



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 18 OF 2023

DATE ISSUED 26 MAY 2023

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **NATIONAL DEPARTMENT OF HEALTH:** Please note the following correct requirements for the post of Senior Internal Audit: Internal Audit and Risk Management (x2) (Ref No: 18/2023), with remuneration package of R359 517 published in the DPSA, publication no 16 of 2023 on 12 May 2023, with closing date of 29 May 2023, is as follows: Requirements: A Bachelor's Degree / National Diploma (NQF 6) qualification in Accounting / Internal Auditing as recognized by SAQA. A completed Internal Audit Technician (IAT) programme and a member of Institute of Internal Auditors. A completion of Professional Internal Audit (PIA) will be an advantage. At least two (2) years' experience in Internal Audit environment, planning, executing and writing reports. The

closing date is extended to 09 June 2023. We sincerely apologies for any inconvenience caused.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 09 June 2023 at 16:00

NOTE

: The application must include only 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 SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. 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/>. 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 Department of Public Service and Administration (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.

ERRATUM: Kindly note the posts of Senior Administrative Officer with Ref No: 3/2/1/2022/685 for the Directorate: Quality Assurance and Administration: KwaZulu Natal that was advertised in Public Service Vacancy Circular 44 dated

18 November 2022 and the position of Control Survey Technician with Ref No: 3/2/1/2023/360 for the Directorate: Survey Services of that was advertised in Public Service Vacancy Circular 16 dated 12 May 2023 has reference. The positions of Senior Administrative Officer with Ref No: 3/2/1/2022/685 and Control Survey Technician with Ref No: 3/2/1/2023/360 has been withdrawn. The Department apologises for any inconvenience caused

MANAGEMENT ECHELON

<u>POST 18/01</u>	:	<u>DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES</u> <u>REF NO: 3/2/1/2023/387</u> Directorate: Finance and Supply Chain Management Services Re-advertisement, applicants who applied previously are encouraged to re-apply
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration 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>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Successful Completion of Pre-Entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Cost Management Accounting / Financial Management / Accounting / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / Management (Logistics / Supply Chain Management) (NQF 7). Minimum of 5 years' experience at middle / senior managerial level in relevant environment. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principle. Treasury Regulations. General Reviewed Accounting Principles. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's licence.
<u>DUTIES</u>	:	Ensure compliance to financial management standards by adhering to policies and guidelines: Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regard to finance on an-going basis. Develop Policies, systems, procedures and processes for effective implementation financial accounting and reporting services. Oversee financial support services: Manage financial accounting of the department. Manage the departmental budget. Manage salaries and payroll. Maintenance of financial systems. Oversee supply chain, facilities and office administration: Manage the demand management plan and acquisition of goods, services and assets. Provide logistics and transport services. Provide asset and facilities management. Oversee financial management support services to the departmental Entities. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.
<u>ENQUIRIES</u>	:	Ms V Nemalili Tel No: (012) 337 3656
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X09, Hatfield, 0028 or hand delivered during office hours to: Suncardia Building, 6th floor, 524 Corner Steve Biko and Stanza Bopape Street, Arcadia

OTHER POSTS

<u>POST 18/02</u>	:	<u>DEPUTY DIRECTOR: OPERATIONS AND INFRASTRUCTURE REF</u> <u>NO: 3/2/1/2023/230</u> Directorate: Information Communication Technology (ICT) Service Delivery Operations
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)

REQUIREMENTS

: Applicants must be in a possession of a Grade 12 Certificate and Bachelor Degree / National Diploma in Computer Science / Informatics / Information Technology. Microsoft Certified Systems Engineer (MCSE) / Microsoft Certified Information Technology Professional (MCITP) Certificate. Project Management Body of Knowledge (PMBOK) / Projects in Controlled Environments (Prince 2) Certificates. Minimum of 3 years of experience in Data Centre / Server room environment. Planning, coordination, control and support of DALRRD server environment. Management of storage, backup and tape utilisation. Coordination of dark periods (maintenance) on production servers. Knowledge of Project Management for all projects related to the server environment. Ensuring policies and procedures are in place within the server environment. Monitor the data centre air-conditioning and generator support. Manage the exchange / e-mail services environment. Maintain production environment availability. Manage user entry and exit. User account management (Active directory). Operating licence management. Manage Domain Name System (DNS) domain controllers. Manage and monitor the internal DNS. Server room environmental monitoring. Manage and monitor server resource availability. Alternative power source management. Job related knowledge: User account management (active directory). Operating licence management. Exchange / e-mail services environment. DNS and domain controllers. Server room environmental monitoring. Server resource availability and capacity planning. Alternative power source management. Job related skills: Management skills. Planning skills. Organising skills. Analysing skills. Interpersonal skills. Leadership skills. Report writing skills. Communication skills (verbal and written). Willingness to travel. A valid driver's licence.

DUTIES

: Monitor departmental ICT environment and strategy and conduct research to provide solutions to the DALRRD, Provincial Department of Agriculture (PDA), other National Departments, maintenance, implementation and integration. Provide requirements and specifications / need analysis / business cases for procurement of ICT related goods and services and serve on State Information Technology Agency (SITA) / Bid tender evaluation / adjudication committees. Ensure that ICT operating infrastructure is an operational environment for the following: DALRRD, PDA's, Agricultural Research Council (ARC), Embassy, Private Organisations, Non-Government Organizations (NGO), Municipalities, International, Imports, Exports, Wines of South Africa (WoSA) etc. Manage resources such as policies, processes, equipment and a team of professionals and service providers, directly or indirectly that are necessary to perform and deliver ICT solutions (servers and backup of electronic information on servers). Ensure quality control and service delivery in accordance with internal standards, requirements and specifications. Formulate work breakdown structures and schedule ICT projects. Manage and control ICT projects during implementation. Plan, control and coordinate ICT initiatives related to DALRRD. Manage change control, knowledge management and master information systems plan. Monitor and evaluate contracts and ICT procurement. Assess customer needs and ensure integration of customer needs. Responsible for ICT oversight of major projects running in the DALRRD. Manage mentorship programme of any trainee / mentee that is appointed at ICT. Policy development and service improvement plan development. Ensure availability of email services within the Department. Ensure ICT service continuity within the Department.

ENQUIRIES

: Ms HA Vermaak Tel No: (012) 319 6202

APPLICATIONS

: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

NOTE

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

POST 18/03

: **PROJECT COORDINATOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2023/389**

SALARY CENTRE

: R527 298 per annum (Level 10)

: Directorate: District Office: Eastern Cape (Chris Hani District)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Agri-Business / Agricultural Management /

		<p>B Com. Agriculture / Agri-Business. Minimum of 3 years relevant experience at supervisory level. Job related knowledge: Knowledge of the Departments policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of Policy Development and Monitoring and Evaluation techniques. Knowledge and understanding of Government Development Policies e.g National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research methodology. Good Corporate Governance Principles. Knowledge in Human and Financial Management. Job related skills: Project management skills. Communication skills (verbal and written). Agricultