: (035) 595 3106
	:	The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 28/246</u>	:	<u>DENTAL THERAPISTS REF NO: BETH 37/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R359 622 per annum, (all –inclusive package) Grade 2: R420 015 per annum, (all –inclusive package) Grade 3: R491 676 per annum, (all –inclusive package)

<u>CENTRE REQUIREMENTS</u>	: 13 th Cheque, 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements). Bethesda District Hospital, (KwaZulu - Natal) Grade 12 / Senior Certificate. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist. Current registration with the HPCSA as Dental Therapist. Grade 1: No experience required after registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist. Grade 2: A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Dental Therapist. Grade 3: A minimum of twenty (20) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Dental Therapist Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests.
<u>DUTIES</u>	: Communicate effectively with patients to obtain and evaluate their dental history and diagnose the condition. Scale and polish teeth. Carry out clinical examinations. Treat and restore deciduous teeth known as pupil therapy. Responsible for dental extractions. Take dental impressions and dental radiographs. Recognize, identify and interpret abnormalities and common pathology. Remove plaque and other coatings. Advise children and adults with special needs about their dental treatment. Motivate and educate individuals or groups of people to care for their oral hygiene and eat a healthy diet. Refer patients where necessary to other healthcare professionals. Record accurately patient's dental history and dental treatment plan.
<u>ENQUIRIES APPLICATIONS</u>	: Dr T.C Ngwenya Tel No: (035) 595 3106 The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.
<u>NOTE</u>	: The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
<u>CLOSING DATE</u>	: 25 August 2023
<u>POST 28/247</u>	: <u>OCCUPATIONAL THERAPIST REF NO: BETH 36/2023</u>
<u>SALARY</u>	: Grade 1: R359 622 per annum, (all –inclusive package) Grade 2: R420 015 per annum, (all –inclusive package) Grade 3: R491 676 per annum, (all –inclusive package) 13 th Cheque, 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	: Bethesda District Hospital, (KwaZulu - Natal) Grade 12 / National senior Certificate. Appropriate qualification that allows registration with HPCSA as an Occupational Therapist. Current registration with HPCSA as an occupational therapist. Grade 1: No experience. Grade 2: A minimum of 10 years appropriate / recognizable experience after registration as an Occupational Therapist with HPCSA. Grade 3: A minimum of 20 years appropriate / recognizable experience after registration as an Occupational Therapist with HPCSA. Knowledge, Skills Training and Competencies Required: Good interpersonal skills. Report writing skill. Knowledge of

	departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to resolve problems and apply analytical processes to patient care.
<u>DUTIES</u>	: Ensure high quality rehabilitation service. Prepare reports and monthly statistics as required by the service. Ensure all basic and necessary equipment and material needed for the department to run are ordered as per department needs. Attend all clinics as per departmental roster. Ensure proper implantation of treatment protocol and guidelines. Ensure department is well managed in terms of administrative and functionality. Assist in drafting departmental policies and protocols and also presenting it to the policy committee. Provide effective, comprehensive assessment, treatment and general Occupational Therapy service to all patients. Sound knowledge of physical and psychological assessment and management of patients.
<u>ENQUIRIES</u>	: Dr T.C Ngwenya Tel No: (035) 595 3106
<u>APPLICATIONS</u>	: The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.
<u>NOTE</u>	: The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
<u>CLOSING DATE</u>	: 25 August 2023
<u>POST 28/248</u>	: <u>RADIOGRAPHER REF NO: RAD DIAG/2/2023 (X4 POSTS)</u> Department: Diagnostic Imaging
<u>SALARY</u>	: Grade 1: R359 622 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements. Grade 2: R420 015 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements. Grade 3: R491 676 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
<u>CENTRE</u>	: Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent Practice). Experience: Grade 1: No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Current Community Service Radiographers can apply provided they will be offered the post on submission of proof of registration with HPCSA as Diagnostic Radiographers (independent Practice). One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it

is not required to perform community service as required in South Africa.
Grade 3: Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant Public Service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

DUTIES : Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.

ENQUIRIES : Mrs B V Mfeka Tel No: (031) 240 1950
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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 : 01 September 2023

POST 28/249 : **DISTRICT MENTOR COORDINATOR REF NO: UTHUK 24/2023**

SALARY : R359 517 per annum. Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Uthukela District Office

REQUIREMENTS : Grade 12/ Matric Certificate. A 3 year B Degree in Social Science or equivalent. Current Registration with the relevant council. 10 day Basic HIV Counselling Course Certificate that meets National Minimum Standards. A 10 day Mentorship Course Certificate that meets national minimum standards. A minimum of 5 years HIV/AIDS counselling experience. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department Recommendations Computer Certificate- Ms Office (Word, Excel, Outlook & PowerPoint) Knowledge, Skills, Training and

	Competencies Required: Strong communication and human relation skills. Presentation/education skills. report writing skills. Networking and liaison skills. Stress management skills. Decision making skills. Case management skills. Chairing of meetings skills.
<u>DUTIES</u>	: Co-ordinate the monitoring and evaluation of the quality of counselling service provided at public health facilities and market counselling services and the mentorship Programme. To assess the mentorship and support needs of District Lay Counsellors and District Site Mentors situated within the VCT, PMTCT, ARV, TB programmes, including non-medical and mobile sites. To manage and co-ordinate the identification and addressing of Site Mentor training and development needs, including skills updates. To ensure the effective integration of mentorship and support functions within District Health Institutions, in line with service integration principles by liaising and networking with other support programme. To serve an advisory function with regard to HIV and AIDS counselling service complaints and oversee establishment of support groups of people infected with and affected with HIV and AIDS. To manage and coordinate the establishment of Lay Counsellor support groups and provide mentorship where a site mentor is not available to do so. To support the District and Provincial offices in the collection and submission of complete and accurate mentorship Programme and clinical data and assist with relevant IEC material development.
<u>ENQUIRIES</u>	: Ms T.J. Mpembe Tel No: (036) 631 2202, ext. 102
<u>APPLICATIONS</u>	: All applications should be forwarded to: The Human Resource Manager, UThukela Health District Office, Private Bag X9958, Ladysmith, 3370 or Hand Deliver to: 32 Lyell Street, Ladysmith, 3370.
<u>FOR ATTENTION</u>	: Deputy Director: HRM
<u>CLOSING DATE</u>	: 25 August 2023
<u>POST 28/250</u>	: <u>SENIOR FINANCE MANAGEMENT OFFICER REF NO: MURCH 31/2023</u>
<u>SALARY</u>	: R359 517 per annum (Level 08). Other Benefits: 13 th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE</u>	: Murchison Hospital
<u>REQUIREMENTS</u>	: Senior Certificate / Matric grade 12 Degree/ Diploma in Finance Management / Cost and Management Accounting / Financial Accounting. 3-5 years' experience in Public Service within Finance and Supply Chain Management section. Proof of Previous and current work experience endorsed and stamped by Human Resource Department, only shortlisted candidates will submit Certificate of Service. Recommendations: Valid driver's license. Computer Literacy (Word, Excel, Outlook and Powerpoint). Knowledge, Skills, Training and Competencies Required: Practical knowledge of finance component – Revenue and Accounting. Knowledge of treasury regulations in respect of Supply Chain management, in-depth knowledge of budgeting control and financial management area of operation and associated process. Good organizational and planning skills and ability to make independent decisions. Knowledge and insight of the Public Service financial legislations, procedures and Treasury relations (PFMA, PSA, DORA, PSR, PPPFA and Financial manual). Knowledge of MS Office software applications. Good communication and interpersonal relations. Interpersonal and problem solving skills. Knowledge of basic financial operating system (PERSAL, BAS, LOGIS, VULINDLELA etc). Knowledge of Revenue Management services.
<u>DUTIES</u>	: Assist in compilation of budget for the institution and the submission associated with budget process. Authorise commitments, payments, debts, receipts and journals on BAS. Draw analyse and present financial reports. Manage suspense accounts and maintain debt files. Consolidate financial and SCM monthly and quarterly reports Identify risks and institute control measures to minimise financial risks in all departments. Monitor and assess finance component staff performance as per EPMDS requirements and organise relevant training in order to improve service delivery. Oversee the reconciliation of transactions (interface) on PERSAL with BAS. Ensure safeguarding of all face value documents. Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered. Ensure consolidation of CEO's Management Pack. Manage the functioning of Budget and Expenditure Control, Revenue and Supply Chain Management. Ensure proper management of all accounts received from OPD admitting, Medical Aid Schemes, including parking and boarding and lodging.

**ENQUIRIES
APPLICATIONS**

NOTE

CLOSING DATE

POST 28/251

SALARY

**CENTRE
REQUIREMENTS**

Ensure that Irregular, Fruitless, Wasteful and unauthorised expenditure are minimised. Carry out all responsibilities delegated by Assistant Director-Finance.

Mr M.I. Mpisi (Assistant Director-Finance) Tel No: (039) 687 7315/6, ext. 126
All applications should be forwarded to: Assistant Director: HRM, Murchison District Hospital, Private Bag X701, Port Shepstone, 4240 or be hand delivered at Murchison Hospital, Main Harding and Kokstad Road, Port Shepstone, Human Resources Office.

The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The 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. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 31/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome 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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

25 August 2023

SOCIAL WORKER GRADE 1, 2 & 3 REF NO: EGUM 26/2023 (X1 POST)

Grade 1: R294 411 per annum
Grade 2: R359 520 per annum
Grade 3: R432 348 per annum
Other Benefits: 13th cheque/service bonus, plus Home owners allowances

E.G. & Usher Memorial Hospital

Grade 1: Bachelor's degree in Social Work plus Current registration with South African Council of Social Services Profession (SACSSP) as a Social worker.
Grade 2: Bachelor's degree in Social Work, current registration with South African Council of Social Services Profession (SACSSP) as a Social worker plus Minimum of 10 years relevant experience after registration with HPCSA as a Social Worker.
Grade 3: Bachelor's degree in Social Work, current registration with South African Council of Social Services Profession (SACSSP) as a Social worker plus Minimum of 20 years relevant experience after registration with HPCSA as a Social Worker. Employee must meet prescribed requirements plus Medical Aid (Optional) Recommendation: A valid driver's license. One year as a Social Worker will be an added advantage. Knowledge, Skills, Training and Competence Required: Knowledge of the integration of the principles, values and ethics of social work in patient care. Knowledge and skills in all methods of Social Work. Knowledge of the National Health policy. Understanding of the hospital policy and procedures. Ability to work in within a multi – disciplinary team. Good communication and reporting skills. Ability to manage a workload effectively under Stressful conditions.

	Knowledge of problem solving, decision making and conflict management skills.
<u>DUTIES</u>	: Render individual or joint therapeutic counselling. Facilitates placements of abandoned children and adults. Advocate and mobilize resources within an outside the hospital. Participates and contribute during ward rounds. Keep up to date with theory and practice of all methods of social work and continuously engage in professional development initiatives. Comply with administration tasks such as letters and report writing, maintaining accurate and daily statistics. Conduct psycho social assessment of patients and their families. To participate as a team member in the HIV/AIDS programme. To conduct home visits. Assessments and counselling of patients and families in respect of various social problems, coping with disease and bereavement counselling.
<u>ENQUIRIES</u>	: Dr. N.G Mxhalisa Tel. No: (039) 797 8100
<u>APPLICATIONS</u>	: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
<u>FOR ATTENTION</u>	: Human Resource Department
<u>NOTE</u>	: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website job_applications-EgusherMemorialHospital.JobApp@kznhealth.gov.za , updated and fully detailed with experience Curriculum Vitae. In addition, only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome 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). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.
<u>CLOSING DATE</u>	: 25 August 2023 at 16h00 afternoon
<u>POST 28/252</u>	: <u>SOCIAL WORKER REF NO: CJMH16/2022 (X1 POST)</u>
<u>SALARY</u>	: R294 411 per annum. Other Benefits: 13 th Cheque and Medical Aid optional.
<u>CENTRE</u>	: Charles Johnson Memorial Hospital
<u>REQUIREMENTS</u>	: Senior certificate (Grade 12), BSW or Equivalent, Registration with the SACSSP as a Social Worker, only shortlisted candidate will submit SACSSP, Post community service, Valid driver's licence. Knowledge, Skills, Training and Competences Good verbal and written communication skills, Strong networking skills in dealing with local community and inpatients, Sound knowledge and clinical skills, Knowledge and understanding of Batho Pele, Good team building and problem solver, Good research and presentation skills, Knowledge of Government policies and legislation pertaining to social work practices and delivery.

<u>DUTIES</u>	:	Provision of quality patient centered care for all patients, Examine, investigate, diagnose and oversee the treatment of patients, Provide social worker related information to clinical staff as may be required, Participate in communicable health programme and ensure the relevant patient statistics are maintained to facilitate proper decision making, Undertake on going care of individual patients to allow for continuity of care, Maintain accurate health records in accordance with legal ethical consideration, train and guide staff and health associated professionals, Liase with emotional, social and physical aspects of disease, Provide preventive health intervention and measures to promote health.
<u>ENQUIRIES</u>	:	Dr TIW Khumalo Tel No: (034) 271 6400
<u>APPLICATIONS</u>	:	All application should be forwarded to: Human Resource Manager 92 Hlubi Street C. J. M. Hospital Nqutu, Private Bag X5503, Nqutu, 3135.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Directions to candidates: The following documents must be submitted: Only Z83 form and CV must be submitted, The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019, Faxed documents will not be accepted, NB Failure to comply with the above instructions with the above instructions will results in disqualification, Please note that if you are not contacted within three months of the closing date, your application is unsuccessful, Every shortlisted applicant will be advised of the outcome of their application in due course, Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints No S&T Or relocation costs will be paid for attending interviews.
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 28/253</u>	:	<u>HUMAN RESOURCE OFFICER SUPERVISOR REF NO: HRM 61/2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 – R334194 per annum. Plus Benefits - 13 th Cheque, Medical aid (optional), housing allowance (employee must meet prescribed conditions)
<u>CENTRE</u>	:	King Edward VIII Hospital Complex
<u>REQUIREMENTS</u>	:	Senior/Grade 12 certificate or equivalent, minimum of 3 to 5 years appropriate/recognizable experience in Human Resource Practices, PERSAL Certificates, Certificate of Service from previous and current employer Recommendation: Computer Literacy, Driver's license, Diploma/degree in Human Resource, Management/Public Management Knowledge, Skills, Training And Competencies Required: In depth knowledge of Public Service Policies, Acts and Regulations as they relate to HR Practices, Thorough in depth knowledge of the PERSAL system, Computer literacy in Microsoft Office applications in particular MS Word, Excel and Outlook, Planning, organizational and problem solving skills, Good interpersonal human relations, sound negotiation, team building and communication skills, Ability to train and develop staff on HR Procedures and policies, Ability to maintain a high level of confidentiality, Ability to multi task and work under pressure.
<u>DUTIES</u>	:	Immediate supervisor of the Human Resource Officers in the HR Practices component ensuring that a timeous and correct administrative service in respect of recruitment, exits, conditions of service and PERSAL Pay roll is provided for all staff employed by the hospital, which will include staff on the Joint Medical/Health establishment who are on Public Service conditions, Supervise and manage the day to day functioning of the HRO's and ensure that a high quality of service is being provide, Ensure the payment of all allowances and fringe benefits is done accurately, Responsible for leave matters and PILIR, Manage and maintain staff records on leave, personal, housing, IOD and department related matters. Both the electronic filing and manual filing of documents on these files needs to be kept up to date, Ensure the correctness of all PERSAL transactions and minimize risk. Check, approve and disapprove PERSAL transactions and Draw and analyze PERSAL reports, Supervise and check the processing of payments of exit benefits for the staff leaving the Public Service, Co-ordination of board and lodging, which includes the Employee Housing Committee, parking and requests for remunerated overtime, Co-ordination of commuted overtime, You will be responsible for Performance management, PMDS and supervision of staff in HR Practices, Responsible for the identification of training gaps within the area of functioning and ensure the implementation of in service training., Ensure that all salaries

	are updated when changes occur and all new policy directives are implemented timeously, Ensure tasks that need to be performed on an annual basis are co-ordinated and completed timeously eg. audit of leave files, session doctors renewal of appointment and update of salary, work permits, Ensure that required returns are submitted to Head Office.
<u>ENQUIRIES</u>	: Mr. G. Govender Tel No: (031) 360 3002
<u>APPLICATIONS</u>	: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or email to Lindokuhle.ngcobo2@kznhealth.gov.za Courier the applications to corner of Sidney and Rick Turner Roads, Umbilo, Durban
<u>NOTE</u>	: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process).
<u>CLOSING DATE</u>	: 25 August 2023
<u>POST 28/254</u>	: <u>FINANCE CLERK (SUPERVISOR) REF NO: EMP37/2023</u>
<u>SALARY</u>	: R294 321 – R343 815 per annum. Plus 13th Cheque, Home Owners Allowance (Employee must meet prescribed requirements), Medical aid (Optional)
<u>CENTRE</u>	: Queen Nandi Regional Hospital (Empangeni)
<u>REQUIREMENTS</u>	: An appropriate three (3) years National Diploma/Bachelor's Degree in Finance/Accounting/ Business administration. 3-5 years' Experience in Financial and Accounting Clerical Duties Recommendations: BAS training will be an added advantage, Valid drivers license. Computer Literacy (MS Word, MS Excel, MS Power-Point, MS Outlook - Computer Certificate will be an added advantage) Knowledge, Skills and Competencies Required: In depth knowledge of the Basic Accounting System Knowledge of Treasury instructions and PFMA. Knowledge of basic HR practices, Labour Relations, negotiations and dealing with conflict skills. Supervisory, communication and interpersonal skills. Good organizing, planning, problem solving and team building skills. Knowledge and understanding of Public Finance Service prescripts and policies. Display the ability to interpret BAS reports. Ability to work under pressure and meet required deadlines.
<u>DUTIES</u>	: Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Ability to direct a multi-disciplinary team, meet regularly to ensure good nursing care. Work effectively and amicably, at management level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services. Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate the required computer literacy to adequately manage information according to the requirements of the hospital. Able to plan, maintain and control the nursing services budget for the relevant units. Coordination of optimal, holistic specialized nursing care provided within set standards and

professional/legal framework. Supervision of personnel and programs using the standardized and prescribed audit tools. Participation in clinical audits morbidity and mortality. Involved in data verification using prescribed tool and source documents to ensure quality of data. Ensure reduction of morbidity and mortality in Neonatal Unit. Ensure availability and proper utilization of resources for smooth running of the unit. Participation in effective and efficient management of human, material resources. Demonstrate effective communication with patients, visitors, supervisors, and other health professionals and junior colleagues. Work as part of multi-disciplinary team at hospital level to ensure good nursing care by the nursing team. Work effectively at a supervisory level with persons of diverse intellectual. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the hospital adheres to principles of Batho Pele. Monitor and evaluate staff performance in terms of EPMDS. Promotion of team effort. Implementation and management of Infection control and prevention protocols. Play an active role in complaints management and reduce the number of complaints. Supervise and render financial accounting transactions. Overall control of the Revenue and accounting. Debt Management and suspense account. Participate actively in weekly cash flow meetings. Ensure compliance to departmental rules, regulations policies, acts e.g. PFMA etc. Provide the CEO and other managers with financial information that is accurate, concise, reliable and timely to facilitate effective decision making. Develop, implement and monitor measures to optimize revenue collection. Analyze audit, interpret and consolidate financial data for the financial year. Submission of general ledger accounts to Head Office. Verify and authorize BAS transactions captured. Ensure the implementation of EPMDS and ensure the effective utilization of resources. Monitor and train and develop all staff under sphere of control. Ensure control protocols are in place to combat fraud and corruption. Ensure timely submission of Monthly/Quarterly/Annual Reports. Ensure the petty cash is utilized and monitored according to financial policies and procedures. Guide and assist heads of sections and line managers to manage and control expenditure within allocated budget. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets.

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

- : Mr DN Luthuli Tel No: (035) 907 7050
- : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
- : Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 9077011
- : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determine by the KZN Department of Health. 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). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully

advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.

<u>CLOSING DATE</u>	:	31 August 2023
<u>POST 28/255</u>	:	<u>FINANCE CLERK SUPERVISOR REF NO: OTH CHC 27/2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum. Other Benefits: 13 th cheque, 12% rural allowance, medical aid (optional), Home owners Allowance (Employee must meet prescribed Requirements)
<u>CENTRE</u>	:	Othobothini Community Health Centre
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12). Computer Literacy. A minimum of three to five years (3-5) in Public Finance 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. Knowledge, Skills, Training and Competencies Required: Knowledge of PFMA. Treasury Regulations and practice Notes. Management and Organizational Skills. Sound communication knowledge of current health and public service legislation, regulations and policies. Computer Literacy: MS Applications (Word, Excel/ Outlook). Planning, organizing and report writing skills. Good interpersonal relations, Conflict management and problem solving skills.
<u>DUTIES</u>	:	Provide effective and efficient expenditure management. Monitor expenditure performance and prepares cash flow projections. Responsible for authorization of payments, debts, journal and receipts on BAS transactions. Management and processing of accruals and commitments. Ensure that payments are processed within 30 days of receipt of invoice. Draw expenditure reports and analyse expenditure trends. Implement sound financial management controls to ensure that the hospital remains within its cash flow budget. Prepare and submit outstanding payments scheduled monthly. Correction of incorrect expenditure. Render budget support services to AD: finance. Ensure compilation of CEO pack. Link and interpret financials and non-financial performance for institution. Ensure segregation of duties amongst subordinates. Prepare and submit monthly vouchers to Head Office Voucher control. Supervise and assess staff as the EPMDS policy. Verify all financial transactions captured. Clearing of suspense account and maintain debt files. Record debtors and creditors. Compile journals and verify the compilation of journals Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of Revenues. Monitor Petty cash and re-imburement of Petty cash. Verify and process the processing of electronic banking transactions. Supervise the receipt and capturing of cash payments.
<u>ENQUIRIES</u>	:	Ms. N.P Dube Tel No: (035) 572 9002
<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Curriculum Vitae (CV). Only shortlisted candidates will submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African Males are most welcome to apply.
<u>CLOSING DATE</u>	:	25 August 2023

DEPARTMENT OF TRANSPORT

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 25 August 2023 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.gov.za/documents). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialled and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed comprehensive CV. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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-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 the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 28/256** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: P 03/2023**
- SALARY** : R1 162 200 per annum, (all Inclusive, flexible remuneration package)
- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
- REQUIREMENTS** : An undergraduate qualification in a Finance or Accounting field (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a

middle/senior managerial level in a financial management environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the financial prescripts of the Public Finance Management Act and Treasury Regulations. Knowledge of advanced financial and analytical methodologies. Knowledge of the financial management information systems in the Province. Knowledge of the Labour Relations Act. Knowledge of computer-based information systems. Project management skills – provide financial information for planning and decision making by studying past, present and anticipated financial conditions and recommending courses of action. Communication skills – prepare reports required in terms of Public Service statutory framework by collecting, formatting and explaining information. Effective communication, negotiation and influencing skills. Functional ability – maintaining accounting controls, reconciling financial discrepancies, preparing financial reports, maintaining financial security, guiding staff, answering accounting procedure inquiries. Skills in coaching and developing people – ensure that staff are trained in financial practices and procedures. Improve senior management financial knowledge. Computer literacy. The ideal candidate should be a quick thinker – provide financial information for planning and decision making and recommending courses of action where tight deadlines apply. He / she should also be an innovative thinker, problem solver and a team player – contribute to team effort by accomplishing results as needed.

DUTIES

: Manage departmental financial system and user configuration. Implement and maintain system policies from National and Provincial Treasury. Ensure improved Financial Accounting, i.e. develop, implement, maintain and coordinate accounting policies, reports, procedures and practices compliant with Generally Recognised Accounting Practices and in line with Modified Cash Standards. Ensure efficient management of departmental Bookkeeping and Accounting services and reporting thereof. Produce departmental financial reports, Annual Financial Statements and Interim Financial Statements. Facilitate improved financial management, i.e. develop, implement and co-ordinate accounting policies, procedures and practices compliant with generally recognised accounting practices. Co-ordinate the compilation of risk assessment and fraud prevention plans and the carrying out of compliance inspections to promote accountable financial administration.

ENQUIRIES FOR ATTENTION NOTE

: Mr T Nkosi Tel No: (033) 355 8792
:
: Mr C McDougall
:
: It is the intention of this Department to consider equity targets when filling this position.

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 positions as it appears below.

<u>APPLICATIONS</u>	:	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) Registry Office (First floor).
<u>CLOSING DATE</u>	:	25 August 2023
<u>NOTE</u>	:	Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae only (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted. SMS candidates are 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 SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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 above posts 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 also be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirements will result in the applicants being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. 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 . The Department reserves the right to make an appointment in respect of the advertised post.

MANAGEMENT ECHELON

<u>POST 28/257</u>	:	<u>DEPUTY DIRECTOR-GENERAL: INTERGRATED SUSTAINABLE HUMAN SETTLEMENTS REF NO: COGHSTA 01/23</u> Branch: ISHS
<u>SALARY</u>	:	R1 663 581 per annum (Level 15), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) and a post graduate qualification in Build Environment (NQF level 8) as recognized by SAQA. Minimum 8-10 Years of experience at a senior managerial level, Professional registration will be an added advantage and Valid driver's license (with exception of person with disability). Core And Process Competencies: Expert knowledge of operation, project and programme management with an ability to implement programmes and projects timeously; Knowledge of Development Planning

		principles; Sound and in-depth knowledge of the Housing Legislative Framework, prescripts, policies, and practices relevant to the human settlements Sector, application of the legislative framework governing the public service, e.g. Public Service Act, Housing Act no 107 of 1997, Town Planning and Township Ordinance 15 of 1986, Development and Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBRC Act), National Building Regulation and Standard Act of 1997. Skills & Knowledge: Advanced Strategic Planning; Project and programme management; Financial Management; Change Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication (written and verbal) and negotiation skills; Policy Formulation; Research and Computer Utilization.
<u>DUTIES</u>	:	Provide leadership and oversight on human settlement programs performance and technical services; Develop strategies to accelerate housing delivery in the Province; Oversee and ensure human settlements planning, delivery, performance and stakeholder management. Render human settlements administration services and manage state owned immovable assets. Provide leadership and oversight on development of a framework to direct the development of credible business plans for human settlements.
<u>ENQUIRIES</u>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225
<u>POST 28/258</u>	:	<u>CHIEF DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT REF NO: COGHSTA 02/23</u> Branch: ISHS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 371 558 per annum (Level 14), (all-inclusive salary package)
	:	Polokwane
	:	An undergraduate qualification (NQF Level 7) in Build Environment as recognized by SAQA. Minimum 5 Years of experience at a senior managerial level and Valid driver's license (with exception of person with disability). Core And Process Competencies: Proven experience in both project and programme management and evaluation. Sound and in-depth knowledge of the Housing Legislative Framework, prescripts, policies, and practices relevant to the human settlements Sector, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations Act, PFMA, Housing Act no 107 of 1997, Town Planning and Township Ordinance 15 of 1986, Development and Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBRC Act), National Building Regulation and Standard Act of 1997. Skills & Knowledge: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Policy Formulation; Research and Computer Utilization.
<u>DUTIES</u>	:	Manage Planning and Implementation of all Human Settlements and Housing Programmes which includes amongst others Rural Housing, Enhanced People's housing Process, Community Residential Units, Emergency and Disaster housing, Social Housing, Farmworker housing, Financed Linked Subsidy Programme, Engineering bulk and reticulation infrastructure and Eradication of Asbestos programme; Ensure compliance with all built environment and Housing legislative frameworks which include amongst others Building Regulations, National Environmental Management Act(NEMA),Housing Consumers Protection Measures Act and DoRA, Facilitate responses to queries from SCOPA, AGSA and other stakeholders; Manage resources (financial, human and physical).
<u>ENQUIRIES</u>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225
<u>POST 28/259</u>	:	<u>CHIEF DIRECTOR: HUMAN SETTLEMENT ADMINISTRATION AND PROPERTY MANAGEMENT REF NO: COGHSTA 03/23</u> Branch: ISHS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 371 558 per annum (Level 14), (all-inclusive salary package)
	:	Polokwane
	:	An undergraduate qualification in Built Environment or Property Management/ Property Studies/Public Management (NQF Level 7) as recognized by SAQA. Minimum 5 Years of experience at a senior managerial level and Valid driver's

	license (with exception of person with disability). 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, etc Skills And Knowledge: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication and Negotiation skills; Policy Formulation; Research and Computer Utilization.
<u>DUTIES</u>	: Manage Human Settlement subsidy administration; Manage Human Settlements contracts; Provide secretariat to Human Settlement statutory bodies; Provide property management and policy development services. Develop an immovable asset management plan. Provide property research and immovable asset management support; Manage debtors control system and township registers; ensure effective and efficient lease agreement management and property disposal; Oversee the effective management of assets register; Manage resources (Financial, human and physical).
<u>ENQUIRIES</u>	: Mr. Monkoe Mphodi Tel No: (015) 294 2223

OTHER POSTS

<u>POST 28/260</u>	: <u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: COGHSTA 25/22</u> Branch: Financial Management Services
<u>SALARY</u>	: R811 560 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	: Polokwane
<u>REQUIREMENTS</u>	: An undergraduate qualification in Accounting, Financial Management, Supply Chain Management (NQF 6) as recognized SAQA; A minimum of 3 years' experience in a Supply Chain Management or Contract Management. Valid South African driver's license (with exception of person with disability). 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.
<u>DUTIES</u>	: 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 timely review of contracts variations. 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 prepare 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.
<u>ENQUIRIES</u>	: Ms. Mokhomole Makgano Tel No: (015) 294 2270

<u>POST 28/261</u>	:	<u>DRIVERS (CONTRACT LINKED TO TERM OF OFFICE FOR CHAIRPERSON & DEPUTY CHAIRPERSON) (SECRETARIAT HOUSE OF TRADITIONAL LEADERS REF NO: COGHSTA 05/23 (X2 POSTS))</u> Branch: Traditional Affairs
<u>SALARY</u>	:	R171 537 per annum (Level 04)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Grade 10. Valid driver's license. Minimum of 1-2 years proven experience as a Driver. Availability to occasionally take weekend and night shifts. A polite and professional disposition. Core And Process Competencies: Skills & Knowledge: Understanding of Security operations and procedures; Able to exercise good judgement and decision making; A high level of discretion, commitment and reliability; A flexible attitude, good judgement and the ability to work effectively as part of a team; Skills in: Good Communication, Excellent punctuality and time management.
<u>DUTIES</u>	:	Transport the Chairperson & Deputy Chairperson daily to their desired official engagements. Collect and deliver documents for the Chairperson & Deputy Chairperson; Maintaining the vehicle safe and clean; Render ad-hoc general support function in the office of the Chairperson & Deputy Chairperson; Keeping track of mileage, fuel, and toll expenses; Maintain knowledge on the policies and procedures that applies in the work environment.
<u>ENQUIRIES</u>	:	Ms Monyela Hlokomoni Tel No: (015) 294 2073/Ms Masha Raisebe Tel No: (015) 294 2068

DEPARTMENT OF SPORT, ARTS AND CULTURE

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Send Your application quoting the relevant reference number, position, and management area on the new Z83 to: Director: Human Resource Management, Department of Sport, Arts and Culture, Private Bag X9549, Polokwane, 0700 or Hand delivered at 21 Rabe Street, Polokwane.
<u>CLOSING DATE</u>	:	25 August 2023 at 13h00.
<u>NOTE</u>	:	Applications must be submitted on the prescribed new Z.83 form of the Public Service Act only, (i.e., application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. The contents of this Circular will also be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za , and www.dpsa.gov.za Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to submit proof of SAQA verifications WHEN shortlisted. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture as per attached "Annexure A". Women and People with Disabilities are encouraged to apply. Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the new Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the

information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Department reserves the right not to make any appointment(s) to the posts advertised. A specific reference number for the post applied for must be quoted in the space provided on new Z83 form. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (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. Applications which are forwarded / submitted to the wrong address will not be considered. All shortlisted candidates for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Program as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training program which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme Short-listed candidates will be subjected to a security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.

MANAGEMENT ECHELON

<u>POST 28/262</u>	:	<u>DIRECTOR: DISTRICT COORDINATION REF NO: DSAC 2023/01 (X3 POSTS)</u>
<u>SALARY</u>	:	R1 162 200 per annum, (all-inclusive remuneration package of which 30% may be structured according to the individual's needs.
<u>CENTRE</u>	:	Sekhukhune District Office Waterberg District office Capricorn District office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by South Africa Qualification Authority (SAQA). Five (5) years' experiences at (MMS) Middle Management Services level. Experience in the relevant field will be an added advantage. Experience in working in the sport, arts and culture environment will be an added advantage. A valid driver's license (except for persons with disability. core and process Competencies. Strategic Capability and Leadership Good Communication skills. People Management and Empowerment Programme, Project management, Financial Management, Strategic Planning, Change Management Knowledge Management, Service Delivery Innovation, Policy analysis and development, Leadership skills. Analytical skills, Change and knowledge management. Planning and organization skills, Problem Solving Problem solving and analysis, Client Orientation and Customer focus, Communication. Planning & organizing, Time Management, Team player, Report writing skills, Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills. knowledge and skills: Sound understanding of the Public Service System. Knowledge and understanding of the legislative framework governing the Public Service. Extensive knowledge and understanding of Public Service Policies and procedures. Knowledge of Financial Management. Knowledge of Project Management. Basic knowledge of Microsoft Office Applications. Interpersonal skills, Written and verbal communication skills, sense of urgency, Attention to details, Conflict management, Analytical skills.

DUTIES

: Provide leadership and strategic direction in the division. Establish strategic direction of the district and ensure alignment with its business plans. Align individual performance to the strategic business objectives as outlined in the Component's balance scorecard. Implement and report on strategic frameworks in the area of functional responsibility. Monitor the attainability & sustainability of performance standards as per departmental objectives. Oversee the development of divisional Operational Plans in the districts. Manage the implementation of policies & procedures related to the functioning of the district. Facilitate and ensure an overall system for implementation and monitoring of departmental services within the district. Promote an integrated service delivery system and ensure that service delivery is in line with the strategic objectives of the department. Participate in the development and revision of internal policies and procedures. Ensure promotion of programs in line with national and provincial strategies. Overall management, monitoring and evaluation of the provision of departmental services in the district. Manage the performance of the district in line with applicable mandates and laid down standards and norms. Devise an appropriate monitoring mechanism to promote effective use of resources. Analyse trends and weaknesses associated with service delivery at community level and develop a service delivery improvement plan. formulate and manage the district's budget against its strategic objectives. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by projecting, monitoring & reporting expenditure. Ensure that spending is maximized in line with strategic objectives and the relevant prescripts. manage and utilise human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of employees. Ensure capacity and development of Archivists. Enhance and maintain employee motivation and cultivate a culture of performance management. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Manage discipline.

ENQUIRIES

: Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

OTHER POSTS**POST 28/263**

: **DEPUTY DIRECTOR: INTERNAL CONTROL & COMPLIANCE REF NO: DSAC 2023/02**

SALARY

: R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

: Head Office

REQUIREMENTS

: An undergraduate qualification (NQF level 7)) as recognised by SAQA. An undergraduate qualification (NQF level 7) as recognised by SAQA in Accounting/Risk Management/Auditing. Three (3) years' experiences at Assistant Director level. Five (5) years' experiences in Finance / Auditing environment. A valid driver's license (except for persons with disabilities). Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation Knowledge of PFMA, Risk Management, project management, revenue and expenditure, assets and liability management, public service policies. Must have computer skills, communication skills, negotiation skills and ability to work under pressure and ability to work with the team.

DUTIES

: Monitor compliance regarding rules and regulations, conducting of compliance audits. Checking expenditure payment vouchers, revenue collection and payrolls for compliance. Conduct inspection on assets management and stores. Utilization of previous audit management letters as guidance for non-compliances to do the auditing. Report on the audit findings. Conducting special audits. Ensure that attributes of accounting system are in place. Develop and coordinate the delivery of plans to put compliance activities where it is otherwise absent. Coordinate internal and external audit management letters. Distribution of information to relevant units. Ensure that responses are provided on time. Assist the unit in responding to the queries. Facilitate the responses between the Auditors and the Department. Ensure that the draft repost from the auditors is responded to on time. Facilitate the meeting

between the auditors and the relevant units. Conduct follow up on non-responding to the queries. Coordinate and support the operation of both auditor general and internal audit. Monitor implementation of scope resolutions. Forwarding of SCOPA resolutions to the units concerned for responses. Call a meeting to discuss the responses before forwarding them to the legislature. Ensure that relevant attachments are forwarded with the report. Compile a monthly report on progress on the resolutions. Await a request on progress from the legislature. Manage investigation of all fraud and corruption cases. Develop the fraud prevention plan for the department. Ensure registration of all department of incidents of fraud and corruption with statistics and status of each. Coordinate and manage the development of a fraud and corruption information data base to support investigation. Investigate and follow up on detected high profile irregularities. Conduct fraud risk assessment to profile the department. Develop and monitor adherence to anti-fraud corruption system, policies, and standard operating procedure. Provide advisory services on fraud prevention strategies, risks, and fraud response plan. Testify in criminal and disciplinary proceedings. Laisse and ensure registration of criminal cases with south African laws agencies. Manage investigative plans, plans and procedure, finding and recommendations. Provide report to oversight structure. Monitor implementation of recommendations provided by oversight structures. management of human and financial capital in the division. Manage the performance and development of employees within the division. Develop, implement, and monitor services standards and operational plans. Develop, review, and ensure compliance to applicable policies and strategies. Conduct budget planning and monitor utilization in accordance with applicable prescripts. Proper management and accountability for assets of the division. motivate and inspire employees to attain organizational objectives. Manage and control the annual operational budget.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

POST 28/264 : **DEPUTY DIRECTOR: HOD'S OFFICE REF NO: DSAC 2023/03**

SALARY : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration/ Development Studies / Administration or equivalent will be an added advantage. Three (3) years' experience Assistant Director level. Five (5) years' experiences in Admin environment and management of programmes. A valid driver's license (except for persons with disabilities). Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation. Communication skills. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Knowledge in strategic planning and frameworks. Multilateral economic agreements. Research, growth, and development strategies. General knowledge Project Management. Advanced computer skills. Planning and Organising Financial Management, Communication skills, Report writing skills, Advance Human Resource management, Facilitation, Budgeting, Research and Planning.

DUTIES : To provide operational management support services to the Head of the Department. To Manage the administrative and coordination activities within the office of the HOD for decision. Processing of documents dealing with ongoing internal operations of the department. Ensure implementation of HOD Forum resolutions and report on progress. Management and allocation of strategic correspondence received by the department and tasking relevant officials to deal with them. Coordination of strategic decisions from various internal and external forums including meetings chaired by the HOD. Ensure effective coordination on the implementation of decisions from all decisions making forum. Liaise with Office of the MEC, Clusters, Portfolio Committee, and other oversight bodies. Arrange and organize the HoD's yearly program and coordinate the following meetings: Cluster committee meeting, Attendance of HoD meetings; departmental Executive Management meetings; General Management Meetings; and meetings with external stakeholders. Provide

secretarial services during meetings with executive management, senior management, and cluster champions. Manage and utilize the components' resources in accordance with relevant directives and legislations. Manage performance of employees within the division. Motivate and inspire employees to attain organizational objectives. Ensure capacity and development of staff. Develop and review the division's plans. Develop, implement, and monitor service standards and operational plans. Evaluate and monitor performance and appraisal of employees. Develop, review, and ensure compliance to applicable policies and prescripts. Conduct budget planning and ensure proper utilization of resources in accordance with applicable prescripts. Ensure proper management and accountability for assets of the division.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

POST 28/265 : **DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: DSAC 2023/04**

SALARY : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by the South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 7) SCM, Accounting, Financial Management or equivalent as recognized by SAQA. Three (3) to five (5) years relevant experience of which three years must be at junior management / Assistant Director level in SCM: Demand Management. A valid driver's license (except for persons with disabilities). Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation. Communication skills. Knowledge of the PFMA, PPPFA, Treasury Regulations, SCM Principles and other relevant legislative frameworks governing the Public Service. Computer literacy, Project Management, reporting skills, Good Managerial skills, Strategic Thinking, applying technology, Budgeting and Financial Management, Communication skills Information Management, Citizen focus and responsive, Interpersonal skills, Planning and Organising, Problem-solving, Decision-making Ability to work under pressure and High level of ethics.

DUTIES : Manage the functional operation of the Sub directorate: Supply Chain Demand Management. Design and develop demand management policies processes and procedures. Perform strategic and annual supply chain demand management planning. Monitor and review the demand management activities. Develop and obtain approval for the procurement management plan. Determine whether specifications should contain any special conditions. Compile tender/quotation specifications as required. Determine whether specification for the relevant commodity exists, if not oversee the collection and collect information and compile specification/terms of reference. Ensure alignment of needs with available budget as well as monitor and report on spending patterns. Manage a supplier database Conduct in-depth analysis of expenditure, industry, and commodity, Compile and publish request for proposals where required. Promote correct implementation and sound demand management practices. Inform, guide and advice departmental employees on demand management matters to Demand Management. Liaise with programme managers on demand planning and matters relating to Demand Management. Manage the Sub Directorate: Supply Chain Demand Management and undertake all administrative functions required about financial and HR administration. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. 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. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

<u>POST 28/266</u>	:	<u>ASSISTANT DIRECTOR: ARTS AND CULTURE REF NO: DSAC 2023/05</u>
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Sekhukhune District
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 6) as recognized by SAQA in Arts/Social Science will be an added advantage. (2) to (3) years relevant experience in Arts and culture at lower management post (level 7/8). A valid driver's license (except for persons with disabilities). Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation. Communication skills. Sound and in-depth knowledge of relevant Arts and Cultural prescripts and all relevant legislative frameworks that govern the public service. Project Management, Advanced computer skills, Planning and Organising, Financial management, Communication skills, Report writing skills, Advanced human resource management, facilitation, Budgeting, Research.
<u>DUTIES</u>	:	Facilitate the development of visual and performing Arts in the District, Implement and maintain policies related to visual and performing, Render professional advice to all relevant stakeholders on visual and performing arts activities, Establish and maintain visual arts committees in the province, Provide support, including but not limited to financial support, to any person or institutions needing assistance, Organize regular trainings and create marketing platforms to ensure sustainability of the industry. Facilitate the development and promoting of emerging Artists as well as monitor projects related to visual and performing arts, Facilitate the development and distribution of local film and video, supervise employees to ensure an effective visual and performing arts service. manage the development of database for visual artist and crafters, identify potential artists through competitions, auditions and selections, identify and monitor visual and performing arts project. nurture emerging artists, promote artists through festivals, exhibitions and cultural exchange program, provide opportunities to previously disadvantaged communities, identify and nurture talent in film and video, promote the use of local content on television, develop and implement a marketing plan for film and video, implement and maintain film and video policies and procedures, General supervision of employees, allocate duties and do quality control of the work delivered by supervisors, manage performance, conduct and discipline of supervisees, develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350
<u>POST 28/267</u>	:	<u>ASSISTANT DIRECTOR: ASSETS MANAGEMENT REF NO: DSAC 2023/06</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by the South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting or Financial Management will be an added advantage. (2) to (3) years relevant experience in SCM: Assets Management at lower management post (level 7/8). A valid driver's license (except for persons with disabilities). Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation. Communication skills. Knowledge of the PFMA, PPPFA, Treasury Regulations, SCM Principles and other relevant legislative frameworks governing the Public Service. Computer literacy, Project Management, reporting skills, Good Managerial skills, applying technology, Budgeting and Financial Management, Communication skills, Information Management Citizen focus and responsive, Interpersonal skills, Planning and Organising, Problem solving and Decision making and Ability to work under pressure.
<u>DUTIES</u>	:	Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Ensure receipt of all moveable assets. Perform quantity and quality control. Allocate inventory and bar code to assets. Capture asset information in the relevant registers. Monitor

and review the allocation of assets to asset holders. Ensure allocation of assets according to furniture and equipment policy and procedures of the department. Capture asset information on the inventory list (room list) of the asset holder. Issue asset and inventory list (room list) list to asset holder. Ensure delivery of assets to asset holders. Ensure approval of the moveable asset register. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitoring assets for compliance with asset control prescripts. Monitoring assets for physical condition, utilization functionality and financial performance. Monitoring the performance of asset verification according to prescribed time frames. Compile reports on the state of assets. Promote correct implementation of sound asset management practices by informing guiding and advising departmental employees on asset management matters; and contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. This would, inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement, and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

POST 28/268 : **LIBRARIAN REF NO: DSAC 2023/07**

SALARY : R294 321 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 as recognized by SAQA. Qualification in library and Information Studies/Science from an accredited institution of higher learning. Two (2) years of Experience in the library environment. A valid driver's license (except for persons with disabilities). Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Inform users of special library collection, display library material during/departmental events, compile bibliographies, conduct orientation on library utilization. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day today library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Capture newly acquired library material on the system. Analyze and sort library material according to the applicable library system, Maintain online authority file. Perform necessary library administrative tasks. Handle interlibrary loans, attend reference queries, trace bibliographic records, collect and records publications and corrigenda, monitor the circulation of library resources, Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

<u>POST 28/269</u>	:	<u>HUMAN RESOURCE PRACTITIONER: (ORGANIZATIONAL DEVELOPMENT AND HUMAN RESOURCE PLANNING) REF NO: DSAC 2023/08 2023/08</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 06 as recognized by SAQA. Qualification in Human Resources Management or Public Management / Administration from a recognized institution of higher education will be an added advantage. Two (2) years of Experience in Human Resource Management (Organizational Development and Human Resource Planning). A valid Driver's License (except for persons with disabilities). PERSAL Certificates/Results. 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, Basic Condition of Employment Act, Labour Relations Act, Employment Equity Act (EEA), Batho Pele Principles, Skills Development Act, HR Related systems etc. Negotiation skills, presentation skills, People management skills, Time management, Communication, both formal, and informal. Project management, Financial Management, PERSAL, Computer and Organizing and planning.
<u>DUTIES</u>	:	Ensure effective capturing of the Organisational Structure on the PERSAL System. Facilitate the development and Implementation of Employment Equity Plan, Facilitate the Development, and Implementation of Human Resource Plan. Provide personnel costing service (Head Count). Prepare statistical reports on Human Resource Administration issues. Liaise with customers and stakeholders on HR matters.
<u>ENQUIRIES</u>	:	Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350
<u>POST 28/270</u>	:	<u>ADMINISTRATION OFFICER REF NO: DSAC 2023/09</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Vhembe District Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Minimum of two (2) years' experience in Admin. A valid driver's license (except for persons with disabilities). People Management. Time Management. Policy analysis. Communication skills. Change Management. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Computer Literacy.
<u>DUTIES</u>	:	Render transport administration services in the district. Issuing of vehicle as per need on of approved itinerary. Manage vehicle control register. Conduct inspection of government vehicle are closed, and log sheet are submitted to head office monthly. Facilitate government vehicles services and repairs. Ensure vehicle are taken to government garage for inspection. Ensure that accidents are reported to police station and submit accidents reports to head office. Render office services and administration support. Provide secretariat services for the district. Render telecommunication services. Maintain leave and attendance registers. Monitor cleaning and maintenance services. Render OHS services in the district. Conduct ohs inspections and submit report to head office. Identify potential hazard and major incidents. Render logistics management services. Consolidate stationery and cleaning material request and submit SLD to head office, issue stock to officials in the district and maintain stock registers. Render records management services. Maintain records management filling system, ensure safe keeping of records, and manage records registers.
<u>ENQUIRIES</u>	:	Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350
<u>POST 28/271</u>	:	<u>PERSONAL AIDE REF NO: DSAC 2023/10</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 06) as recognized by the South African Qualifications Authority (SAQA). Must have English (communication at

		level 3) must have Knowledge of working with blind people. Office Administration Certificate will be an added advantage, A minimum of 1 to 2 years' experience in working with blind people. sign language will be an added advantage. A valid driver's license (except for persons with disabilities). People Management. Time Management. Change Management. Project Management. Knowledge and Change Management. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Computer Literacy.
<u>DUTIES</u>	:	Provide Disability Support. Provide driver and messenger service to a disabled person, Read printed documents to a disabled person when required, ensure logistical support during attendance of meetings and workshops to be attended by the disabled person, manage travel documentation when accompanying a disabled person, provide administrative support to the disabled person, manage calendar and correspondence, Facilitate the preparation and dissemination of memos, receive information in various forms and determine the appropriate method of processing. Render general and technical support in planning and implementation of projects / programs. Coordinate meetings monthly to committees and forums. Compile monthly and quarterly reports. Take minutes and manage the register, participate in meetings. Provide General administration services. Develop database of relevant stakeholders within the unit and distribute information. Keep all the records and file them according to the departmental file plan, Update the collected information, Liaise with relevant stakeholders daily.
<u>ENQUIRIES</u>	:	Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350
<u>POST 28/272</u>	:	<u>HERITAGE PRACTITIONER REF NO: DSAC 2023/11</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Schoemansdal Museum: Vhembe District
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Must have a qualification in Heritage and Culture Science, Social Science, or equivalent qualification. Minimum of two (2) years' experience within the environment. A valid driver's license (except for persons with disabilities).
<u>DUTIES</u>	:	Manage and maintain traditional museum structure and facilities. Render day to day management and administration function of the museum. provide guidance and directive to staff involved in the museum and heritage services. Manage all museum assets, update office inventory registers, livestock, and assets verifications. Manage museum collection and archaeological storerooms. Conducting research on the new museum objects acquired. Develop a register for all archaeological artefacts. Market the museum through exhibitions. Ensure museum participate in exhibitions during departmental events, shows, festivals etc. Support identification of and preservation of museum and heritage resources in communities. Manage museum collections.
<u>ENQUIRIES</u>	:	Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350
<u>POST 28/273</u>	:	<u>LIBRARIAN REF NO: DSAC 2023/12 (X100 POSTS)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Vhembe District (X19 Posts) Thulamela (X1 Post) Saseleman (X1 Post) Musina-Nancefield (X1 Post) Mutale (X1 Post) Tshitale (X1 Post) Makahlule (X1 Post) Masisi (X1 Post) Litshovhu (X1 Post) Ntsako-Matsakali (X1 Post) Vuwani (X1 Post) Vhembe District (X3 Posts) Musina (X1 Post) Nzhelele (X1 Post)

Khubvi/Murongwe (X1 Post)
 Olifantshoek (X1 Post)
 Mukondeni (X1 Post)
 Ha Masia (X1 Post)
 Waterberg District (X21 Posts)
 Modimolle (X1 Post)
 Roedtan (X2 Posts)
 Rapotokwane (X1 Post)
 Regorogile/Rooiberg (X1 Post)
 Shongoane (X1 Post)
 Bakgoma (X1 Post)
 Mookgopong Township (X1 Post)
 Mookgopong Town (X1 Post)
 Vaalwater (X1 Post)
 Mahlabathini (X2 Posts)
 Bela Bela Town (X1 Post)
 Northam (X1 Post)
 Waterberg (X3 Posts)
 Bele Bela Township (X1 Post)
 Thabazimbi (X1 Post)
 Mahwelereng (X1 Post)
 Phagameng (X1 Post)
 Mopani District (X28 Posts)
Tzaneen:
 Tzaneen District Library (X2 Posts)
 Letsitele (X1 Post)
 Shiluvane (X1 Post)
 Mulati (X1 Post)
 Haenertsburg (X1 Post)
 Runnymede (X1 Post)
 Motupa (X1 Post)
 Modjadjiskloof (X1 Post)
 Kgapane (X1 Post)
 Soetfontein (X1 Post)
 Maphalle (X1 Post)
 Sekgopo (X1 Post)
 Mokwakwaila (X1 Post)
 Hoedspruit (X1 Post)
 Mets (X1 Post)
 Drakensig (X1 Post)
Giyani:
 Xihlovo (X1 Post)
 Rixile (X1 Post)
 Muyexe (X1 Post)
 Phalaborwa (X1 Post)
 Makhuva (X1 Post)
 Selwane (X1 Post)
 Zamani-Nkuri (X1 Post)
 Gravelote (X1 Post)
 Leboneng (X1 Post)
 Mavalani (X1 Post)
 Giyani District Library (X1 Post)
 Sekhukhune District (X13 Posts)
 Vlakfontein (X1 Post)
 Sekhukhune District (X2 Posts)
 Groblersdal (X1 Post)
 Mapodile (X1 Post)
 Ga- Phaahla (X1 Post)
 Phatantswane (X1 Post)
 Ohrigstad (X1 Post)
 Phokwane (X1 Post)
 Fetakgomo (X1 Post)
 Marble Hall (X1 Post)
 Rossenekal (1 Post)
 Jane Furse (1 Post)
Capricorn District: (X19 Posts)
 Mogwadi (X1 Post)

	Capricorn District (X3 Posts)
	Alldays (X1 Post)
	Seleteng (X1 Post)
	Molepo (X1 Post)
	Morebeng (1 Post)
	Matlala (X1 Post)
	Lebowagomo (X1 Post)
	Eldorado (X2 Posts)
	Fedile (X1 Post)
	Ramokgopa (X1 Post)
	Moletjie (X1 Post)
	Seshego (X1 Post)
	Polokwane (X1 Post)
	Mankweng (X1 Post)
	Nirvana (X1 Post)
<u>REQUIREMENTS</u>	: An undergraduate qualification NQF level 6 as recognized by SAQA. Qualification in Library & information Studies/Science from an accredited institution of higher learning. Two (2) years of Experience in the library environment. A valid driver's license (except for persons with disabilities). Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.
<u>DUTIES</u>	: Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.
<u>ENQUIRIES</u>	: Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350
<u>POST 28/274</u>	: <u>HUMAN RESOURCE CLERK REF NO: DSAC 2023/13</u>
<u>SALARY</u>	: R202 233 per annum (Level 05)
<u>CENTRE</u>	: Head Office (Polokwane)
<u>REQUIREMENTS</u>	: NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. Qualification in Human Resources Management or Public Management from a recognized institution of higher education will be an added advantage. Experience in Human Resource Management will be an added advantage. A valid Driver's License (except for persons with disabilities). PERSAL Certificates/Results will be an added advantage. Knowledge of HR duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Competencies: Computer skills, planning and organization skills, good verbal and written communication skills, teamwork, interpersonal relations flexibility, and problem-solving skills.
<u>DUTIES</u>	: Implement Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions). Relocation, Capture transactions on PERSAL. Prepare statistical reports on Human Resource Administration issues. Liaise with customers and stakeholders on HR matters.
<u>ENQUIRIES</u>	: Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350
<u>POST 28/275</u>	: <u>MUSEUM ASSISTANT REF NO: DSAC 2023/14</u>
<u>SALARY</u>	: R171 537 per annum (Level 04)

<u>CENTRE REQUIREMENTS</u>	:	Dzata Museum: Vhembe District
	:	Must have a Grade 12 Matric / National Certificate or NQF level 4 Qualification. A Qualification in Museum studies will be an added advantage. A valid driver's license (except for persons with disabilities).
<u>DUTIES</u>	:	Ensure customer care, by Providing a welcoming experience to all museum visitors and ensure that they are treated with respect and friendliness. Ensure that all enquiries are answered promptly, efficiently, accurately and in a friendly manner. Always undertake museum reception duties as required. To undertake a duty round of the museum before the opening. To assist visitors in a courteous and efficient manner and, where possible, to answer their questions regarding the displays, general history of the locality and museum services. General care of exhibitions or displays, Ensure the improved museum collections storage conditions, access, and recorded data analysis. Undertake collection inventory projects and search for collection items as required. Notify Museum Human Scientist of any pests, damage, or potential damage in the collection store. Ensure collection items are accurately recorded and described and their storage location is known. To supervise the museum's exhibitions and exercise control over visitors where necessary. Coordinate the cleaning and maintenance of premises. To ensure that the galleries, toilets, and other public areas of the museum are clean and welcoming before the museum opens to the public. Ensure that museum exhibitions or displays are clean and undertake additional cleaning as required. Assist with the coordination of museum maintenance programmer and projects. Performs Museum Clerical Functions, by Providing administrative support to the Museum Assistant Director, Museum Human Scientist, and other staff as required. Assist with maintenance of records management systems, according to agreed file structure. To coordinate museum entrance fees and sell museum shop products to the public when necessary. Assists with special events, including coordination of museum special programmes, and related activities. Assists with administrative and facility operations tasks, and performs other related duties as required. Ensure Occupational Health and Safety, Observe all occupational safety and health policies, procedures, and rules accordingly. Ensure that all work-related accidents, incidents, and illnesses are reported appropriately. Conducts monthly occupational health and safety reports to identify the potential hazards for safety of all museum staff and visitors. To be conversant with the museum's fire regulations and emergency procedures. To patrol the museum displays and buildings during operating hours and clear in event of an emergency.
<u>ENQUIRIES</u>	:	Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350
<u>POST 28/276</u>	:	<u>LIBRARY ASSISTANT REF NO: DSAC 2023/15 (X96 POSTS)</u>
<u>SALARY CENTRE</u>	:	R171 537 per annum (Level 04)
	:	Vhembe District (X19 Posts)
		Thulamela (X1 Post)
		Mukondeni (X1 Post)
		Musina (X1 Post)
		Mutale (X1 Post)
		Vhembe District (X1 Post)
		Saseleman (X1 Post)
		Nzhelele (X1 Post)
		Musina-Nancefield (X1 Post)
		Makahluli (X1 Post)
		Ntsako-Matsakali (X1 Post)
		Masisi (X1 Post)
		Lushovhu (X1 Post)
		Khubvi/Murongwe (X1 Post)
		Tshitale (X1 Post)
		Mananzhe (X1 Post)
		Tshikonelo (X1 Post)
		Vuwani (X1 Post)
		Ha-Masiya (X1 Post)
		Olifantshoek (X1 Post)
		Waterberg District (X18 Posts)
		Waterberg (X3 Posts)

Modimolle (X1 Post)
 Vaalwater (X1 Post)
 Bela Bela Town (X1 Post)
 Lephalale (X1 Post)
 Mahlabathini (X1 Post)
 Mookgopong Town (X1 Post)
 Northam (X1 Post)
 Thabazimbi (X1 Post)
 Rapotokwane (X1 Post)
 Shongoane (X1 Post)
 Phagameng (X1 Post)
 Mookgopong Township (X1 Post)
 Regorogile/Rooiberg (X1 Post)
 Bakgoma (X1 Post)
 Roedtan (X1 Post)
 Mopani District (X30 Posts)
 Mashishimale (X1 Post)
 Giyani public Library (X1 Post)
 Makhuvha (X1 Post)
 Selwane (X1 Post)
 Xihlovo (X1 Post)
 Muyexe (X1 Post)
 Gravelote (X1 Post)
 Leboneng (X1 Post)
 Rixile (X1 Post)
 Zamani-Nkuri (X1 Post)
 Phalaborwa (X1 Post)
 Mulati (X2 Posts)
 Shiluvani (X1 Post)
 Tzanneen (X1 Post)
 Runnymede (X2 Posts)
 Mutupa (X1 Post)
 Mavalani (X1 Post)
 Modjadjiskloof (X1 Post)
 Kgapane (X1 Post)
 Soetfontein (X1 Post)
 Maphalle (X1 Post)
 Mokwakwaila (X1 Post)
 Sekgopo (X1 Post)
 Hoedspruit (X1 Post)
 Timamogolo (X1 Post)
 Drankesig (X1 Post)
 Metz (X2 Posts)
 Sekhukhune District (X13 Posts)
 Fetakgomo (X1 Post)
 Marble Hall (X1 Post)
 Ga-Phaahla (X1 Post)
 Vlakfontein (X1 Post)
 Ohristad (X1 Post)
 Sekhukhune District Library (X1 Post)
 Burgersfort / Tubatse (X1 Post)
 Phokwane (X1 Post)
 Rosenekal (X1 Post)
 Grobbelarsdal (X1 Post)
 Mapodile (X1 Post)
 Phatantswane (X1 Post)
 Jane Furse (X1 Post)
 Capricorn District (X16 Posts)
 Alldays (X1 Post)
 Lebowakgomo, Molepo (X1 Post)
 Seleteng (X1 Post)
 Mankweng (X1 Post)
 Nirvana (X1 Post)
 Fedile (X1 Post)
 Ramokgopa (X1 Post)
 Moletjie (X1 Post)
 Seshego (X1 Post)

Alldays (X1 Post)
 Senwabarana (X1 Post)
 Capricorn District (X1 Post)
 Eldorado (X1 Post)
 Mokgwadi (X1 Post)
 Morebeng (X1 Post)

- REQUIREMENTS** :
- An NQF level 4 (Grade 12) qualification as recognised by SAQA. Qualification in Library & Information studies /Science from an accredited institution of higher learning will be an added advantage. Work Experience in library environment will be an added advantage. A valid driver's license (except for persons with disabilities). Knowledge and understanding of administration procedures relating to the library environment including norms and standards. Must be computer and internet literate. Planning and organizing skills, Computer literacy, Basic interpersonal relationship, and Problem-solving skills. A valid driver's license (except for persons with disabilities). Ability to work under pressure.
- DUTIES** :
- Provision of clerical support services within the library. Provide support services for library administration. Computerizations of library materials. Provide support services for awareness and collection development. Assist with processing of library materials to be shelved ready. Assist the librarian in the day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorization. Assist with executing library programmes and events. Provide assistance to the librarian in keeping a proper record of all library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the front desk. Register new customers and maintaining and updating customer profiles.
- ENQUIRIES** :
- Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

CLOSING DATE : 25 August 2023

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

ERRATUM: Kindly note that the posts was posted in Public Service Vacancy Circular 25 dated 21 July 2023, the posts of an Assistant Director: Information Management (Replacement) (Ehlanzeni District Office, Mbombela (Nelspruit)) with Ref No: MPDoH/July/23/463 and the post of Labour Relations Officer (Replacement), (Bethal Hospital: Gert Sibande District Office) with Ref No: MPDoH/July/23/475, the posts has been withdrawn.

OTHER POSTS

POST 28/277 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATION REF NO: MPDOH/AUG/23/**

SALARY : R811 560 per annum, (all-inclusive remuneration package)

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Health-related field / or Information Management Science with at least 3 - 5 years' relevant experience in post qualification experience in a healthcare service of which three (3) years must be at Assistant Director Level (ASD) in District Health Services. A Postgraduate qualification in Health-related field or Management will be an added advantaged. Knowledge of District Information System, Experience within the Public Health Care System, Client orientation and Information System, Biostatic, or other analytical tools e.g. TIER, .NET, DHIS, EDR WEB and Customer focus. Experience of change management and service delivery innovation, data analysis, problem solving and communication skills. Project

	management and report writing skills combined with good analytical and planning skills are required. People management and leadership skills, computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint), presentation skills, ability to work independently and prepare to work under pressure. Valid driver's licence.
<u>DUTIES</u>	: Facilitate strategic and other planning workshops within the district to ensure consultation, buy in and the determination of the priorities, monitor and evaluate the performance of institutions to comply with public health service delivery planning imperatives and develop innovative solutions to overcome the identified barriers, support all district programs and service delivery activities.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 28/278</u>	: <u>OPERATIONAL MANAGER NURSING (PN-B3): ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE (ANTE NATAL WARD AND LABOUR WARD) (REPLACEMENT) REF NO: MPDOH/AUG/23</u>
<u>SALARY</u>	: R627 474 – R724 278 per annum, (Depending on years of experience in terms on OSD).
<u>CENTRE</u>	: Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2023) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Midwifery after obtaining the 1 year post basic Advanced Midwifery and Neonatal Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.
<u>DUTIES</u>	: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Monitor implementation of Maternal Health care guideline and ESMOE. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the Night supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implement ideal Hospital Framework. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 28/279</u>	: <u>OPERATIONAL MANAGER NURSING (PN-B3): POSTNATAL WARD (REPLACEMENT) REF NO: MPDOH/AUG/23</u>
<u>SALARY</u>	: R627 474 – R724 278 per annum, (Depending on years of experience in terms on OSD).
<u>CENTRE</u>	: Barberton Hospital (Ehlanzeni District)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2023) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Midwifery after obtaining the 1 year post basic Advanced Midwifery and Neonatal Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.
<u>DUTIES</u>	:	The candidate will be responsible for planning, Organizing, Managing, and coordinating as well as maintaining an optimal, Specialized Nursing Services as an Operational Manager in Postnatal ward. Develop / establish and maintain constructive working relationships with Nursing and Stakeholders (i.e., inter-professional, inter-sector and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of Nursing guidelines, practice, Standards, and Procedures. Perform clinical nursing practice in accordance with the scope of practice and nursing standards. Implement quality improvement programmes, e.g. PMTCT, MBFI, ESMOE, PPIP, MOMCONNECT, HBB, etc. Maintain Professional Growth / Ethical standards and self-development. Demonstrate effective communication with patients, supervisors, other health professionals, and junior colleagues including more complex report writing when required. Deliver a supportive service to the Nursing Service and the institution by talking overall supervision after hours and on weekends. Ensure implementation and compliance with the Norms and standards and Ideal Hospital Framework and develop Quality improvement plans. Manage Performance and Development staff as well as participating in the Managers Scheduled meetings. Exercise control of discipline, Grievance, and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify, develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and Safety Acts and well the applicable prescripts. Implementation and management of infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 28/280</u>	:	<u>ASISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: MPDOH/AUG/23/</u> (Re-Advertisement)
<u>SALARY</u>	:	R527 298 per annum, (plus service benefits)
<u>CENTRE</u>	:	Ehlanzeni District Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Statistics / Public Administration / Public Management / Information Management plus 3 - 5 years' relevant experience in health environment of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Knowledge of the Integrated Health Planning systems: DHIS, Tier.Net, Ideal Clinic/Hospital and LOGIS. The following skills will serve as a recommendation: analytical skills and/or statistics skills. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning, execution, information monitoring skills and good leadership skills. Valid driver's licence.

<u>DUTIES</u>	:	To provide Health Information Management Services. Coordinate and facilitate the collection and analysis of Health Information. Report hospital performance based on identified health indicators. Administer and maintain effective Health Information Management system. Support the implementation and coordination of data flow policy and data quality strategies on performance information in the district. Support the sub-district on data collection on a monthly and quarterly basis. Support facilities and districts on data quality, data analysis and data clean-up. Provide logistical support on training and capacity building of information officers and data capturers. Support audit processes and the implementation of performance audits for all facilities. Provide / supervise logistical support to the Information Management in the district.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 28/281</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (REPLACEMENT) REF NO: MPDOH/AUG/23/</u>
<u>SALARY</u>	:	R424 104 per annum, (plus service benefits)
<u>CENTRE</u>	:	Carolina Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Financial / Accounting with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8) within Financial / Accounting Management Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. A valid driver's licence.
<u>DUTIES</u>	:	Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resource and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 28/282</u>	:	<u>ASISTANT DIRECTOR: HEALTH PROMOTION REF NO: MPDOH/AUG/23/</u>
<u>SALARY</u>	:	R424 104 per annum, (plus service benefits)

<u>CENTRE REQUIREMENTS</u>	: Nkangala District Office, Emalahleni (Witbank)
	: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Statistics / Public Administration / Public Management / Information Management plus 3 - 5 years' relevant experience in health environment of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Knowledge of the Integrated Health Planning systems: DHIS, Tier.Net, Ideal Clinic/Hospital and LOGIS. The following skills will serve as a recommendation: analytical skills and/or statistics skills. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning, execution, information monitoring skills and good leadership skills. Valid driver's licence.
<u>DUTIES</u>	: To provide Health Information Management Services. Coordinate and facilitate the collection and analysis of Health Information. Report hospital performance based on identified health indicators. Administer and maintain effective Health Information Management system. Support the implementation and coordination of data flow policy and data quality strategies on performance information in the district. Support the sub-district on data collection on a monthly and quarterly basis. Support facilities and districts on data quality, data analysis and data clean-up. Provide logistical support on training and capacity building of information officers and data capturers. Support audit processes and the implementation of performance audits for all facilities. Provide / supervise logistical support to the Information Management in the district.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 28/283</u>	: <u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE (REPLACEMENT) REF NO: MPDOH/AUG/23/</u>
<u>SALARY</u>	: R431 265 – R497 193 per annum, (Depending on years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	: Middelburg Hospital (Nkangala District)
	: Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Theatre Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms.

		Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. Departmental Online Application System: www.mpuhealth.gov.za
<u>APPLICATIONS</u>	:	
<u>POST 28/284</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HEALTH INFORMATION REF NO: MPDOH/AUG/23/</u>
<u>SALARY</u>	:	R359 517 per annum, (plus service benefits)
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus six (6) years relevant experience or Diploma / Degree (NQF Level 6/7) Public Administration / Public Management, Statistics Management / Information Management. Advanced Computer Literacy with the ability to work on Microsoft Word, Power point, Micro, Excel and access, good analytical skills, Good written and verbal communication skills, Good report writing skills, good presentation skills, Good Inter-personal relations and the ability to work independently and under pressure, ability to apply technical and professional skills, Support the implementation and coordination of health information management policies, a Minimum of 7 Years extensive Knowledge of the district health information systems (DHIS ,Tier.net, Datcov, HPRS,) and National Tertiary Services grant System.
<u>DUTIES</u>	:	Responsible for supervision of Data Capturers, Conduct Database management of DHIS and other relevant systems in the Hospital, Conduct facility data audits and wards support, tertiary services data collection. Coordinate the implementation of health information processes in the hospital, Monitor Collection, Capturing and timeous submission of accurate statistics from wards to information office daily. Check files to ensure that data captured is correct and complete, Conduct facility data reviews, Support Managers with reports, Ensure accuracy of Data Management.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 28/285</u>	:	<u>PROFESSIONAL NURSE GRADE 1-2 (PN-A2): GENERAL NURSING (REPLACEMENTS) REF NO: MPDOH/AUG/23/ (X4 POSTS)</u>
<u>SALAR</u>	:	R293 670 – R409 275 per annum, (Depending on years of experience in terms of OSD).
<u>CENTRE</u>	:	Gert Sibande District: Evander Hospital (X1 Post), Standerton Hospital (X2 Posts) Nkangala District: Waterval CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse (2023). Grade 1: A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.
<u>DUTIES</u>	:	Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 28/286</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 (REPLACEMENT)</u> <u>REF NO: MPDOH/AUG/23/</u>
<u>SALARY</u>	:	R239 682 – R269 730 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Middelburg Hospital (Nkangala District) Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2023). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<u>DUTIES</u>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za

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

The Northern Cape Provincial Administration 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). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 25 August 2023
- NOTE** : Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions 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. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Please note that the following post is a re-advertisement, candidates who previously applied are encouraged to re-apply.

OTHER POSTS

- POST 28/287** : **DEPUTY DIRECTOR: BUDGET ANALYST & PUBLIC FINANCE REF NO: NCPT/2023/17 (X3 POSTS)**
- SALARY** : R811 560 – R952 485 per annum (Level 11)
- CENTRE** : Kimberley
- REQUIREMENTS** : NQF 6/7 tertiary qualification in Financial Management/ Financial Accounting/ Management Accounting/ Economics or related fields. 3 years' junior management experience in the financial management environment. Skills & Knowledge: Knowledge and understanding of the public sector budget and project cycles, Provincial Budget Process, Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Performance budgeting and Public Sector Budgeting. Microsoft Office Suite (Excel, Word and PowerPoint). PERSAL, BAS, SAP, Vulindlela, Spreadsheet Modelling, Knowledge of Forecasting techniques and Data mining techniques. Knowledge and understanding of relevant legislation, regulations and policies in the budgeting environment. Planning and Organising, Problem solving and analysis, decision making, customer service orientation skills and report writing skills.

DUTIES

: Manage the provincial strategic budget planning process: Provide advice, guidance and training on the budget process, budget reforms and budget formats to all departments, Provide technical assistance to clients departments in formulating budget proposal, Develop and consolidate a credible main MTEF and adjustment budget for the province. Develop and consolidate a credible main MTEF and adjustment budget for the department: Review and assess budget proposal (data base and Estimates of Provincial Revenue and Expenditure) for accuracy, compliance and provide advice to allocated departments, Support departments on: Medium Term Expenditure Committee deliberations, Benchmarking, Compile appropriation bills, evaluate requests for Virements, roll-over, adjustment budget and make recommendations. Coordinate the management of provincial expenditure management services: Manage the reporting to National Treasury and other stakeholders on expenditure. Ensure accurate reporting on financial information within the provincial department as required by the Division of Revenue Act. Monitor and assess that all expenditure is in line with provincial budget allocations and priorities. Analyse, review and report on expenditure trends. Analyse personnel trends of allocated departments relative to MTEF estimates. Analyse and review sectoral priorities against database and estimates of Provincial Revenue expenditure, Report findings to allocated departments. Provide provincial analysis in terms of expenditure, revenue and conditional grants: Evaluate business plan of all conditional grants for compliance with the framework. Analyse and prepare monthly report on budget and expenditure variance and in-year monitoring reports. Provide guidance on the implementation of the PFMA, Treasury regulations and the Division of Revenue Act. Provide advice to client department on issues of budget implementation and monitoring.

ENQUIRIES

: Ms. D. Nel Tel No: (053) 830 8232

POST 28/288

: **DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS REF NO: NCPT/2023/18 (X1 POST)**

Re-advertisement, candidates who previously applied are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R811 560 – R952 485 per annum (Level 11), (TCE package)
: Kimberley
: NQF 6/7 tertiary qualification Finance/Economic or related fields. 3 years' junior management experience in the Finance/Economics, and/or related field. A valid driver's license Skills & Knowledge: Knowledge and understanding of the Provincial Budget Process, Public Finance Management Act (PFMA), Division of Revenue Act (DORA), performance budgeting, Public Sector Budgeting, Fiscal Framework.

DUTIES

: Develop, implement, monitor and review revenue enhancement strategy through inter-alia: Assess and recommend on revenue proposals from the departments. Contribute to discussions regarding an equitable division of revenue. Coordinate and monitor the medium terms revenue planning process. Promote and enforce transparent and effective revenue management, through inter-alia: Develop effective tools and techniques to maximize the collection of revenue owed to the province. Promote efficient and effective development of own revenue generating capacity. Coordinate revenue forums, report on revenue performance and assess revenue trends. Conduct site visits on various revenue collecting institutions. Provide advice and support departments to develop debt management policy and other policies relating to revenue and revenue management: Provide and consolidate guidelines on best revenue practices. Review the departmental policies/procedures related to revenue inclusive of debt management. Coordinate the determination of own revenue estimates, in-year revenue adjustments for the MTEF: Analysis revenue budget proposals from departments. Consolidate own revenue analysis on proposals and provide recommendations. Provide advice on exploitation of all revenue sources and revenue tariffs: Conduct research and analysis on all revenue related matters. Assess and recommend on the review of tariffs from departments. Provide inputs Sustainable Fiscal Policy Framework: Provide revenue inputs into MTBPS / Budget Processes. Coordinate inputs into FFC recommendations. Manage the component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management

	functions. Perform financial management functions. Perform asset management functions.
<u>ENQUIRIES</u>	: Ms. D Nel Tel No: (053) 830 8232
<u>POST 28/289</u>	: <u>PROVINCIAL AUDIT COMMITTEE MEMBER REF NO: NCPT/2023/74</u> (Term: 3-year contract)
<u>SALARY CENTRE</u>	: Derived from National Treasury and SAICA Tariffs : Kimberley: We are looking for Audit Committee Members in the following Cluster Audit Committees. Cluster 1 providing oversight over: Department of Education Provincial Treasury Department of Economic Development and Tourism Northern Cape Liquor Board Northern Cape Gambling Board Northern Cape Tourism Authority Northern Cape Economic Development Trade and Investment Promotion Agency. Cluster 2 providing oversight over: Department of Health Department of Social Development Office of the Premier. Cluster 3 providing oversight over: Department of Agriculture, Environmental Affairs, Rural Development and Land Reform, Department of Cooperative Governance, Human Settlement and Traditional Affairs, Department of Sport, Arts and Culture, McGregor Museum, Kalahari Kid Corporation. Cluster 4 providing oversight over: Department of Roads and Public Works, Department of Transport, Safety and Liaison, Northern Cape Fleet Management Trading Entity. Please bear in mind that some of the listed public entities might de-list / amalgamate in the next few years
<u>REQUIREMENTS</u>	: Degree / NQF level 7 in Human Resource Management / Legal / Accounting / Finance / IT / Auditing / Risk / Internal Control or any other related field. At least five years' executive management experience gained from the Human Resources / Legal / Accounting / Finance / IT / Auditing / Risk / Internal Control environment In addition to the above, candidates should demonstrate experience in participating in governance structures, ability to dedicate time to the activities of Audit Committees Preference will be given to applicants with experience in serving on Audit Committees of Government Departments. Skills & Knowledge: Analytic reasoning abilities and good communication skills Interpersonal relations Tolerance Productivity Research methodology skills Plan and Organise Project management skills Report writing Understanding of PFMA and its Regulations, Modified Cash Standards, GRAP and National Treasury practice notes relevant to the Provincial Departments and Public Entities Knowledge and understanding of the roles of Internal and External Auditors Understanding Public Service Regulation framework.
<u>DUTIES</u>	: The Audit Committee is an advisory committee that assist the departments and listed public entities in fulfilling its oversight responsibilities with regard to internal controls, risk management and governance Assist the Accounting Officer in the effective execution of her/his responsibilities Regulates and discharge all its responsibilities as contained in the Audit Committee Charter which, outlines the appropriate formal terms of reference The Audit Committee will meet five times per year, 2 physical meetings and 3 virtual meetings.
<u>ENQUIRIES</u>	: Ms. A Naidoo at (063) 691 9929
DEPARTMENT SPORT ARTS AND CULTURE	
<u>APPLICATIONS</u>	: For the posts of Head Office please deliver at: The Head of Department C/o Ms. N. Sleku Department of Sport, Arts and Culture Mervin. J. Erlank Sports Complex 10 Recreation Road Florianville Kimberley, 8301.
<u>CLOSING DATE</u>	: 25 August 2023
<u>NOTE</u>	: The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: http://www.dpsa.gov.za/dpsa2g/vacancies.asp that should be accompanied by comprehensive CVs (previous experience must be

expansively detailed). As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in Department of Sport, Arts & Culture through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021. Shortlisted candidates must be available at the date and time determined by the panel, or risk disqualification.

OTHER POSTS

POST 28/290 : **DEPUTY DIRECTOR: SECURITY & FACILITIES MANAGEMENT REF NO: DSAC/2023/01**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive package)
Kimberley
A 3-year Bachelor's Degree or National Diploma in Security Management Minimum of five (5) years' relevant experience of which three (3) years' should be at an Assistant Director level A valid Driver's license. Competencies: Change management skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Communication (written and verbal). Analytical thinking. Good computer literacy skills in Microsoft Office suite (Word, Excel and Power-Point). Ability to work under pressure and deliver to tight deadlines. Ability to work flexible hours. Knowledge of MISS documents. Knowledge on how to manage Government Fleet.

DUTIES : Ensure the enforcement of physical security and access control Ensure proper safeguarding of departmental assets Ensure proper management of information security in the department Liaise regularly with law enforcement agencies and other stakeholders. Ensure compliance with relevant security measures and monitor the implementation thereof Provide work environment services. The provision and management of departmental fleet. Manage both human and financial resources of the Sub-Directorates.

ENQUIRIES : Mr. B.B. Jacobs Tel No: 0714124478

POST 28/291 : **DEPUTY DIRECTOR: PROVINCIAL ARCHIVIST REF NO: DSAC/2023/02**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive package)
Kimberley
A 3-year Bachelor's Degree or National Diploma in Archival Studies, Research Methodology or Political Science. Minimum of five (5) years' relevant experience of which three (3) years' should be at an Assistant Director level. A valid Driver's license. Competencies: Project management and research skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Knowledge of the Archives Act and other relevant pieces of legislation. Knowledge of the government planning and reporting processes. Good computer literacy skills in Microsoft Office suite (Word, Excel and Power-Point). Ability to work under pressure and

deliver to tight deadlines. Knowledge of HR policies and procedures Leadership and people management skills. Knowledge of financial and procurement processes.

DUTIES

: Manage the human and financial resources and administration of the Archives Repository Ensure and monitor compliance of the Northern Cape Archives Act no 7 of 2013 in terms of proper records management services. Ensure and monitor the management of archival collections. Monitor and evaluate the implementation of the annual performance plan Inform and advise management on matters regarding the Archives Unit. The incumbent of the post will have regular contact with the following people in the execution of his/her duties, namely: Provincial Government Departments, District and Local Municipalities, Ministries and NGO's.

ENQUIRIES

: Mr. P. Modise at (082) 871 4686

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

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

<u>APPLICATIONS</u>	:	The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1 st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
<u>FOR ATTENTION</u>	:	Kegomoditswe Makaota
<u>CLOSING DATE</u>	:	25 August 2023 at 15H30
<u>NOTE</u>	:	Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za . Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Emailed applications will not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting.

OTHER POSTS

<u>POST 28/292</u>	:	<u>DEPUTY DIRECTOR: TRANSPORT POLICY AND RESEARCH REF NO: 14/2023/24</u> Directorate: Transport Planning and Policy Development Re-advertisement; candidates who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R958 824 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE</u>	:	Head Office- Mahikeng
<u>REQUIREMENTS</u>	:	grade 12 or equivalent plus three year tertiary qualification in Transport Management environment or related. Five (05) to Ten (10) years relevant work

experience in Transport Management of which three (03) years must be at Junior Management level (Assistant Director) in Transport Management environment or Policy Development and Research. Project Management will be an added advantage. A valid Code EB (08) Driving License. Computer Literacy (Microsoft, Excel and PowerPoint). Knowledge: Extensive knowledge of National Land Transport Act, Act no 5 of 2009, Policy and Strategies. Knowledge of Public Service Act and Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Skills: General Management Skills. Project management skills. Communication skills (writing and verbal) Negotiation skills. Writing reports and presentation skills. Economic and Financial analysis skills about Transport Legislations and Policies. Ability to manage personnel as well as Government resources. Problem solving skills. Ability to maintain positive interpersonal relations and work as part of the team and as an individual. Ability to work under pressure. Willingness to travel and work irregular hours.

DUTIES : Manage the facilitation and coordination for the development of Provincial Transport Legislation, Policy and Strategies. Manage the implementation and monitoring of Transport Legislations, Policies and Strategies. Manage the liaison with internal and external stakeholders for the purpose of developing, monitoring and evaluating and evaluating Transport Legislations, Policies and Strategies. Represent the Sub -Directorate on various Committees and Task Teams in relation to the development, implementation and monitoring Transport Legislations, Policies and Strategies. Provide support to the Department in the compilation of all specific reports and presentations. Prepare operational budget needs, monitor and report expenditure of the Sub-Directorate: Transport Policy and Research. Management of projects. Compile monthly and quarterly reports for the sub-directorate. Written and Verbal reporting. Manage the Sub-Directorate: Transport Policy and Research.

ENQUIRIES : Mr OA Baikgaki Tel No: (018) 200 8075

POST 28/293 : **DEPUTY DIRECTOR: MONITORING AND OVERSIGHT REF NO: 15/2023/24**
Directorate: Monitoring and Oversight

SALARY : R958 824 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE REQUIREMENTS : Dr Ruth Segomotsi Mompoti District
Grade (12) certificate or equivalent plus National Diploma/Bachelor's Degree in Law or related qualification. Five (5) to ten (10) years' relevant work experience in Monitoring and Oversight within the safety and security environment of which three (3) years must be at Junior Management (Assistant Director) level. Valid Code EB (08) Driving License. Knowledge: Extensive knowledge of Public Finance Management Act (PFMA), Safety and Security Policies, Transformation Policies, National Crime Prevention Strategy (NCPS)/Integrated Crime and Violence Prevention Strategy (ICVPS), South African Police Service Policies, Performance and Resources Management. Knowledge of Civilian Secretariat for Police Service Act. Knowledge of Public Service Act and Regulations. Skills: Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management skills. Communications. Conflict Management skills. Policy Analysis. Ability to interpret policies. Facilitation and Good presentation skills. Interpersonal and report writing skills. Good verbal and written communication. Ability to function independently and as a team. Ability to work under pressure and long hours. Problem-solving skills and decision-making.

DUTIES : Civilian Oversight of the South African Police Service (SAPS): Oversee research and analyze data on Policing. Manage and Monitor transformation of the SAPS. Manage and Monitor SAPS infrastructure development plan. Manage and maintain an effective complaints management system and conduct investigation of complaints. Manage and Monitor determination of Policing needs and priorities. Manage and Monitor of SAPS compliance to Domestic Violence Act. Conduct oversight through Police Station visits, based on the implementation of the National Monitoring and Evaluation Tool. Manage and Monitor implementation of IPID Recommendations by the SAPS. Manage and Review Monitoring Tools, Frameworks, Guidelines and development of

		<p>policies. Compile reports. Manage key responsibilities of Subordinates. Management of Resources.</p> <p>Ms D. Letsapa Tel No: (018) 200 8091/2</p>
<u>ENQUIRIES</u>	:	
<u>POST 28/294</u>		<p><u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: 16/2023/24</u></p> <p>Directorate: Human Resource Management</p>
<u>SALARY</u>	:	R811 560 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE</u>	:	Head Office -Mahikeng
<u>REQUIREMENTS</u>	:	<p>Grade 12 or equivalent plus, a Three-year National Diploma/Bachelor's Degree as recognised by SAQA in Management Services/Operations Management/Administration/Public Administration/Human Resource Management/Industrial Psychology or equivalent relevant qualification. Five (5) to ten (10) years in-depth experience in the Organisational Development and Change Management environment, of which three (3) years must be at Junior Management (Assistance Director) Level. Job Evaluation and Orgplus certificates are mandatory. A driving license. knowledge: In-depth knowledge of organisational development/design; Knowledge of application of Job evaluation system and Orgplus, Procedure and methods study, Work processes and procedures, Organisational Design, Job description, Public Service Act 1994 as amended, Public Service Regulations 2016. DPSA Directive and policies on OD and Job Evaluation Processes. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Public Service Coordinating & Bargaining Council Resolutions. Project management. White paper on transforming public service delivery. Performance Management and Development System (PMDS). skills: Ability to formulate, interpret and implement Policies. Assertiveness. Work ethics and integrity. Ability to adhere to strict deadlines. Report writing skills. Analytical. Organizing, planning, presentation and stakeholder liaison skills. Conflict management & resolution, negotiation skills. Decision making skills. Ability to perform on Evaluate and Orgplus system. Good interpersonal relations. Computer skills (Micro-Soft Word, EXCEL, PowerPoint, Orgplus and Evaluate). Excellent communication skills (written and verbal).</p>
<u>DUTIES</u>	:	<p>Conduct work-study investigation with regard to functional organisational structure. Manage the development and review of service delivery model. Manage the design and review of organisational structure processes. Management and facilitation of job evaluation processes. Development and management of the Job descriptions database. Manage the implementation of grade progression for OSD and Non-OSD employees. Management of business process mapping and improvement processes. Monitor and evaluate the Departmental service delivery improvement plan. Monitor change management and Batho Pele programmes and development of service charter and service standard. Develop, align verify job specification in terms of CORE. Provide technical advice on matters affecting organisational structure and job design. Contribution to reports (Risk Register, operational plan, Audit committee, Annual performance plans, Procurement/Demand plan etc). Manage key result area of the managed in the sub-directorate.</p>
<u>ENQUIRIES</u>	:	Ms VT Leteane Tel No: (018) 200 8055/56
<u>POST 28/295</u>	:	<p><u>ASSISTANT DIRECTOR: MONITORING AND OVERSIGHT REF NO: 17/2023/24</u></p> <p>Directorate: Monitoring and Oversight</p>
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	<p>Dr Ruth Segomotsi Mompoti District (X2 Posts)</p> <p>Bojanala District (X2 Posts)</p> <p>Dr Kenneth Kaunda District (X1 Post)</p>
<u>REQUIREMENTS</u>	:	<p>Grade (12) certificate or equivalent plus National Diploma/Bachelor's Degree in Law or related qualification. Three (3) to Five (05) years' relevant work experience in Monitoring and Oversight within the safety and security environment of which two (2) years must be at supervisory level. Valid Code EB (08) Driving License. Knowledge: Extensive knowledge of Public Finance Management Act (PFMA), Safety and Security Policies, Transformation</p>

		<p>Policies, National Crime Prevention Strategy (NCPS)/Integrated Crime and Violence Prevention Strategy (ICVPS), South African Police Service Policies, Performance and Resources Management. Knowledge of Civilian Secretariat for Police Service Act. Knowledge of Public Service Act and Regulations. Skills: Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management. Communications. Conflict Management skills. Policy Analysis. Ability to interpret policies. Good facilitation and presentation skills. Initiative and good interpersonal relationship. Report writing skills. Good verbal and written communication. Ability to function independently and as a team. Ability to work under pressure and long hours. Problem-solving skills and decision-making.</p>
<u>DUTIES</u>	:	<p>Civilian Oversight of the South African Police Service (SAPS): Supervise and conduct research and analyze data on Policing. Supervise and monitor transformation of the SAPS. Monitor SAPS infrastructure development plan. Receive and conduct investigation of service delivery related complaints. Conduct determination of Policing needs and priorities. Monitor SAPS compliance to Domestic Violence Act. Conduct oversight through Police Station visits, based on the implementation of the National Monitoring and Evaluation Tool. Monitor implementation of IPID Recommendations by the SAPS. Participate in the review of the Monitoring Tools, Frameworks, Guidelines and development of policies. Compile reports. Supervise key responsibilities of Subordinates. Management of Resources.</p>
<u>ENQUIRIES</u>	:	<p>Ms D. Letsapa Tel No: (018) 200 8091/2</p>
<u>POST 28/296</u>	:	<p><u>ASSISTANT DIRECTOR: (WHITE FLEET ADMINISTRATION) REF NO: 18/2023/24</u> Directorate: Government Motorfleet</p>
<u>SALARY</u>	:	<p>R527 298 per annum (Level 10)</p>
<u>CENTRE</u>	:	<p>Dr Kenneth Kaunda District Government Garage</p>
<u>REQUIREMENTS</u>	:	<p>Grade 12 certificate or equivalent plus, a Three-year National Diploma/Bachelor's Degree as recognised by SAQA in Transport Management/Public Management/Administration. Three (3) to five (5) relevant working experience in Fleet Administration/Maintenance Management/Administration of which two (2) years must be at supervisory level. Unendorsed Driver's license. Knowledge: In-depth knowledge of Transport legislation and handbook. Public Service Policies and Regulations. Knowledge of fleet management. Basic mechanical knowledge. Knowledge of Public Financial Management Act. Performance Management Development System. Skills: Computer literacy in Ms Office (Word and excel) Good interpersonal relationship skills. Good communication skills. Report writing skills. Basic accounting skills. Ability to work under pressure.</p>
<u>DUTIES</u>	:	<p>Management of maintenance and repairs of Government Vehicles. Management of motor vehicle accidents. Management of pool vehicle log sheets. Management of renewal of motor vehicle licenses in the Province. Management of towing state vehicles/recovery breakdown services. Ensure revenue collection through disposal of withdrawn vehicles through public vehicle auction sale. Ensure the compilation of monthly expenditure reports and their submission. Ensure all files are in order for fuel/maintenance. Manage the key responsibility areas of the managed.</p>
<u>ENQUIRIES</u>	:	<p>Ms S. Abdool Gany Tel No: (018) 293 6680/81</p>
<u>POST 28/297</u>	:	<p><u>ASSISTANT DIRECTOR: (INTERNAL REGISTERING AUTHORITY) REF NO: 19/2023/24</u> Directorate: Transport Administration and Licensing</p>
<u>SALARY</u>	:	<p>R527 298 per. annum (Level 10)</p>
<u>CENTRE</u>	:	<p>Head Office</p>
<u>REQUIREMENTS</u>	:	<p>Grade 12 Certificate plus three (3) year National Diploma/Bachelor Degree in Public Administration or Management/Financial Management. Three (3) to Five (5) years' working experience in NaTIS Motor Vehicle Administration environment, of which two (2) years must be at supervisory level. Unendorsed driving Licence. Knowledge: Knowledge and understanding of the Public Finance Management Act, National Road Traffic Act, Treasury Regulations, and Performance management development system. Skills: Good Communication (Verbal and written), Report writing and Computer Literacy skills. Presentation skills and Problem solving. Good interpersonal relationship.</p>

		Ability to work in a team as well as independently. Customer oriented and initiative.
<u>DUTIES</u>	:	Manage the administration of registration and licensing of motor vehicle. Administer and facilitate collection of revenue of registration and licensing of motor vehicles. Manage and coordinate procurement of necessary equipment's, stationery and cleaning materials for registering authorities. Provide support to registering authorities in relation to NaTIS procurement and training users. Ensure compliance to relevant legislation. Manage key performance areas of the managed within the sub-directorate and registering authorities.
<u>ENQUIRIES</u>	:	Ms L Segopolo Tel No: (018) 388 1231
<u>POST 28/298</u>	:	<u>ASSISTANT DIRECTOR: AIRPORT SAFETY MANAGER REF NO: 20/2023/24</u> Directorate: Transport Terminals
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Mahikeng Airport (GD Montshiwa)
<u>REQUIREMENTS</u>	:	Grade 12 plus a three (3) year tertiary qualification in Safety Management/Transport Management/Environmental Management. Minimum of 03 years working experience in safety environment valid Code 08 drivers license Knowledge: Knowledge of all applicable legislation, policies and prescripts that apply to South African Civil Aviation Authority Safety. Public Financial Management Act and Public Service Act and Regulations. Skills: Good communication skills (written & verbal) A sound computer literacy knowledge in microsoft word, excel, presentation and report writing skills, good organizational and planning skills and conflict resolution skills.
<u>DUTIES</u>	:	Planning, organizing, administration and implementation of the airport safety program, monitoring of safety issues, provision of safety education, investigating of incidents and accidents, conducting inspections on personnel and facilities to assess safety, Co-ordination of safety plan with other stakeholders/agencies affiliated to the airport, Responsible for safety awareness within the airport, Review all safety hazards, receive all safety feedback and evaluate with management, Implementing corrective measures on all safety issues, Writing monthly reports regarding safety issues/program to the airport manager.
<u>ENQUIRIES</u>	:	MS MM Nelson Tel No: (018) 3851027
<u>POST 28/299</u>	:	<u>CHIEF FIRE OFFICER REF NO: 21/2023/24</u> Directorate: Transport Terminals Re-advertisement; candidates who previously applied are encouraged to reapply.
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Mafikeng Airport (GD Montshioa)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent plus appropriate recognised three years Bachelor's Degree/ National Diploma in Fire Technology or relevant as minimum requirement. At least three years relevant experience in the field of fire fighting of which two years should be at supervisory level. Valid drivers license. Knowledge: knowledge of Public Service Act, Public Finance Management Act and Regulations. Knowledge of Fire Fighting. Knowledge of Aircraft Rescue. Knowledge of Stabilisation and Rescue. Knowledge of Ventilation and First Aid Resuscitation. Sound knowledge of relevant legislation and framework governing Aviation. Sound knowledge of using rescue equipment. Skills: Driving skills. Airport Standard and requirement skill. Fire fighting skills. Planning and organising skills. Analytical skills. Report writing and presentation skills. Communication and liaison skills. Ability to work on tight deadlines and under pressure. Ability to work as individual and as a team.
<u>DUTIES</u>	:	Coordinate rescue operations. Facilitate training of personnel. Manage fire scene investigation. Keep airport safe at all times. Maintain safety awareness of airport users. Maintain compliance of airport with Civil Aviation Regulation. Ensure protection of property against fire damages and injuries to customers and staff management. Manage key performance areas of the managed.
<u>ENQUIRIES</u>	:	M Nelson Tel No: (018) 385 1027

<u>POST 28/300</u>	:	<u>ASSISTANT DIRECTOR –AIRPORT SECURITY MANAGER REF NO: 22/2023/24</u> Directorate: Transport Terminals (Airport)
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Pilanesburg Airport
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. Appropriate recognized three year Diploma/Degree in Aviation Security (AVSEC) coupled with three (3) years' experience at a supervisory level within the Aviation Security environment. Computer Literacy. Driver's License. No Criminal record (proof to be attached). Knowledge: Must have knowledge and understanding of the layout of an Airport ICAO and SACAA terms and regulations pertaining to security as well as understanding of Aviation security Management and Policies. Skills: Must have a clear understanding of Customer Relations in the Aviation Sector. Manage threats against civil aviation facilities. Must have willingness to work long and irregular hours. Good communication skills and Co-ordinating skills. Planning and organizing skills.
<u>DUTIES</u>	:	Establishment of security programs. Make standards operating procedures and strike Action plan. Advice and give direction on security related matters. Customer care and manage contracted security. Manage all threats against the Civil Aviation related Activities. Make recommendations and take corrective measures. Conduct patrol on premises and around the perimeter fence as well as attend to its queries. Conduct Landside and Airside induction training. Manage all access control points. Ensuring the establishment of airport AVSEC committee in conformity of the requirements stipulated in the National Aviation Security Program (NASP). Serve as a chairperson of Local Aviation Security Committee (LASC).
<u>ENQUIRIES</u>	:	M Padi Tel No: (014) 5521261
<u>POST 28/301</u>	:	<u>ASSISTANT DIRECTOR: COMMUTER SUBSIDIES REF NO: 23/2023/24</u> Directorate: Public Transport Services Re-advertisement; candidates who previously applied are encouraged to reapply
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent plus three-year National Diploma/Degree in Transport Management. Three years working experience in Public Transport Environment of which two years is for Supervisory level. Valid Driver's License. Knowledge: Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act: no 5 of 2009 and other related Government Prescripts and ability to implement the same. Skills: Planning, Organising, Report Writing, Communication (good written and verbal). Ability to work under pressure and maintain positive interpersonal relations and to work well as part of the team. Computer literacy, problem solving abilities.
<u>DUTIES</u>	:	Administer commuter subsidies and contracts including monitoring of commuter operations. Liaise with commuter subsidies operators and other stakeholder. Budget management, attend monthly project meetings and render oversight functions to the monitoring firms. Verify spreadsheets for commuter services. Manage performance of personnel within the unit.
<u>ENQUIRIES</u>	:	DR OA Baikgaki Tel No: (018) 200 8319/8089
<u>POST 28/302</u>	:	<u>CHIEF PROVINCIAL INSPECTOR REF NO: 24/2023/24</u> Directorate: Law Enforcement
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Taung Traffic Station
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. Basic Traffic Diploma. Three year National Diploma/Bachelor's Degree or Relevant equivalent qualification. Three (3) to five (5) years supervisory experience. Seven (7) to Ten (10) years working experience in the Road Traffic Law Enforcement field. A valid relevant driving license (A and EC), and no Criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge with regard to National Road Traffic Act and other relevant Road Traffic related legislations. Vehicle inspections/impoundment and completion of law enforcement documents. Public Service Policies and Regulations.

		Knowledge of Public Financial Management Act. Performance Management Development System. Skills: Computer literacy. Records management. Customer relationship management. Planning, organising, leading and controlling. People management. Verbal and written communication. Decision making. Problem solving. Report writing. Labour relations. Driving skills. Investigation skills. Motivational skills. Innovation/creativity skills. Operational /Project management.
<u>DUTIES</u>	:	Manage the enforcement of Road Traffic, Public Passenger, Transport Legislations and other relevant legislation. Manage joint law enforcement activities and projects (cooperative governance). Manage the risks on Public Roads. Manage the performance of all administrative and related duties. Promote Road safety through effective and efficient law enforcement. Manage the key responsibility areas of the managed.
<u>ENQUIRIES</u>	:	Mr P.J. Stone Tel No: (018) 381 9110/9104
<u>POST 28/303</u>	:	<u>CHIEF PROVINCIAL INSPECTOR REF NO: 25/2023/24 (X2 POSTS)</u> Directorate: Law Enforcement Re-advertisement; candidates who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Montshioa Traffic Station and Mogwase Traffic Station
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. Basic Traffic Diploma. Three year National Diploma/Bachelor's Degree or Relevant equivalent qualification. Three (3) to five (5) years supervisory experience. Seven (7) to Ten (10) years working experience in the Road Traffic Law Enforcement field. A valid relevant driving license (A and EC), and no Criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge with regard to National Road Traffic Act and other relevant Road Traffic related legislations. Vehicle inspections/impoundment and completion of law enforcement documents. Public Service Policies and Regulations. Knowledge of Public Financial Management Act. Performance Management Development System. Skills: Computer literacy. Records management. Customer relationship management. Planning, organising, leading and controlling. People management. Verbal and written communication. Decision making. Problem solving. Report writing. Labour relations. Driving skills. Investigation skills. Motivational skills. Innovation/creativity skills. Operational /Project management.
<u>DUTIES</u>	:	Manage the enforcement of Road Traffic, Public Passenger, Transport Legislations and other relevant legislation. Manage joint law enforcement activities and projects (cooperative governance). Manage the risks on Public Roads. Manage the performance of all administrative and related duties. Promote Road safety through effective and efficient law enforcement. Manage the key responsibility areas of the managed.
<u>ENQUIRIES</u>	:	Mr P.J. Stone Tel No: (018) 381 9110/9104
<u>POST 28/304</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: 26/2023/24</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent plus three (3) year National Diploma/Bachelor Degree in Supply Chain Management, Logistics Management, Public Administration or Management/ Financial Management. Valid Drivers Licence, Walker Bas Certificate is mandatory, three (3) to five (5) years' experience in Logistics Management, of which two (2) years must be at supervisory level. Knowledge: Knowledge of Supply Chain Management Prescripts. (BBBEE), Broad Based Black Economic Empowerment Act 53 of 2003. (PPPFA) Preferential Procurement Policy Framework Act 5 of 2000, (PFMA), Public Financial Management Act of 1999 as amended, Public Service Act, Performance Management Development System (PMDS). Skills: Computer literacy in Ms Office (word & Excel). Good interpersonal relationship, Good communication skills (Verbal and writing), Supervisory skills, Ability to work independently and under pressure.
<u>DUTIES</u>	:	Manage Logistics Management Unit, approved orders as per departmental financial delegations, Ensure timeous submission of payment vouchers to payment unit. Ensure effective and efficient management of 0-9 files for the

		purpose of monitoring open orders. Administer and manage the inventory unit. Ensure proper replenishment and issuing of stock/ store items. Establish and maintain effective, efficient and transparent procurement system within the department. Verify SCM compliance on VA2's/ Requisition Control form. Ensure proper implementation of effective and efficient Supply Chain Management procedures and policies. Prepare responses to internal and external auditors. Preparation of monthly reports. Manage key responsibilities of the Logistics Management unit.
<u>ENQUIRIES</u>	:	Mr MI Lempe Tel No: (018) 200 8088
<u>POST 28/305</u>	:	<u>ASSISTANT DIRECTOR: CREDITORS PAYMENT REF NO: 27/2023/24</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent plus three (3) years appropriate Degree/National Diploma in Accounting/Financial Management/Cost and Management Accounting. Three to five years (3 – 5) experience in Public Services Creditors Payments of which two (2) years must be at supervisory level. Knowledge: Extensive knowledge in WALKER –BAS system and BAS system(Reporting), Public Finance Management Act (PFMA), Treasury Regulations and Supply Chain processes are essential. Ability to apply and interpret financial prescripts and reports. Skills: Computer skill (MS Word, Excel and Power point), report writing and numerical skills. Presentation skills. Communication skills (verbal and written communication). Self-motivated, honest, teamwork and problem solving.
<u>DUTIES</u>	:	Perform monthly reconciliations of Creditors. Ensure timeous payment to creditors (30 days term). Check compliance and verify accuracy, validity, completeness and authorisation of invoices and claims. Authorise entities and resolve unpaid transactions into BAS system. Resolve Walker payments interface errors. Financial Reporting. Communicate financial information to Program Managers (includes Accruals and Payables to Financial Statements). Management of performance of contracts. Overall supervision of the Unit.
<u>ENQUIRIES</u>	:	MS K Tswaile Tel No: (018) 200 8144
<u>POST 28/306</u>	:	<u>ASSISTANT DIRECTOR: BANK RECONCILIATION AND CASH FLOW MANAGEMENT REF NO: 28/2023/24</u> Directorate: Management Accounting
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent plus three (3) years appropriate Bachelor's Degree/National Diploma in Accounting/Auditing/Financial Management. Three to five years (3 – 5) experience in within the Financial Management field, within budget and cash flow environment with two (2) years' experience at supervisory level. Knowledge: Extensive knowledge in BAS system, Public Finance Management Act (PFMA), Treasury Regulations are essential. Ability to apply and interpret financial prescripts and reports. Skills: Computer skill (MS Word, Excel and Power point), report writing and numerical skills. Presentation skills. Communication skills (verbal and written communication). Self-motivated, honest, teamwork and problem solving.
<u>DUTIES</u>	:	Coordination of the departmental annual cash flow processes. Prepare and submit monthly cash flow requests. Monitoring of the departmental bank account. Prepare and compile inputs into the Annual Financial Statements. Clearing of suspense accounts. Resolve unpaid transactions, interface errors into BAS system. Monthly Bank reconciliation, exchequer grant and fund requisition. Management of the departmental petty cash processes. Provide support during the audit process by providing information and attend queries raised by the auditors. Manage the key responsibilities of the subordinates.
<u>ENQUIRIES</u>	:	MS L Motshumi Tel No: (018) 200 8175
<u>POST 28/307</u>	:	<u>TRAINING OFFICER: FIRE SERVICES REF NO: 29/2023/24</u> Directorate: Transport Terminals (One year Contract)
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Head Office

<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent plus a three (3) year tertiary qualification in Fire Prevention/Fire Technology. Fire Fighter I and Fire Fight II certificate is mandatory. Demonstration with documentation a thorough training on Fire Prevention Management. Minimum of Two Years of experience in the fire services. Fire Prevention experience in Aviation Industry will be an added advantage. A valid Driver's License. Knowledge: Knowledge and understanding of Fire and Rescue Services. Familiar with Fire Prevention Auditing Principles. Skills: Good communication skills (written and verbal). Problem solving, decision making, planning and organising skills. Time management. Diligence. Interpersonal skills. Multi-tasking. Confidentiality. Ability to work with little or no supervision and working under pressure. Ability to supervise other staff members. Customer focus and responsiveness. Proficiency with MS-Word, Excel and Power Point. Accountability and good Ethical conduct.
<u>DUTIES</u>	:	Ensure the development and smooth running of airport Fire Prevention Program. Conduct Fire Prevention Awareness to airport personnel. Ensure that Fire Prevention Program is implemented and maintained according to the aerodrome's fire services activities. Familiarise yourself and ensure compliance with CAR: Part 139.20.28 and 139.20.30. Conduct daily site inspections to identify any fire and safety hazards. Report on non-compliances and make recommendations and implement corrective actions to ensure compliance.
<u>ENQUIRIES</u>	:	Mr Mogomotsi Padi Tel No: (014) 552 1261
<u>POST 28/308</u>	:	<u>FIRE PREVENTION OFFICER REF NO: 30/2023/24</u> Directorate: Transport Terminals (One year contract)
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	GD Montshiwa Airport
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent plus a three (3) year tertiary qualification in Fire Prevention/Fire Technology. Fire Fighter I and Fire Fight II certificate is mandatory. Hazmat Awareness and Hazmat Operations. Minimum of Two Years of experience in the Fire and Rescue Services field. Fire Prevention experience in Aviation Industry will be an added advantage. A valid Driver's License. Knowledge: Knowledge and understanding of Fire and Rescue Services. Familiar with Fire Prevention Auditing Principles. Skills: Good communication skills (written and verbal). Problem solving, decision making, planning and organising skills. Time management. Diligence. Interpersonal skills. Multi-tasking. Confidentiality. Ability to work with little or no supervision and working under pressure. Ability to supervise other staff members. Customer focus and responsiveness. Proficiency with MS-Word, Excel and Power Point. Accountability and good Ethical conduct.
<u>DUTIES</u>	:	Ensure the development and smooth running of airport Fire Prevention Program. Conduct Fire Prevention Awareness to airport personnel. Ensure that Fire Prevention Program is implemented and maintained according to the aerodrome's fire services activities. Familiarise yourself and ensure compliance with CAR: Part 139.20.28 and 139.20.30. Conduct daily site inspections to identify any fire and safety hazards. Report on non-compliances and make recommendations and implement corrective actions to ensure compliance.
<u>ENQUIRIES</u>	:	Mr Shole Tel No: (018) 200 8075/8139
<u>POST 28/309</u>	:	<u>ENVIRONMENTAL MANAGEMENT OFFICER REF NO: 31/2023/24</u> Directorate: Transport Terminals (One year contract)
<u>SALARY</u>	:	R310 767 per annum, (OSD Notch)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. National Diploma/Bachelor Degree in Environmental Management/Natural Sciences. Minimum of Two Years' experience in Environmental Management will be an added advantage. A valid Driver's License. Knowledge: Knowledge and understanding of Environmental Management. Familiar with Environmental Auditing Principles. Skills: Good communication skills (written and verbal). Problem solving, planning and organising skills. Time management. Diligence. Interpersonal skills. Multi-tasking. Confidentiality. Ability to work with little or no supervision and working

	under pressure. Ability to supervise other staff members. Customer focus and responsiveness. Proficiency with MS-Word, Excel and Power Point. Accountability and good Ethical conduct.
<u>DUTIES</u>	: Ensure the development and smooth running of airport environmental management program. Develop and Manage Aspects and Impacts Register. Ensure that EMPr(s) are implemented and maintained according to the aerodrome's environmental management activities. Ensure compliance with CAR: Part 139.20.19, 139.20.20 and 139.20.23. Conduct regular site inspections to identify environmental hazards. Report on non-compliances and make recommendations and implement corrective actions to ensure compliance. Develop policies, procedures, and guidelines for the airport operations such as data management or safety procedures.
<u>ENQUIRIES</u>	: Mr Bakang Matilo Tel No: (014) 552 1261
<u>POST 28/310</u>	: <u>ARTISAN PRODUCTION GRADE A REF NO: 32/2023/24</u> Directorate: Government Motor Fleet
<u>SALARY</u>	: R220 533 per annum, (OSD)
<u>CENTRE</u>	: Bojanala
<u>REQUIREMENTS</u>	: Grade 10 plus a completed apprenticeship and passed trade test in motor mechanic. At least two (2) years post qualification experience required in the workshop environment. Valid driver's license code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Basic technical analysis knowledge. PMFA, knowledge of Road Transport Quality system (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of public Service Regulation. Skills: Problem solving and analysis, Decision making and creativity, self-management and analytic skills. Ability to communicate and Basic computer skills, customer focus and responsiveness, planning and organizing skills. problem solving skills and decision making.
<u>DUTIES</u>	: Inspect vehicles for technical faults. Repair vehicles according to standard. Test and repair vehicle against specifications. Service vehicles according to schedule. Quality assure serviced and maintained vehicles. Keep and maintain job register. Continuous individual development to keep up with new technology and procedures.
<u>ENQUIRIES</u>	: Mr J. Leeuw Tel No: (014) 523 5727

DEPARTMENT PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

<u>APPLICATIONS</u>	: All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag X2080, Mmabatho, 2735 Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.
<u>FOR ATTENTION</u>	: HR Recruitment - Mr. M.E Khauoe
<u>CLOSING DATE</u>	: 31 August 2023 (Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)
<u>NOTE</u>	: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: https://www.thensg.gov.za . 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. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department, www.gov.za . Applicants must indicate the Post, the Reference number and the Centre on the Z83 Form application. The application must be accompanied by a recent updated curriculum vitae indicating personal details, competencies and experience, including three (3) names of contactable referees. Post

requiring tertiary qualification(s), applicants must include copies of academic record(s) or transcript(s). Attach a copy of Identity Document. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applicant's previous information as background/reference checks will be verified through contactable referees. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Faxed, e-mailed applications will not be accepted or considered. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

OTHER POSTS

POST 28/311 : **DEPUTY DIRECTOR: MAINTENANCE SERVICES REF NO: H/O 13/2023 (X1 POST)**

SALARY : R958 824 per annum (Level 12), (all-inclusive remuneration package).
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Qualifications: National Senior Certificate plus a National Diploma / Bachelor's Degree in Property Management/ Facilities Management /Built Environment or relevant Engineering qualification. A valid driver's license. Experience: 3-5 years relevant work experience of which 3 years at an Assistant Director level. Knowledge: Knowledge of all applicable legislation, policies and prescripts that apply to Buildings and Construction Management or Facilities Management. In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, Treasury Regulations and its application, Departmental SCM policies and regulations, Exposure to contract negotiations and administration. Skills: Good communication skills (written & verbal), A sound computer literacy knowledge in Microsoft Word - Excel, Presentation and report writing skills, Good organizational and planning skills, Conflict resolution skills.

DUTIES : Coordinate and manage maintenance of Prestige residences. Manage general maintenance at Prestige residence. Manage Prestige residences on maintenance projects progress. Ensure accurate, timeous and coordinated information and reports. Present inspectorate submissions at departmental SCM committees. Control and monitor maintenance requests. Compiling specifications of work to be undertaken. Ensure that all procurement submissions are in accordance with the PFMA. Client Interface Management. Liaise with client departments with regard to their requests; give advice or recommendations where necessary. Compiling of expenditure reports on work completed or in progress. Costing and preparation of BOQs and estimates for projects. Facilitate security upgrade at Prestige residences. Supervise and conduct performance appraisals for Heads of Sections (Control Works Inspectors). Manage the resources of the Sub-directorate.

ENQUIRIES : Mr. J. Mathabela Tel No: (018) 388 4632

POST 28/312 : **SENIOR LEGAL ADMIN OFFICER (MR-6) REF NO: H/O 14/2023 (X2 POSTS)**

SALARY : R531 381 per annum
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Qualifications: National Senior Certificate (Grade 12) plus a LLB Degree (NQF Level 7 as recognised by SAQA). A valid driver's license. Experience: At least 6 to 8 years' relevant experience in legal matters. Knowledge: Knowledge of the Constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the Department.

		Good Knowledge of corporate governance. Skills: Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy. Planning and Organizing skills. Project management. Change management skills and management skills.
<u>DUTIES</u>	:	Provide verbal and written legal opinions to the Department on issues affecting the Department. Draft opinions, contracts and other legal documents. Overall coordinate and manage litigation matters for the department. Liaise with the Chief State Law Advisor and the State Attorney regarding litigation matters. Provide legislative drafting services. Conduct research on policy, legislation and legal principles. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered. Undertake legal research to provide sound legal services to the department. Supervise and quality check the work of subordinates.
<u>ENQUIRIES</u>	:	Ms. N.E Kgang Tel No: (018) 388 4143/1190
<u>POST 28/313</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION AND DISPOSALS REF NO: H/O 15/2023 (X1 POST)</u>
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma/Degree in Real Estate or Property Studies/ Town and Regional Planning/ Property Management/ Public Administration/ LLB. Valid driver's license. Experience: 2-3 years' work experience of which 2 years should be at a supervisory level. Knowledge: Knowledge and understanding of the North West Land Administration, Division of revenue (DORA), Government immovable Asset Management Act, No 19 of 2007, PFMA, National Treasury, Deeds Registries Act 47 of 1937, Spatial Planning Land Use management Act No 16 of 2013, Restitution of Land Act, Alienation of land Act no 68 of 1981, Other government property and land policies and prescripts. SKILLS: Ability to work independently. Sound report writing. Computer literacy. Problem solving skills. Analytic. Communication skills. Interpersonal relation. Negotiation and conflict resolution, presentation and facilitating skills.
<u>DUTIES</u>	:	Conduct land audit and ensure alternative optimum utilisation of state-owned properties (land/ buildings). Manage disposal of redundant State-owned properties. Identify un-surveyed and unregistered State-owned immovable assets and create data base / register. Liaise with relevant stakeholders regarding requests/ enquiries on state-owned land, including the land disputes. Prepare submissions and memos to various committees. Manage the land rights, way-leave agreements, administration of leases and registration. Prepare management reports. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. J. Lefakane Tel No: (018) - 388 4590
<u>POST 28/314</u>	:	<u>ASSISTANT DIRECTOR: OFFICE ACCOMMODATION REF NO: H/O 16/2023 (X1 POST)</u>
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma or Bachelor's degree in Real Estate/ Property Studies /Property Management or Public Administration. Valid driver's license. Experience: 2-3 years' work experience of which 2 years should be at a supervisory level in the management of office accommodation and lease contract management. Knowledge: Knowledge of all applicable legislation, policies and prescripts that apply to Buildings and Construction Management or Facilities Management. In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, Treasury Regulations and its application, Departmental SCM policies and regulations. Skills: Good communication skills (written & verbal), A sound computer literacy knowledge in Microsoft Word - Excel, Presentation and report writing skills, Good organizational and planning skills, Conflict resolution skills.
<u>DUTIES</u>	:	Undertake space planning. Manage Provincial leased portfolio and provide office accommodation to client departments. Manage provincial leased office accommodation portfolio. Process office accommodation requests from all provincial client departments. Manage Related Parties Agreements with provincial users occupying State owned office buildings. Undertake space

		planning and conduct utilisation inspections at State owned and leased office buildings. Present inspectorate submissions at departmental SCM committees. Compiling specifications of tenders to be advertised on behalf of clients. Ensure that all procurement submissions are in accordance with the PFMA. Liaise with client departments with regard to their requests; give advice or recommendations where necessary. Compiling of expenditure reports on work completed or in progress. Draft lease agreements, submissions and other documents resulting from lease negotiations. Manage and conduct inspections of residential and office accommodation. Submit reports and attend meetings as and when requested. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. J. Mathabela Tel No: (018) 388 4632
<u>POST 28/315</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: H/O 17/2023 (X1 POST)</u>
<u>SALARY</u>	:	R527 298 per annum (Level10)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma /Degree in Financial Management or Public Administration or relevant qualification. Valid driver's license. Experience: 2-3 years' work experience of which 2 years should be at a supervisory level. Knowledge: PFMA. Treasury Regulations. Public Service Act. Labour Relations Act. Municipal Property Rates Act. Skills: Ability to work independently. Sound report writing. Computer literacy. Problem solving skills. Analytic. Communication skills. Interpersonal relation. Negotiation and conflict resolution.
<u>DUTIES</u>	:	Verify provincial properties. Reconciliation of accounts. Regular visits to municipalities to collect invoices and supporting document. Update records on annual basis. Verify Payment Schedules and VA2. Make follow up with Supply Chain Management on payment. Identity properties without facility number. Ensure documentations are filed for records purpose. Ensure accuracy of proper payment. Attend meetings Compile quarterly projection. Ensure availability of cash flow. Compile expenditure report for both monthly and quarterly. Ensure that accounts are processed on time, and ensure information is captured on system. Ensure that accounts are allocated by municipality. Produce proof of payment to municipalities. Ensure filing system in place and all asset documents are filed accordingly. Produce monthly and quarterly report. Supervise staff.
<u>ENQUIRIES</u>	:	Ms C de Lange Tel No: (018) 388 4596
<u>POST 28/316</u>	:	<u>LEGAL ADMIN OFFICER (MR-5) REF NO: H/O 18/2023 (X1 POST)</u>
<u>SALARY</u>	:	R420 642 per annum
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate (Grade 12) plus a LLB Degree (NQF Level 7 as recognised by SAQA) or any other relevant equivalent qualification. A valid driver's license. Experience: At least 4 to 6 years' relevant experience in legal matters. knowledge: Knowledge of the Constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the Department. Good Knowledge of corporate governance. skills: Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy. Planning and organizing skills. Project management. Change management skills and management skills.
<u>DUTIES</u>	:	Provide verbal and written legal opinions to the Department on issues affecting the Department. Draft opinions, contracts and other legal documents. Liaise with the Chief State Law Advisor and the State Attorney regarding litigation matters. Provide legislative drafting services. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms. Kgang N.E. Tel No: (018) 388 4143
<u>POST 28/317</u>	:	<u>CHIEF WORKS INSPECTOR - MECHANICAL REF NO: H/O 20/2023 (X1 POST)</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Head Office - Mahikeng

<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma in Mechanical Engineering (T /S/N streams) or Registration as Engineering Technician or a N3 and a passed trade test in the mechanical environment• Experience: 3-5 years' experience A valid driving license. Knowledge: Public Service Act Public Service Regulations Labour Relations Act Public Service Delivery Documents Performance Management Development System Contractual Manual Public Finance Management Act Occupational Health and Safety Skills: Good communication and interpersonal relations Analytical and problem solving Negotiations and conflict resolution Creative and innovative Ability to work independently and under pressure Ability to interact with stakeholders on various levels Numeric Sound report writing and Presentation skills.
<u>DUTIES</u>	:	Identifying needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Evaluate existing technical manuals standard drawings and procedures to incorporate new technology, produce technical design with specifications and submit timeous reports as required, ensure continuous professional development to keep up with new technologies and procedures. Render an inspection service work of done on new projects and existing structures. Development and interpretation of plans and sketches. Analyse and compile relevant projects documentation for new and existing structures. Manage the activities of contractors on project sites. Gather and submit information in terms of the extended public works programme. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. O.K. Diale Tel No: (018) 388 3528
<u>POST 28/318</u>	:	<u>SENIOR ADMIN OFFICER: OFFICE ACCOMMODATION REF NO: H/O 23/2023 (X1 POST)</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma /Degree in Financial Management/ Public Administration /Real Estate/ Property Studies/ Property Management. Valid driver's license. Experience: 2 years' relevant experience. Knowledge: A sound understanding of the Public Finance Management Act (PFMA). Understanding of property market trends and to be able to analyze the property market. Understanding of financial administration processes and systems, contractual policies and procedures as well as procurement processes and systems. Knowledge of all applicable legislation, policies and prescripts that apply to Buildings and Construction Management or Facilities Management. In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, Treasury Regulations and its application, Departmental SCM policies and regulations. Skills: Effective communication skills. Report writing skills. Computer literacy. General office administrative and organizational skills. Resourcefulness and creative. Conflict resolution skills. Ability to work under pressure.
<u>DUTIES</u>	:	Administer the renewal of leases. Administer the total procurement for all leases and make sure that leased buildings are compliant to OHS and other building regulations. Ensure that leases are signed by both parties. Ensure that lease expiry is being managed. Draft submission to the Bid Committee for advertising of the leases. Attend to site visits. Undertake space planning and conduct utilisation inspections at State owned and leased office buildings. Attend to AG queries to avoid audit queries. Compile lease reports monthly. Supervise staff.
<u>ENQUIRIES</u>	:	Ms T. Matsietsa Tel No: (018) 388 4630
<u>POST 28/319</u>	:	<u>SENIOR ADMIN OFFICER: HOUSING REF NO: H/O 24/2023 (X1 POST)</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma/Degree in Financial Management /Public Administration/ Real Estate/ Property Studies/ Property Management. A valid driver's licence. Experience: 2 years' relevant experience. Knowledge: PFMA. Treasury Regulations. Public Service Act. Labour Relations Act. Skills: Ability to work independently. Sound report

		writing. Computer literacy. Problem solving skills. Analytical skills. Communication skills. Interpersonal relation. Negotiation and conflict resolution.
<u>DUTIES</u>	:	Update the lease register. Report defaulting tenants to Legal section. Report maintenance. Remind tenants on short term arrears. Compile lease agreements. Draft allocation letters. Inspect houses to confirm tenant's occupancy. Verify assets and confirm ownership. Opt arrear statements from Sage system. Ensure filing system is in place and all asset documents are filed accordingly. Supervise staff.
<u>ENQUIRIES</u>	:	Ms C de Lange Tel No: (018) 388 4596
<u>POST 28/320</u>	:	<u>SENIOR ADMIN OFFICER: MAINTENANCE SERVICES REF NO: H/O 25/2023 (X1 POST)</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma /Degree in Property Management/ Facilities Management/Real Estate/Public Administration. Valid driver's licence. Experience: 2 years' relevant experience. Knowledge: PFMA. Treasury Regulations. Public Service Act. Labour Relations Act. Skills: Ability to work independently. Sound report writing. Computer literacy. Problem solving skills. Analytic. Communication skills. Interpersonal relation. Negotiation and conflict resolution.
<u>DUTIES</u>	:	Administer complaints received from clients. Compile reports. Administer project travel advances, expenses reports, consultant fees payments. Ensure vendors and consultants are accurately paid within the contractual timeframe. Approve invoices and advance requests. Stores and Inventory Management. Monitor pay rolls and distribute payslips. Provide HRM services. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. P.H. Ndaleneni Tel No: (018) 388 3878
<u>POST 28/321</u>	:	<u>CHIEF WORKS INSPECTOR REF NO: KK01/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Dr Kenneth Kaunda District Buildings Inspectorate (X1 Post) Buildings Potchefstroom-Electro/Mechanical (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications and experience: A National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in building environment, electrical or mechanical environment or Registration as an Engineering Technician. Three (3) – five (5) years appropriate Buildings experience. A valid Driver's license. Knowledge: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Resolutions. Public Service Delivery Documents. Performance Management Development System. Construction Manual. Ribbon Development Act. Public Finance Management Act. Occupational Health and Safety Act. Skills: Numeric. Good communication and interpersonal relations. Analytical and problem solving. Conflict management. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Sound report writing. Presentation skills.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Render an inspection service of work done on new projects and existing structure. Analyse and compile relevant project documentation for new and existing structures. Manage the activities of contractors on project sites. Gather and submit information in terms of extended Public works Programme.
<u>ENQUIRIES</u>	:	Ms. B. Ngqondi Tel No: (018) 492 0416
<u>APPLICATIONS</u>	:	All Posting Applications must be addressed to: The District Manager, Public Works and Roads, Ngaka Modiri Molema District, Private Bag X918, Potchefstroom, 2520, Or Hand deliver to Registry Office no. 131, Kruis Street - Dr Kenneth Kaunda District Office, Potchefstroom, 2520. For Attention: Dep. Director - Corporate Management: Ms. C. Hlabatau. All Applications, must be addressed as Post Reference and Institution Indicate:
<u>POST 28/322</u>	:	<u>LEGAL ADMIN OFFICER (MR-4) REF NO: H/O 19/2023 (X1 POST)</u>
<u>SALARY</u>	:	R351 618 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mahikeng
	:	Qualifications: National Senior Certificate (Grade 12) plus a LLB Degree (NQF Level 7 as recognised by SAQA). A valid driver's license. Experience: At least 3-4 years' relevant experience in legal matters. Knowledge: Knowledge of the Constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the Department. Good Knowledge of corporate governance. Skills: Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy. Planning and organizing skills. Project management. Change management skills and management skills.
<u>DUTIES</u>	:	Provide verbal and written legal opinions to the Department on issues affecting the Department. Draft opinions, contracts and other legal documents. Liaise with the Chief State Law Advisor and the State Attorney regarding litigation matters. Provide legislative drafting services.
<u>ENQUIRIES</u>	:	Ms. N.E Kgang. Tel No: (018) 388 4143
<u>POST 28/323</u>	:	<u>WORKS INSPECTOR - ELECTRICAL REF NO: H/O 21/2023 (X1 POST)</u>
<u>SALARY</u>	:	R241 485 per annum (Level 06)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the electrical environment or Registration as an Engineering Technician. A valid driving license. Experience: no experience required. Knowledge: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Delivery Documents. Performance Management Development System. Contractual Manual. Public Finance Management Act. Occupational Health and Safety. Skills: Good communication and interpersonal relations. Analytical and problem solving. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Numeric. Sound report writing. Presentation skills.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Development and interpretation of plans and sketches. Draw up quotation documents and compile specifications. Oversee and inspect the work done by contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Process sign off payment documents. Ensure effective contract administration. Timely development of reports on problems emanating from projects.
<u>ENQUIRIES</u>	:	Mr. M D. Lenkopane Tel No: (018) 388 3017
<u>POST 28/324</u>	:	<u>WORKS INSPECTOR - MECHANICAL REF NO: H/O 22/2023 (X1 POST)</u>
<u>SALARY</u>	:	R241 485 per annum (Level 06)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the Mechanical environment or Registration as an Engineering Technician and a valid driver's license. Experience: No experience required. Knowledge: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Delivery Documents. Performance Management Development System. Contractual Manual. Public Finance Management Act. Occupational Health and Safety. Skills: Good communication and interpersonal relations. Analytical and problem solving. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Numeric. Sound report writing and Presentation skills.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Analyse and compile relevant

documentation for work to be done on minor new and existing structures. Development and interpretation of plans and sketches. Draw up quotation documents and compile specifications. Oversee and inspect the work done by contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Process sign off payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects.

ENQUIRIES

:

Mr. O.K. Diale Tel No: (018) 388 3528

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

- APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one 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.
- CLOSING DATE** : 04 September 2023
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

OTHER POST

- POST 28/325** : **GROUNDSMAN, ELSENBURG REF NO: AGR 43/2023**
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Basic Literacy and Numeracy (ABET level 2/Grade 5). Recommendation: Relevant experience. Competencies: General knowledge of routine manual maintenance activities. Skills required: good verbal communication skills and basic numeracy.
- DUTIES** : Perform routine activities in respect of grounds to include but are not limited to: irrigation & watering of plants/lawn, weeding, pruning and trimming of plants, cutting, seeding and transplanting of plants, mowing of lawns, disposing of organic waste, dig up compost, spraying; Perform general routine activities in respect of infrastructure which would include the following but is not limited to: maintaining road marking, painted surfaces, canals, buildings; Cleaning signs and light fittings, sweeping, mixing and laying cement for walkways, driveways, unblocking of drains, empty and clean waste collection bins, cleaning and maintenance of roads, pavements and greenhouses; Perform general activities which would include but are not limited to: Care for equipment eg. Cleaning, oiling and sharpening, loading/offloading furniture, make minor repairs to furniture.
- ENQUIRIES** : Mr V Govender Tel No: (021) 808 5422

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- 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** : 28 August 2023
- NOTE** : 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

<u>POST 28/326</u>	:	<u>DEPUTY DIRECTOR: REGIONAL OPERATIONS SUPPORT REF NO: CAS 32/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 11), (all-inclusive salary package) 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 management level experience. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge and ability in the following: Planning and organising: Strategic planning to set objectives to ensure proper linking to the relevant Head Office Components; plan for activities, which include compiling of management reports. Finance: Budget planning; Set budget levels and expenditure control. Initiate methods to improve the effective utilisation of funds. Human Resource Matters: Dealing with the demands of a constantly changing workplace; Oversee district offices. Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. National Sport and Recreation policies and legislation, including the National Sport and Recreation Plan Computer: Operational / utilisation of specific computer software packages and efficient utilisation of both hardware and software. Written and verbal communication skills.
<u>DUTIES</u>	:	Financial Management; Human Resource Management; Policy and Strategy; Sport and Recreation Programme implementation; Liaise with the relevant role-players such as: Local Authorities, Schools, Sport federations, Other Provincial & National departments, Sport councils, Recreation structures, Private sector organisations, NPO/ NGO's.
<u>ENQUIRIES</u>	:	Mr L Bouah Tel No: (021) 483 5891
<u>POST 28/327</u>	:	<u>SPECIALIST HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 35/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year B-Degree (equivalent or higher qualification) in the field of Archaeology, Palaeontology, Geology, Meteorites, Heritage Conservation, Anthropology, Building Science or History; A minimum of 5 years relevant experience; A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Masters Degree. Competencies: Knowledge of the following: Training in archaeology and related disciplines; Human resource management; Management of finance in line with the Public Finance Management Act; Skills needed: Written and verbal communication; Analytical thinking; Project Management; Development of systems and databases; Planning and organising; Conflict resolution.
<u>DUTIES</u>	:	Processing most complex and advanced application for permits, impact assessment and appeals received in terms of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for the most complex cases for formal protection of Heritage Resources; Monitor and enforce compliance with most sensitive and intricate permits and conditions of impact assessments and other aspects of legislation; Provide professional, technical assistance, advice and undertake advocacy on heritage matters; Prepare the PHRA submission to the tribunals; Brief counsel or state prosecutor on the technical details with regards to court cases; Ensure proper storage of archaeological and paleontological, meteorites artifacts.
<u>ENQUIRIES</u>	:	Ms C Scheermeyer Tel No: (021) 483 9682
<u>POST 28/328</u>	:	<u>ICT SUPPORT OFFICER: LIBRARY SYSTEMS SUPPORT REF NO: CAS 33/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology; A minimum of 3 years' experience in information network or infrastructure environment; A valid (Code B or higher) driving license. Recommendation: Willingness to travel on his/her own to provide ICT Services to libraries across the province. Competencies: Knowledge of provincial and public libraries; Skills needed: Applying expertise

		and technology; Analysing; Relating and networking; Working with people; Planning and organising; Delivering results and meeting customer expectations; Following instructions and procedures; Adapting and responding to change; Deciding and initiating action; Writing and reporting; Learning and researching; Coping with pressures and setbacks; Written and verbal communication skills; Proven computer literacy.
<u>DUTIES</u>	:	Responsible for the end user environment; Responsible for training of library staff on the software installed on the PC's and initial troubleshooting; Conduct system application support/maintenance; Provide inputs in policy and budget.
<u>ENQUIRIES</u>	:	Ms E Links Tel No: (021) 483 5140
<u>POST 28/329</u>	:	<u>LIBRARIAN: SELECTION REF NO: CAS 34/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences. Recommendation: Experience in the following: Collection development and evaluation of library material; Cataloguing experience using AACR2 or RDA; Children's literature collection development; Electronic resources collection development. Competencies: Knowledge of the following: Book knowledge; Library selection procedures; Library Information Management System; MARC21; Budgeting; Skills needed: Proven computer literacy (MS Office); Presentation skills; Planning and organisational; Time management; Ability to work independently, as part of a team and under pressure.
<u>DUTIES</u>	:	Evaluation of library material; Creation of bibliographic records; Collection development; Promotion of library material.
<u>ENQUIRIES</u>	:	Mr S Jonck Tel No: (021) 483 5475

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

<u>APPLICATIONS</u>	:	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
<u>CLOSING DATE</u>	:	28 August 2023
<u>NOTE</u>	:	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

<u>POST 28/330</u>	:	<u>DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 18/2022 R1</u>
<u>SALARY</u>	:	R811 650 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years management level experience working in a business environment. Recommendation: Master's degree (or higher qualification) in economics; Experience in the following: Managing impact assessment projects across a wide range of sectors; Leading research projects; Using costs benefit analysis tools; Standard Cost Modelling and similar tools; The business industry and sectors. Competencies: Knowledge of the following: Concept of red tape and its reduction; Modern systems of governance; Project Management; Stakeholder Relationship Management. Skills needed: Written and verbal communication; Problem-solving; Research; Proven computer literacy (MS Office).
<u>DUTIES</u>	:	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. Ms M Ellis at (083) 565 1867
<u>ENQUIRIES</u>	:	
<u>POST 28/331</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 03/2022 R2</u>
<u>SALARY CENTRE</u>	:	R424 104 per annum (Level 09) Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (Advanced Diploma/BDegree/ equivalent or higher) in Supply Chain Management or Financial Management; A minimum of 3 years supervisory experience in a supply chain management working environment. Competencies: Knowledge of the following: Supply Chain Management; Application of relevant procurement legislation/policies; LOGIS and IPS/e-PS. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Problem solving. Ability to: Work independently and as part of a team; Work under pressure and to cope with a high workload.
<u>DUTIES</u>	:	Coordinate and execute the quotation and bidding processes; Ensure prevention of fraud and abuse of the SCM system interventions; Monitor, analyse and determine actions to ensure compliance with contract management; Manage commitments and accounting; Staff supervisory functions; Uphold service delivery and standards.
<u>ENQUIRIES</u>	:	Mr M Hartman Tel No: (021) 483 9148
<u>POST 28/332</u>	:	<u>ASSISTANT DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT (RECORDS MANAGEMENT) REF NO: DEDAT 21/2023</u> (12 Month Contract)
<u>SALARY CENTRE</u>	:	R424 104 per annum (Level 09), plus 37% in lieu of benefits Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Administration; 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: Information Management Degree. Competencies: Knowledge of the following: Relevant Legislation, policies, prescripts, and procedures related to records and knowledge management; Records management systems; Electronic content management; Project management; Management and people management principles; Skills needed: Written and verbal communication; Proven computer literacy; Facilitation and presentation; Analytical and problem solving; Planning and organising.
<u>DUTIES</u>	:	Develop and actively promote the identification, implementation and maintenance of knowledge and information management services; Develop and maintain departmental physical records system; Provide a registry service; Develop and maintain electronic content management (ECM) systems; Draft, administer and/or review the business continuity plan and the management of security services; People Management.
<u>ENQUIRIES</u>	:	Mr D Stevens Tel No: (021) 483 9243

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

<u>APPLICATIONS</u>	:	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
<u>CLOSING DATE</u>	:	28 August 2023
<u>NOTE</u>	:	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 28/333 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY MANAGEMENT REF NO: EADP 37/2023**

SALARY : R451 587 per annum, (OSD as prescribed)
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate Honours Degree in Environmental Management or Physical / Natural Sciences or Engineering (or an equivalent qualification); A valid (Code B) driving license. Recommendation: Working knowledge and relevant experience of the following: Environmental Management, Integrated Environmental Management, particularly Air Quality Management; Air Quality Monitoring; Environmental Legislation; Compliance and Enforcement and Project Management / Planning. Competencies: Knowledge of the following: Environmental Management (air quality management, integrated environmental management; pollution management; regulatory services); Air Quality Management Systems (e.g. air quality monitoring network, atmospheric emission licensing, air quality management planning, etc.); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA; NEM: AQA); Environmental legislation (e.g. NEMA, NEM: AQA). Skills in the following: Communication (written and verbal); General Office / Administration: Supervisory and Mentoring, Budgeting and Financial Management; Excellent research and report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team.

DUTIES : Provide specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; Provide leadership, guidance and technical advice on the development and implementation of specific projects (e.g. Atmospheric Emissions Licensing, Emissions Inventory, Dispersion Modelling; Air Quality Management Planning, information management and capacity building); Provide specialist advice and technical expertise and assistance with respect to the operation and maintenance of an air quality monitoring network; Provide specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.

ENQUIRIES : Dr J Leaner Tel No: (021) 483 2888

DEPARTMENT OF HEALTH AND WELLNESS

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

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

OTHER POSTS

POST 28/334 : **HEAD CLINICAL UNIT GRADE 1 (PAEDIATRICS)**

SALARY : R1 887 363 per annum, (A portion of the package can be structured according to the individual's personal needs).
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Sub-Specialist in Paediatric Cardiology. Registration with a professional body: Registration with the HPCSA as Medical Sub-Specialist in Paediatric Cardiology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Paediatric Cardiology. Inherent requirements of the job:

Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Manage the Cross-platform Paediatric Cardiology clinical service delivery including commuted after-hour services at Red Cross War Memorial Children's Hospital and Tygerberg Hospital. Competencies (knowledge/skills): At least three years Clinical experience in Paediatric Cardiology. Experience in academic teaching, health worker capacity building and research. Scientific publications and postgraduate supervision experience. Experience in project and people management. Good communication skills, facilitation and team-building skills. Demonstrated personal qualities and strengths such as leadership, enthusiasm, commitment and a pioneering spirit. Computer literacy. Special interest in Paediatric Cardiology Health Care systems development, support and outreach.

<u>DUTIES</u>	:	Strengthen and deliver Cross-platform Paediatric Cardiology clinical services for children in the Department of Paediatrics and Child Health at Red Cross War Memorial Children's Hospital and the Department of Paediatrics and Child Health at Tygerberg Hospital, as well as referral hospitals in the Cape Town Metro and the Western Cape. Service co-ordination and management support: Manage as Clinical Unit Head the Paediatric Cardiology units at Red Cross War Memorial Children's Hospital and Tygerberg Hospital, including human and financial resources. Provide support for the Executive Heads of Paediatrics and Child Health at both Red Cross War Memorial Children's Hospital and Tygerberg Hospital in strategic and financial oversight of clinical services, participate in and provide technical support in regional and provincial child activities, assist with service coordination between levels of care. Assist in quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related to Paediatric Cardiology burden of disease; manage and support staff and participate in departmental FBU activities at both Red Cross War Memorial Children's Hospital and Tygerberg Hospital. Academic teaching and research: Co-ordinate, and actively participate in the academic under- and post-graduate paediatric training program (including clinical teaching) at the Faculty of Health Sciences, University of Cape Town and the Faculty of Medicine and Health Sciences, Stellenbosch University. Perform and supervise Paediatric Cardiology research activities in both the Department of Paediatrics and Child Health, Faculty of Health Sciences, University of Cape Town and the Department of Paediatrics and Child Health, Faculty of Medicine and Health Sciences, Stellenbosch University.
<u>ENQUIRIES</u>	:	Prof R Muloiwa Tel No: (021) 650-1779
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/335</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PUBLIC HEALTH MEDICINE)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum Grade 2: R1 386 069 per annum Grade 3: R1 605 330 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Directorate: Violence Prevention Unit
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health. Registration with a professional council: Registration with the Health Professions Council of South (HPCSA) Africa as a Medical Specialist in Public Health. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Public Health. Grade 2: A minimum of 5 years appropriate experience as Public Health Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. Grade 3: A minimum of 10 years appropriate experience as a Public Health Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. Inherent requirements of the job: A valid driver's license. Good written and communication skills in at least two or more

of the three official languages of the Western Cape. Willingness to work overtime and travel. Competencies (knowledge/skills): Ability to conduct independent research and report research findings to professional and non-professional audience. Critical thinking and reasoning skills. Good presentation and communications skills. Innovative problem-solving skills. Intermediate to advanced computer literacy. Knowledge and understanding of social and cultural dynamics within communities. Knowledge and understanding of the roles and functions of government (at all levels). Knowledge of intergovernmental relations. Policy analysis and writing skills. Project design and management skills. Statistical analysis and data evaluation abilities. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

<u>DUTIES</u>	:	Design, manage and implement tools and projects to assess/improve efficiency, effectiveness and quality of violence prevention initiatives and interventions. Management of resources with respect to Financial Management and Human Resource Management. Perform project management and report writing functions within the Directorate: Violence Prevention Unit. Provide inputs into provincial and departmental planning processes with regards to violence prevention and safety. Provide support to the Directorate: Violence Prevention Unit in terms of data analysis and interpretation, data visualisation, monitoring and evaluation of violence prevention initiatives and interventions.
<u>ENQUIRIES</u>	:	Ms JO Arendse Tel No: (021) 815-8612 / Mr N Van Der Walt Tel No: (021) 815-8713
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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).
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 28/336</u>	:	<u>DEPUTY DIRECTOR FINANCIAL MANAGEMENT (REVENUE ADMINISTRATION)</u> Directorate: Management Accounting, Sub-directorate: Revenue Administration
<u>SALARY</u>	:	R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An undergraduate degree: Finance or Accounting or equivalent qualification. Experience: Extensive experience in revenue administration. Extensive experience in engaging with external funders and debt collectors. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness to travel visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Knowledge of Hospital Fees policies and procedures, Hospital tariff structures and Accounting Receivable System. Knowledge of UPFS tariff structures as well as Knowledge of HIS, Accounts Receivable System would be advantageous. Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel and Word. Proficiency in cost management principles, budgeting and other management accounting tools and techniques. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Excellent interpersonal relations and conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates. Project Management.
<u>DUTIES</u>	:	Manage the Revenue Budget processes for the Department of Health. Monitor and Report on revenue collection. Achieve annual revenue target. Annual review and implement revised tariffs for patient fees and other sundry revenue.

		Oversee Debt recovery strategies within the Department of Health and Wellness.
<u>ENQUIRIES</u>	:	Ms D Mogane Tel No: (021) 815-8643
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 28/337</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)</u>
<u>SALARY</u>	:	Grade 1: R444 741 per annum Grade 2: R520 785 per annum Grade 3: R612 642 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: A minimum of 3 years of appropriate experience in hospital or centralized radiopharmacy. Inherent requirement of the job: Willingness to provide an Ultrasound Imaging Service. Must be able to work in a multidisciplinary team. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Competencies (knowledge/skills): Knowledge of abdominal, vascular, Paediatric, and Musculo-skeletal ultrasound. Training of students and peers. Good interpersonal skills. Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide a comprehensive diagnostic ultrasound service as well as accurate report writing. Assist with training and evaluation of Diagnostic and Sonography students and Radiology registrars. -General care and preparation of patients. Effective administration within the ultrasound unit regarding patient service as well as safe use of equipment. -Maintain case records and statistics. Participate in CPD programmes. Assistance with research and training needs.
<u>ENQUIRIES</u>	:	Ms B Dreyer Tel No: (021) 938-5918
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	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 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)".
<u>CLOSING DATE</u>	:	1 September 2023
<u>POST 28/338</u>	:	<u>CHIEF ARTISAN: GRADE A</u> Overberg District (Contract Post Until 31 March 2024)
<u>SALARY</u>	:	Grade A: R434 787 per annum+ 37% in lieu of benefits
<u>CENTRE</u>	:	Overberg District Office, Caledon
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Certificate (Electrical/Painting/Carpentry/Plumbing). Experience: A minimum of at least 10 years appropriate experience after obtaining the Trade Certificate as an Artisan / Artisan Foreman. Appropriate supervisory / managerial experience. Inherent requirements of the job: Good communication skills in at least two of the three official languages of Western Cape. Willingness to work overtime and perform standby duties afterhours, weekends and public holidays should the need arise. Must be physically fit to perform duties as required. Valid Code (B/EB/EC1) drivers' licence. Competencies (knowledge/skills): Appropriate building management experience. Ability to work independently and good organisational and project management skills. Knowledge of the relevant legislative prescripts, policies and procedures. Computer proficiency in MS Word, Excel, PowerPoint and Outlook.
<u>DUTIES</u>	:	Strategic Planning and management of health facility maintenance needs and infrastructure projects. Provide input and assistance with technical specifications. Render sound quality and risk management practices.

		Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks. Draft monthly reports and perform relevant administrative tasks. General support functions to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms R Zondo Tel No: (028) 214-5804
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/339</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: THEATRE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum (Plus, a non-pensionable rural allowance of 8% of your annual basic salary is payable).
<u>CENTRE</u>	:	Riversdale Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform night duty, on- call, after-hour, and weekend standby duties for the hospital. Competencies (knowledge/skills): Skilled Nurse Clinician able to lead and assist in managing the Operating Theatre. Ability to analyse and interpret information and statistics, provide and compile reports, and establish and monitor effective theatre, IPC and CSSD practices in Theatre. Manage effective appropriate and updated Theatre services. Stock and equipment management, problem solving and decision-making skills. Assist in Human Resource and Financial Management.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel with regards to Theatre services. Render advanced clinical nursing care and support clinical staff with all theatre and surgical procedures, IPC practices and CSSD procedures. Utilize human resources, material, and physical resources efficiently and effectively in the theatre. Maintain professional growth/ethical standards and self- development. Provision of effective training and research in Theatre and for all nursing staff.
<u>ENQUIRIES</u>	:	Mr P Moolman Tel No: (028) 713-8643
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	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: Medical and Surgical Nursing Science: Operating Theatre Nursing.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/340</u>	:	<u>BED MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: An Appropriate 3-year Health related qualification (degree/diploma), registrable with the relevant council of South African Nursing Council or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience as a health professional in a hospital setting. Appropriate experience in Bed Management processes and administration is recommended. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Valid Code B/EB driver's license. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint, and Outlook). Knowledge and insight of relevant legislation and policy related to bed management with the public sector. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Proven effective communication, interpersonal relationship, leadership, decision making, and conflict resolution skills. Good organizational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Responsible to lead, guide, support and develop the patient flow management of Mitchells Plain Hospital. Apply efficient information management processes relating to bed management activities utilizing current Health information management systems. Participate in training and development of staff and in research activities. Utilize and manage resources with a focus on cost containment. Manage, monitor, evaluate and report on bed management related quality assurance activities and programs.
<u>ENQUIRIES</u>	:	Dr J Marszalek Tel No: (021) 377-4779
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/341</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PALLIATIVE CARE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R293 670 per annum Grade 2: R358 626 per annum Grade 3: R431 265 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Oral and verbal competency in at least 2 of the official languages of the Western Cape, of which English should be one. Computer Literacy. Physical and mental competency to perform the job. Willingness to undergo Palliative Care Training. Able and willing to work clinically and after hours, including standby duties. Willingness to travel and in possession of a valid (Code B/EB) driver's licence. Willingness to provide training to the multi-disciplinary team members and other role-players. Competencies (knowledge/skills): Excellent theoretical and clinical knowledge in general nursing and experience in/ knowledgeable about palliative care. Passionate about palliative care. Flexible, Responsive, Critical and Creative thinking, Complex problem-solving skills, ability to work collaboratively within the MDT and between internal and external teams.
<u>DUTIES</u>	:	Facilitate the provision of holistic institutional nursing care 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 i.r.o 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms RM Bezuidenhout Tel No: (023) 348-1104
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may 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 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)"
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/342</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: TRAINING: CBS)</u> Chief Directorate Metro Health Services
<u>SALARY</u>	:	Grade 1: R293 670 (PN-A2) per annum Grade 2: R358 629 (PN-A3) per annum Grade 3: R431 265 (PN-A4) per annum
<u>CENTRE REQUIREMENTS</u>	:	Southern/Western Sub-structure Office Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. 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: Valid (Code B/EB) driver's licence. Willingness to travel and work after hours. Competencies (knowledge/skills): Good Communication Skills and Proficiency in at least two of the three official languages of the Western Cape. Knowledge and understanding of Integrated Health and Wellness/Community Based Services and NPO Sector Management. Knowledge and understanding of the Nursing Code of Ethics and Professional Scope of Practice of SANC. Computer literacy in MS Office Suite (MS Word, Excel, Power-Point) and MS Outlook. Proficiency in report writing. Appropriate training/facilitation experience.
<u>DUTIES</u>	:	Planning, co-ordination, implementation, and facilitation of formal training programmes for metro health district staff and NPO Staff: Professional Nurses and Community Health Workers. Mentoring and coaching of staff. Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Y Cottee Tel No: (021) 202-0925
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
<u>CLOSING DATE</u>	:	01 September 2023

<u>POST 28/343</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES)</u>
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics /Mathematical Literacy / Accountancy as a passed subject. Experience: Appropriate experience in Revenue Department. Inherent requirements of the job: Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet. Excellent written and verbal communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. -Knowledge of how to operate computer hardware.
<u>DUTIES</u>	:	Handling of patient account enquiries. Perform all duties associated with the follow-up and collection of outstanding accounts. Ensure the correctness of patient invoices. Clearing of Inter-responsibility Account and Medscheme accounts. -Billing of patient accounts and allocating payments. Handling of state monies.
<u>ENQUIRIES</u>	:	Mr L Kltshini Tel No: (021) 938-4387
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/344</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Garden Route District
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of the PERSAL salary system. Experience: Appropriate Human Resource Management experience in the public sector. Appropriate experience regarding the PERSAL salary system. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint). Ability to interpret legislation and directives. Knowledge and experience of PERSAL and their relevant functions.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave, distribution of payslips, debt management, and verify documents and qualifications. Responsible for capturing transactions on PERSAL. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations, and circulars. Assist with all other administrative functions in the Personnel component.
<u>ENQUIRIES</u>	:	Mr HA Claasen Tel No: (044) 302-8483
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/345</u>	:	<u>STERILIZATION OPERATOR SUPERVISOR (CSSD)</u>
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in the CPD Sterilization and Decontamination services as an operator in a hospital setting. Inherent requirement of the job: Be willing to work standby. Willingness to work in any department within CPD (CSSD & Gas). Willingness to work shifts including weekends, public holidays and night duty. Competencies (Knowledge/Skills) Supervisory experience. Sound knowledge of decontamination and sterilization practices. Good problem solving and interpersonal skills. Basic Computer literacy (MS Word, Excel, Power point).

<u>DUTIES</u>	:	Manage, organize, and control Central Sterile Services Department (CSSD) and Gas Sterilization Units (GSU). Human, Physical and Financial resource management of the CSSD and GSU. Maintain Quality Assurance and Infection Prevention measures in CSSD and GSU. Cost Containment with regards to human and material resources.
<u>ENQUIRIES</u>	:	Ms R Sutcliffe Tel No: (021) 404-2092
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/346</u>	:	<u>TELKOM OPERATOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R171 537 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education & Training Certificate (GETC) / Grade 9 (std 7). Experience: Appropriate experience in the operating of a high-volume switchboard in a hospital environment. Appropriate experience of General reception (Helpdesk) duties. Inherent requirements of the job: Ability to communicate effectively (verbal and written) in two of the three official languages of the Western Cape. Physically able to hear and speak clearly. Competencies (knowledge/skills): Appropriate knowledge and ability to operate Switchboard equipment, a messaging and paging system effectively and efficiently. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
<u>DUTIES</u>	:	Manage switchboard, efficient communication handling (both internally and externally) of incoming and outgoing calls and answer telephonic queries and deliver messages. Handling of all telecommunication equipment and related tasks and ensuring that switchboard and telephone equipment is in working order and report all faults to supervisor/ relevant persons. Maintain internal telephone directory. Provide feedback on the operational running of the component and support supervisor by adhering to the Code of Conduct for the Public Service. Render a general reception and an administrative support service to patients, public, and staff. Monitor telephone accounts and distribute monthly to departments.
<u>ENQUIRIES</u>	:	Mr G Viljoen Tel No: (021) 370-2368
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/347</u>	:	<u>PRINCIPAL PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R147 036 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 9/Standard 7 or General education and training certificate. Experience: Appropriate experience in porter services in a hospital environment. Inherent requirements of the job: Willingness to perform duties at irregular hours and over time, when required. A valid Code (B/EB) driver's licence. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to cover/work shifts when required. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and service providers. Knowledge of the Occupational Health and Safety Act. Ability to work independently and in a team context. Knowledge of the grievance procedure, code of good practice: dismissal and disciplinary code and procedure for the public service. Must be of sober habits. Thorough knowledge of contracts, with regards to funeral contractors, the Dead-On-Arrival protocols, the removal of corpses protocol and handling of folders protocol.
<u>DUTIES</u>	:	Control and manage the utilization of personnel to ensure the patient is transported to treatment areas timeously. Ensure that disciplinary procedures are effectively enforced. Ensure that personnel collect/clean wheelchairs, trolleys and collect blood hampers. Effective execution of all administrative functions applicable on a supervisory level and providing effective support to the Administrative Officer.

<u>ENQUIRIES</u>	:	Ms F Hardnick Tel No: (021) 402-6623
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undertake a practical test.
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 28/348</u>	:	<u>GENERAL STORES WORKER (MAIN PHARMACY STORES)</u>
<u>SALARY</u>	:	R125 373 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in medical stores. Inherent requirements of the job: Must be able to manage heavy cartons on a continuous basis. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal and communication skills.
<u>DUTIES</u>	:	Receipt of stock delivered of non-pharmaceutical goods from suppliers. Open cartons and check contents for correctness against the invoice and note expiry dates and batch numbers. Check external appearance for damage and accuracy. Deliver finished, final, and packaged pharmaceutical items to designated areas in the hospital. -Place checked stock in designated places. Uphold the cold chain. Assist with the issuing of stock to the pharmacy. Stock-taking and keeping the areas neat, tidy, and hygienic. Report all deviations and discrepancies.
<u>ENQUIRIES</u>	:	Ms M Erasmus Tel No: (021) 938-4678
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Successful candidates may undergo competency assessments/proficiency tests.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/349</u>	:	<u>CLEANER (X2 POSTS)</u>
<u>SALARY</u>	:	R125 373 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	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. Ability to effectively communicate in at least two of the three official languages Spoken of the Western Cape. 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. The ability to do physical tasks and operate heavy duty cleaning.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms M Wehr Tel No: (021) 404-4052
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 28/350</u>	:	<u>PORTER</u>
	:	Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R125 373 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENT</u>	:	Basic numeracy and literacy skills. Experience: Appropriate porter experience in a hospital environment. Inherent requirements of the job: Ability and willingness to work shifts, weekends and public holidays as required. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to perform duties at irregular

hours and over time, when required. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and service providers. Knowledge of the Occupational Health and Safety Act. Must be of sober habits.

- DUTIES** : Accompany walking patients and safety transport sitting non-walking patients per wheelchair/bed trolley to and from different departments/wards. Render assistance to nursing/medical staff with the transfer of patients to beds/wheelchairs and vice versa. -Check and report and replace gas cylinders in wards/treatment areas and assist with shifting medical equipment to and from rooms. Report any defects of trolleys or wheelchairs to the supervisor. Respond to requests from wards and departments. Ensure a safe and hygienic work environment as well as collecting and cleaning equipment.
- ENQUIRIES** : Mr Q Petersen Tel No: (021) 402-6182
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be required to undertake a practical test.
- CLOSING DATE** : 25 August 2023

POST 28/351 : **EMS SESSIONAL CLEANER (X2 POSTS)**
(Contract: 01 September 2023 – 30 April 2026)

- SALARY** : 10 hours per week @ R70.60 per hour
- CENTRE** : EMS West Coast Stations: Vredenburg, EMS Overberg Stations: Botrivier
- REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience as a Cleaner in a hospital / health facility environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape.

- DUTIES** : General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Effective Maintenance and removal of Medical and Domestic Waste. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Effective maintenance of grounds. Optimal support to Facility manager, supervisor and colleagues.

- ENQUIRIES** : EMS West Coast District Office – Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853, EMS Overberg District Office – Ms H Esterhuizen Tel No: (028) 312-1063 / Mr M Jacobs Tel No: (028) 284-9100
- APPLICATIONS FOR ATTENTION** : To the Director Emergency Medical Services, Private Bag X24, Bellville 7530.
- NOTE** : Ms M Lambert
- CLOSING DATE** : No payment of any kind is required when applying for this post.
01 September 2023

DEPARTMENT OF INFRASTRUCTURE

- APPLICATIONS** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted.
- CLOSING DATE** : 28 August 2023
- NOTE** : 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

<u>POST 28/352</u>	:	<u>CHIEF ENGINEER (GRADE A): REGIONAL HUMAN SETTLEMENT SUPPORT REF NO: DOI 62/2023</u>
<u>SALARY</u>	:	Grade A: R1 146 540 per annum, (all-inclusive salary package), (OSD as prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 4 year B-Eng / BSc-Eng degree (or equivalent qualification); Must be registered with ECSA as a Professional Engineer; A minimum of six years post qualification experience required as a Registered Professional Engineer; A valid code B driving licence. Competencies: Knowledge of applicable policies, guidelines, designs standards, best practices, procedures and legislation; National and provincial human settlements strategic goals, objectives, targets, activities; Engineering, legal and operational compliance; National Housing Code, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, procurement and tendering processes as well as the National Building Regulations; Public Finance Management Act (PFMA); Occupational Health and Safety (OCHSA); Communication (written and verbal) skills; Planning, organising and People Management skills; [Programme/ Project Management; Strategic capability, leadership and managerial skills; Proven computer literacy; Analytical thinking skills; Interpersonal skills; Ability to work effectively both as part of a team and independently.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness; Maintain engineering operational effectiveness; Governance: Allocate, control, monitor and report on all resources; Financial Management; People management.
<u>ENQUIRIES</u>	:	Ms R Tiry Tel No: (021) 483 4858
<u>APPLICATIONS</u>	:	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
<u>POST 28/353</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES REF NO: DOI 61/2023</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory 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: Working knowledge of the following: Microsoft environment; Information Technology Information Library (ITIL); Control Objectives for Information and Related Technologies (COBIT 4). Competencies: Knowledge of the following; Business Analytics; Principles and processes for providing customer services; ICT policy understanding and implementation; Applicable and regulatory requirements policies and standards (ICT Security Policy, CGICTPF, PFMA, APP, ICT Strategic Plans); Communication skills (written and Verbal).
<u>DUTIES</u>	:	Identify, implement and maintain departmental ICT Infrastructure and application systems; Management Support in departmental transversal application systems; Facilitation of ICT Governance Implementation and Monitoring; Coordinate Departmental ICT Strategies and Policy Implementation; Manage the interface with Cel and other service providers; Coordinate and facilitate the introduction and optimisation of system; Determine and communicate financial requirements to execute assigned deliverables; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Human Resource Management; Financial management.
<u>ENQUIRIES</u>	:	Ms TL. Singh Tel No: (021) 483 5519
<u>APPLICATIONS</u>	:	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
<u>POST 28/354</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO. DOI 75/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent 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. Recommendation: Accounting 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: Asset Management; Accounting; SCOA; Public Finance Management Act; LOGIS; Skills needed: Excellent Excel; Strategic Thinking; Problem solving and decision making; Computer literacy in MS Office Package; Communication skills (written and verbal); Report writing.
<u>DUTIES</u>	:	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; 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; Human resource management.
<u>ENQUIRIES</u>	:	Ms P.van der Merwe Tel No: (021) 483 6915
<u>APPLICATIONS</u>	:	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
<u>POST 28/355</u>	:	<u>ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) REF NO: DOI 57/2023 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade A: R410 338 - R441 045 per annum Grade B: R464 703 - R499 275 per annum Grade C: R531 117 - R622 134 per annum (Salary will be determined based on post registration experience as per OSD prescript).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	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 Engineering Technologist (proof of payment or any other attachments shall only be requested from shortlisted candidates) Note: Compulsory registration with ECSA as a Professional Engineering Technologist must be obtained within 6 months from appointment. Recommendation: Public Sector experience focusing on Roads; Applicable experience in transport infrastructure, road/bridge/ culvert construction and/or maintenance experience of surface and gravel roads; Experience in asset management and/or data collection processes of roads infrastructure; Exposure to project management, budget and financial management of engineering projects; Exposure to IT systems and the development of systems for engineering applications; Further studies or formal courses; Experience and good command across various engineering design stages for multidiscipline projects. 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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr J Neethling at (073) 952 9707
<u>APPLICATIONS</u>	:	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
<u>POST 28/356</u>	:	<u>ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) - ROUTINE MAINTENANCE REF NO: DOI 65/2023</u>
<u>SALARY</u>	:	Grade A: R410 388 - R441 045 per annum Grade B: R464 703 - R499 275 per annum Grade C: R532 117 - R622 134 per annum (Salary will be determined based on post registration experience as per OSD prescript).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience; A valid driving licence (Code B or higher). Recommendation: Working experience of physical road maintenance and construction and associated experience. Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads - Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Skills in the following: Technical report writing; Networking; Professional judgement; Problem solving and analysis; Decision making; Leadership; Self-management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; People management.
<u>DUTIES</u>	:	Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and coordination and physical protection of the proclaimed provincial network within the Oudtshoorn DRE; Support engineers, technicians and associates in field; Promote safety standards in line with statutory and regulatory requirements; Perform administrative and related functions; Provide inputs to the operational plan; Research and development; Procurement of maintenance material; Monitor flood damage repair and maintenance activities on the roads; Quality assurance of technical designs with specification and authorize/make recommendations for approval by the relevant authority.
<u>ENQUIRIES</u>	:	Mr E van Wyk Tel No: (044) 272 6071
<u>APPLICATIONS</u>	:	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
<u>POST 28/357</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): PLANT MANAGEMENT REF NO: DOI 11/2023 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R353 013- R376 806 per annum Grade B: R398 865- R428 619 per annum

	Grade C: R451 587- R531 117 per annum (Salary will be determined based on post registration experience as prescribed by OSD).
<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government : An appropriate 3-year National Diploma in Megatronics/ Mechanical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician: Mechanical/Mechatronics; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Recommendation: Exposure to the fleet maintenance industry; Procurement; Economic life schedules; Oils analysis programmes and Heavy load transport normal/abnormal. 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.
<u>DUTIES</u>	: Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs 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.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M Subailey 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
<u>POST 28/358</u>	: <u>ASSET CLERK: ASSET MANAGEMENT REF NO: DOI 60/2023 (X3 POSTS)</u>
<u>SALARY</u>	: R202 233 per annum (Level 05)
<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant work 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: Accounting; Office procedures; Applicable legislative and regulatory requirements, policies and standards; Disciplinary knowledge in public administration; Administrative and clerical procedures and systems; Applicable information management system; Communication (verbal and written) skills; Concern for others; Diversity citizen; Self-management.
<u>DUTIES</u>	: Order and receive assets by ensuring that there is funding available and a need exists; Receive, capture and file Log1; Obtain quotes in accordance with policies and prescripts; Maintain contracts file and asset register by utilising contracts to procure goods/services that are on contracts; Maintain accurate records of contracts utilised and available for use; Marking assets; Maintaining an accurate ledger of assets on logis; Identify shortages and surpluses; Update asset register; Update theft and losses register; Report on movement of assets by capturing all donations received and issued; Download asset reports; Participate in annual (bi-annual) stock take; Check if transactions comply with legislative requirements with regards to transaction control sheet.
<u>ENQUIRIES APPLICATIONS</u>	: Mr C Matthyse Tel No: (021) 483 4636 : 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

<u>POST 28/359</u>	:	<u>OPERATOR: HEAVY EQUIPMENT REF NO: DOI 76/2023</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 certificate or equivalent; A minimum of 6 years relevant experience; A valid code EC/EC1 driving license with a professional driving permit (PDP). Recommendation: Experience in the following: Use, loading and transporting of road construction equipment; Use of safety equipment; Basic maintenance of the Transporter. Willingness to travel and sleepout using caravans throughout the Central and Garden Route Districts. Competencies: Knowledge of the following: Operating of construction related machines; Safety precautions pertaining to the transporting of abnormal loads; Abnormal load permits; Operating minor and large construction machines; Conflict and diversity management; Skills needed: Planning, Organising; Planning and problem solving; Professional driving; Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<u>DUTIES</u>	:	Transportation of road construction machinery and equipment with Transporter; Ensure load on Transporter is legally compliant according to the permit and check validity of transport permit; Load and secure road construction equipment; Check Transporter for roadworthiness; Check safety equipment; Complete logs for Transporter; Clean and daily maintenance on Transporter; Test road construction equipment at workshop; Collect spares and material; Transport employees to and from work when required; Maintenance of roads. Operate various other construction and maintenance machinery.
<u>ENQUIRIES</u>	:	Mr. M Stegmann Tel No:(044) 272 6071
<u>APPLICATIONS</u>	:	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
<u>POST 28/360</u>	:	<u>TRADE WORKER (PAARL) REF NO: DOI 70/2023</u>
<u>SALARY</u>	:	R171 537 per annum (Level 04)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification; A minimum of 3 years relevant experience; A valid (Code EC or higher) driving license. Competencies: Ability in the following: Good verbal and written communication skills; Good people skills; Client orientated; Planning and Organising.
<u>DUTIES</u>	:	Washing of tools, parts and machinery; Remove and fit components and heavy duty tyres; Assist the mechanics in servicing the earthmoving equipment using electrical tools, hydraulic pressure; Draining and filling the engine with oil; Cleaning the work area; Accountable for the tools of the mechanics; Remove heavy objects using the fork lifter; Take vehicles for roadworthy test; Transport and collect vehicles to the agents; Load and unload the transporter; Helping the artisans with condition report; Do fault finding and diagnosis in the equipment; Heat and cut the components with the cutting torch; Rust repairs and spray painting of Earthmoving equipment; Steam cleaning equipment before spray painting; Straightened and aligning of panels; Mixing of paint; Cleaning of spray boot; Making sure extractor fans is in good working condition; Draw of different paints and thinners and other materials to be used from stores; Preparing surface before welding; Welding frames for signboard; Able to do Arch welding, Mig welding, Gas welding, brazing and soldering; Able to cut material with cutting torch, plasma cutter and electrical cutter (e.g. grinder) as required; Warm up seized and rusted bolts and pins to be removed from earth moving equipment; Weld on new wear plates to the FrontEnd Loaders buckets and cracks on Grid Rollers frames; Removing from Earth Moving Equipment components to be repaired by welder and assemble; Operating Fork Lifter when required.
<u>ENQUIRIES</u>	:	Ms M van Wyngaardt Tel No: (021) 959 7700
<u>APPLICATIONS</u>	:	To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervally 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

<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>CLOSING DATE</u>	:	04 September 2023
<u>POST 28/361</u>	:	<u>TRADE WORKER: RADIO COMMUNICATION (BELLVILLE) REF NO: DOI 71/2023</u>
<u>SALARY</u>	:	R171 537 per annum (Level 04)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification; A minimum of 3 years relevant experience; A valid (Code EC or higher) drivers license. Competencies: Skills needed: Good verbal and written communication; Good people skills; Client orientated; Planning and organising.
<u>DUTIES</u>	:	Washing of tools, parts and machinery; Remove and fit components and heavy duty tyres; Assist the Technician in servicing the radio equipment and tools using electrical tools, hydraulic pressure; Draining and filling the engine with oil; Cleaning the work area; Accountable for the tools of the technicians; Helping Technician with condition reports; do fault finding and diagnosis of the equipment; operating Fork Lift and cherry picker when required; basic understanding of electronic equipment and support in radio services.
<u>ENQUIRIES</u>	:	Ms M van Wyngaardt Tel No: (021) 483 5713
<u>APPLICATIONS</u>	:	To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervally 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 . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>CLOSING DATE</u>	:	04 September 2023
<u>POST 28/362</u>	:	<u>TRADESMAN AID (OUDTSHOORN) REF NO: DOI 72/2023</u>
<u>SALARY</u>	:	R147 036 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification; A minimum of 6 months trade related experience; A valid (Code B or higher) driving license. Competencies: Ability in the following: Good verbal & written communication skills; Good people skills; Client orientated; Planning and organising.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms M van Wyngaardt Tel No: (021) 959 7700
<u>APPLICATIONS</u>	:	To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervally 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;

<u>NOTE</u>	:	Or 3. Email your application to, 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).
	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>CLOSING DATE</u>	:	4 September 2023
<u>POST 28/363</u>	:	<u>TRADESMAN AID (BELLVILLE) REF NO: DOI 73/2023</u>
<u>SALARY</u>	:	R147 036 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification; A minimum of 6 months trade related experience; A valid (Code B or higher) driving license. Competencies: Ability in the following: Good verbal and written communication skills; Good people skills; Client orientated; Planning and Organising.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms M van Wyngaardt Tel No: (021) 959 7700
<u>APPLICATIONS</u>	:	To submit your application, there are three methods in which you can apply, please only use one 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 . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>CLOSING DATE</u>	:	04 September 2023

DEPARTMENT OF LOCAL GOVERNMENT

<u>APPLICATIONS</u>	:	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
<u>CLOSING DATE</u>	:	28 August 2023
<u>NOTE</u>	:	Only applications submitted online at: 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

<u>POST 28/364</u>	:	<u>ASSISTANT DIRECTOR: LEGISLATION SUPPORT REF NO: LG 31/2023</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years administrative experience. Recommendation: An appropriate tertiary qualification in a law related field. Competencies: Knowledge of the following: Local government legislation; Legislative amendments; Municipal Structures Act; Municipal systems Act and applicable regulations; Skills needed: Written and verbal communication; Analytical skills; Interpersonal skills; Proven computer literact; Planning and organising skills.
<u>DUTIES</u>	:	Assessing and submit appointment of senior managers in terms of sections 54A and 56 of the Municipal System Act and compile reports thereof; Instructing and coordinating on litigation for and against the department/MEC for Local Government and maintain the register thereof; Advice and research on legislation and provide verbal and written responses to relevant stakeholders; Maintain institutional integrity of municipalities by ensuring amendments of establishment notes; Publishing by-election notices and liaise and engage with relevant stakeholders pre and post local government election; Support the deputy director in ensuring legislative adherence in preparation towards a local government election; Reponsible for the legal resource centre.
<u>ENQUIRIES</u>	:	Mr K Makan Tel No: (021) 483 4365
<u>POST 28/365</u>	:	<u>ASSISTANT DIRECTOR: GOOD GOVERNANCE, REF NO: LG 32/2023</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or related field; A minimum of 3 years experience in local government or public adminstration. Competencies: Knowledge of the following: Consitution, local government dispensation legislation; Programme and project management; Political environment; Human resource management; Financial management; Anti-corruption policies and codes; Skills needed: Written and verbal communication; Analytical thinking; Planning and organising; Process design; Interface management; Conflict management; Strategic communication; Research; Ability to read the political environment; Advisory skills; Legal administration; Application of the law.
<u>DUTIES</u>	:	Combatting fraud and corruption; Implementation of measures in preventing fraud and corruption; Conduct training on fraud, corruption and ethics; Monitoring the functionality and establishment of fraud and risk committees and anti-corruption committees; Ensure that municipalities implement and have fraud prevention plans and anti-corruption plans; Support municipalities in strengthening measures to combat fraud and corruption; Supporting municipalities with the functionality of Municipal Public Accounts Committees (MPAC's); Assessing the functionality of MPAC's and conduct training for members of the MPAC; Ensure the enforcement of the code of conduct for councillors; Conduct training to councilors in terms of the code of conduct for councilors.
<u>ENQUIRIES</u>	:	Mr K Makan Tel No: (021) 483 4365
MOBILITY DEPARTMENT		
<u>CLOSING DATE</u>	:	28 August 2023
<u>NOTE</u>	:	Only applications submitted online at: 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

<u>POST 28/366</u>	:	<u>TECHNICAL ASSISTANT: REPAIR AND MAINTENANCE COORDINATION</u> <u>REF NO: MD 18/2023</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	NTC 3 Certificate (or equivalent vocational certificate) as a Qualified Panel beater (Red seal) ; A minimum of 3 years practical work experience in fleet management environment with regards to mechanical and/or vehicle body repairs; A valid Code C1 driving licence and a prdp (as standby duties and ad hoc overnight trips will have to be performed). Recommendation: Experience with Audatex/Abuntex system and perform cost analyses. Competencies: Working knowledge of the following: Government and/or other motor transport fleet agencies; RMI/ SAMBRA (or equivalent) grading systems; Sound technical knowledge with regard to the repair, maintenance, panel beating and spray painting of vehicles; Knowledge of BBB-EE Act, Fleet Management Systems, Office Administration and Client Liaison Management; Skills needed: Communication (written and verbal); Strong technical acumen; Planning and organisational skills; Ability to conduct technical research and report writing.
<u>DUTIES</u>	:	Compare quotes to tow and/or recover vehicles, service, maintain and repair vehicles (mechanical and/or accident), and approve/decline said requests; Review vehicles technical history and recommend/decline quotes to the relevant line manager for approval; Negotiate warranty claims, repetitive work, fleet discounts on parts and labour with vehicle related suppliers (i.e. vehicle dealerships, panel beater firms) for quality control purposes and to verify repair work; Monitor and investigate vehicles failing to meet GMT quality assurance standards, find solutions and recommend corrective actions; Monitor GMT work distribution to vehicle related suppliers; Inspect vehicles where the quote for repairs exceed the value of the vehicle, or the vehicle reached their economic life cycle, and recommend the use of parts or withdrawal from service; In such cases compile condition and technical reports on vehicles and refer to the relevant line manager for approval; Inspect sites of prospective vehicle related suppliers/panel beaters and compile feedback reports to the relevant line managers for approval; Provide technical advice to transport officers and train and guide them to drive service delivery standards and accountability to achieve organisational goals; Detecting and preventing vehicle maintenance and repair fraud; Investigates and reports possible modifications to vehicles and to make them functional; Compile and update existing specification on special build vehicles such as ambulances, rescue vehicles and forensic pathology vehicles; Compile vehicle assessments to repair or withdrawn from service for disposal via online auctions.
<u>ENQUIRIES</u>	:	Mr S Tyman Tel No: (021) 467 4756
<u>APPLICATIONS</u>	:	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
<u>POST 28/367</u>	:	<u>CUSTOMER RELATIONS OFFICER: WALK-INCENTRE REF NO. MD 17/2023 (X2 POSTS AVAILABLE IN VANGATE)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1 year relevant experience in customer relations administration or related field; 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: Public Transport Regulations System (PTRS); Public Finance Management Act (PFMA); National Land Transport Act 5 of 2009 Regulations; Client/ Customer Care; Business Processing Management; Q-Matic (Electronic ticket systems); Skill needed: Communication (verbal and written) skills; Conflict resolution, problem solving and analytical; Administrative, listening and financial skills; Ability to work independently as well as in a team.
<u>DUTIES</u>	:	Customer relations management; Provide an effective and efficient client service; Cash Management; Services delivery; Public Transport Regulations System (PTRS).
<u>ENQUIRIES</u>	:	Ms L Wilmot Tel No: (021) 483 0214

<u>APPLICATIONS</u>	:	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
<u>POST 28/368</u>	:	<u>ADMINISTRATION CLERK: MANAGEMENT AND GENERAL SUPPORT</u> <u>PERSONNEL REF NO: MD 15/2023</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in administration, switchboard and reception. Competencies: Basic knowledge of financial procedures; knowledge of operating a switchboard; knowledge Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and organising.
<u>DUTIES</u>	:	Assist with the Head of College's appointments and liaison in respect of arranging meetings and taking minutes; Assist with typing of documents, takes notes and requesting stationery; Receive correspondence and policy updates and disseminate it to all relevant role players and components; Operate the Switchboard; Perform Receptionist duties.
<u>ENQUIRIES</u>	:	Ms. J Tweedie Tel No: (021) 983 1520
<u>APPLICATIONS</u>	:	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
<u>POST 28/369</u>	:	<u>DRIVER: FLEET PLANNING AND ACQUISITION, MAITLAND REF NO: MD 16/2023</u>
<u>SALARY</u>	:	R125 373 per annum (Level 02)
<u>CENTRE</u>	:	Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Junior Certificate (Grade 10) or equivalent qualification; A valid (Code EC or higher) driving license with PrDP. Recommendation: Relevant experience. Competencies: Good understanding of: Driving and operating a (flatbed) tow truck; To jumpstart a vehicle, and changing a wheel; Basic administration to complete forms, as well as to be able to operate a route navigation device, smart phone and a hands-free kit, digital camera, two-way radio, and a tablet/laptop; Working knowledge (as a driver) of the Road Traffic Act, Traffic violations Act and reporting procedures with regards to accidents, hijacking/vehicle theft and vehicle maintenance. Ability in the following: verbal and written communication skills; work under pressure and meet deadlines; good telephone etiquette; client liaison experience; work in a team and strong computer literacy skills.
<u>DUTIES</u>	:	Deliver vehicles to merchants for conversions, quotations, services, repairs, and collect on completion of the work; Perform GMT tow truck duties for local and long-distance trips, as well as perform VIP standby duties (i.e. after hours call out and roadside assistance); Transporting vehicles from GMT to the auction site (for monthly auctions); Transporting new, relief and redundant vehicles between GMT's premises based in Cape Town, Maitland, Paarden Eiland and George; Assist with fitment or removing decals from vehicles at the GMT premises or at Client Institutions premises; Assist with charging vehicles batteries, and jumpstarting vehicles at GMT premises and Top Yard (Cape Town), and call outs to VIP Clients.
<u>ENQUIRIES</u>	:	Mr R Fourie Tel No: (021) 467 4747
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are three methods in which you can apply, please only use one of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervally 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 . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

CLOSING DATE : 04 September 2023

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 : 28 August 2023

NOTE : Only applications submitted online at: 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 28/370 : **CHIEF FINANCIAL ANALYST: LEGAL AND POLICY REF NO: PT 12/2023**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/ equivalent or higher) in Law. A minimum of 5 years' experience in legal or private/public sector regulatory environment. A valid code B (or higher) driving licence. Recommendation: Admission as an Attorney/Advocate. Competencies: Knowledge of the following: Financial Management; Public Finance Management Act 1 of 1999 (PFMA); The regulations issued under the PFMA; Division of Revenue Act; Western Cape Appropriations Act; The Municipal Finance Management Act 56 of 2003 (MFMA); The regulations issued under the MFMA; The Municipal Systems Act; Municipal Property Rates Act; Municipal Structures Act; Constitutional Framework, intergovernmental system, and the ability to demonstrate practical application thereof. Communication (written and verbal) and report writing skills; Computer Literacy skills.

DUTIES : Handle all aspects relating to drafting, analysing, reviewing, commentary and communication of national, provincial and municipal financial legislation and/or legislation that has a financial impact on the Western Cape province; Assess and review provincial financial legislation to ensure that it is relevant; Research, develop and update best practice guidance in respect of financial legislation and policies for department, public entities and municipalities; Researching, developing and monitoring policies and guidelines and frameworks in respect of financial remuneration for statutory institutions and other related entities; Ensuring the provision of financial legislation and policy related training (inclusive of the financial Misconduct Regulations) in departments, public entities and municipalities; Project Management; People Management.

ENQUIRIES : Ms M. Van Niekerk Tel No: (021) 483 6695

POST 28/371 : **LOCAL GOVERNMENT FINANCIAL MANAGEMENT COORDINATOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE GROUP 2 REF NO: PT 13/2023**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Economics, Public Finance or Accounting; A minimum of 6 years proven financial management experience in the Public Sector of which 3 years should be management 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: Financial norms and standards (Public Finance Management Act, Municipal Finance Management Act, National Treasury regulations, Provincial Treasury Instructions, Circulars, Companies Act); Municipal budget process and procedures; In Year Monitoring process and procedures; Implementation of the mSCOA reform in municipalities; Medium Term Expenditure Framework Budget process and procedures; Adjustments Estimate process and procedures; Relevant legislation, directions and procedures with regard to financial administration; Skills needed: Written and verbal communication; Organising, planning and change management; Leadership and team building; Proven computer literacy (MS Office).

DUTIES : In year monitoring reports on the implementation of municipal budgets evaluated and trends and risks reported to provincial and national government, as per section 71 of the MFMA; Feedback and advice provided to municipalities in order to enhance conformance, accountability, data integrity, sustainability and efficiencies; Reports and analysis on MFMA implementation and municipal finances to improve IGR and coordination within and across Provincial Treasury and other departments; Municipal budgets analysed and assessed to improve conformance, credibility and sustainability in compliance with sections 22 and 23 of the MFMA; Personnel management that positively contributes to equity, staff recruitment, retention and development; Analyse mSCOA segment tools and provide guidance to stakeholders on the solution(s) to be implemented.

ENQUIRIES : Mr I Tsie Tel No: (021) 483 6241

POST 28/372 : **PROCUREMENT ANALYST: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 14/2023**

SALARY : R424 104 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 in Supply Chain Management; 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 in 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 / 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 BBBEE/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 28/373 : **SYSTEM CONTROLLER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 15/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in a financial administration field; A minimum of 3 years relevant experience in a financial administration environment. Recommendation: Experience in the following: Person to person training interventions; analysis of data; Financial and project management; 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: Business intelligence tools in procurement analysis; Public sector financial management (PFMA, NTR, PTI's); Public sector supply chain management legislation and policy frameworks; Public sector financial accounting; SCOA; SAQA and NQF legislation; Skills needed: Interpersonal and presentation; Written and verbal communication.

DUTIES : Implementation of a Financial Operational Model that enforces Good Governance Practices (e-Procurement Solution (ePS); and Western Cape Supplier Evidence Bank (WCSEB); Implementation of risk management framework to assess security and veracity of data (eProcurement Solution (ePS) and Western Cape Supplier Evidence Bank (WCSEB); Implementation and maintenance of Western Cape Supplier Evidence Bank (WCSEB) and e procurement solution ePS); Provide effective user support (helpdesk) (e procurement solution and Western Cape Supplier Evidence Bank); Provisioning of timely and appropriate data and management information.

ENQUIRIES : Ms N Ebrahim Tel No: (021) 48347 /6645

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 : 28 August 2023
NOTE : Only applications submitted online at: 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 28/374 : **ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 59/2022 R1**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills needed: Policies and procedures interpretation and application; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management.

DUTIES : Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the

		service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).
<u>ENQUIRIES</u>	:	Ms S Nieftagodien at Sihaam.Nieftagodien@westerncape.gov.za
<u>POST 28/375</u>	:	<u>OFFICE MANAGER: BUSINESS PLANNING AND STRATEGY REF NO: DSD 03/2023 R1</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree or higher; A minimum of 3 years' experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial skills; Proven computer literacy; Written and verbal communication; Problem solving; Conflict resolution.
<u>DUTIES</u>	:	Manage engagements: Ensure that the management support staff compiles programmes; Render line administrative support services: Develop and maintain systems in the office of the Chief Director's Office that will contribute towards improving efficiency in the office; Execute research, analyse information and compile complex documents for the Chief Director: Conduct research and compile comprehensive documents (not linked to a specific line function) for the Chief Director with regard to issues forthcoming from meetings; Provide Support to the Chief Director with regards to meetings; Screen documents to determine actions/information/documents required for the meeting; Manage resources of the office of the Chief Director: Determine and collate information with regards to the budget needs of the office of the Chief Director; Remains up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Mrs M Johnson at Marion.Johnson@westerncape.gov.za
<u>POST 28/376</u>	:	<u>ASSISTANT DIRECTOR: CHILDREN AND FAMILIES (FUNDING) REF NO: DSD 96/2023</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Finance; A minimum of 3 years supervisory experience in a financial environment or similar. Competencies: Knowledge of the following: Public Financial Management (PFMA); Budgeting processes and techniques; Supply Chain Management (SCM); Legislative Regulatory Framework; Safeguarding of source documents; Financial/SCM Information Systems (BAS / LOGIS); Departmental policies and procedures. Skills: Communication (Written and verbal); Proven computer literacy; Report writing and formulations; Presentation; Negotiation; Numeracy and analytical thinking; Planning and organising.
<u>DUTIES</u>	:	Manage the implementation of the uniform policy for programme funding: Develop SOP's in alignment with funding policy and funding operational tools; Capacitate programmes in terms of funding operational tools; Assist the programmes with the calculation of allocation for transfer funding. Validation of the following prescribed documents for payment: Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Information on source documents for compliance with prescripts and legislation; Subsidies payable against approved allocation as per TPA and submit to manager changes in TPA /details of NPO verify and monitor source documents; Ensure correctness of the NPO data base, Uniform funding cycle (UFC) including all relevant data bases/systems; Submit consolidated payment report to supervisor and perform necessary follow ups with relevant role

players; Manage compliance (TPA and business plan) and identify non-compliance with prescribed policy / legislation and funding conditions; Manage the documentation in relation to audit processes; Receive appraisal grid and funding submission and distribute to relevant staff members; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes / NPO's; Ensure submission of AFS by NPO's and check compliance; Compile consolidated AFS update/summary including financial consistencies or irregularities, balance sheet and income statement assets and liabilities, calculate debt and liquidity ratio on prescribed template and distribute to all relevant role players; People Management: Participation in the recruitment of staff within the component; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery and manage the performance, discipline, evaluation and rewarding of staff in the component; Promote sound employee relations.

<u>ENQUIRIES</u>	:	Mr T Kwakwini Tel No: (021) 483 4115
<u>POST 28/377</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (CEDERBERG) REF NO: DSD 98/2023</u>
<u>SALARY</u>	:	Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed) Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed) Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed) Grade 4: R530 010 – R647 325 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. 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: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES</u>	:	Mr RM Macdonald Tel No: (027) 213 2096

<u>POST 28/378</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (MITCHELLS PLAIN) REF NO: DSD 99/2023</u>
<u>SALARY</u>	:	Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed) Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed) Grade 3: R 32 348 – R500 715 per annum, (OSD as prescribed) Grade 4: R530 010 – R647 325 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. 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: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms P Magadla Tel No: (021) 001 2674
<u>POST 28/379</u>	:	<u>CUSTOMER CARE ASSISTANT: CUSTOMER CARE (LAINGSBURG) REF NO: DSD 97/2023</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months customer care experience. Recommendation: NGO experience. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.
<u>DUTIES</u>	:	Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all

complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.

ENQUIRIES

: Mr R Claasen Tel No: (044) 814 1687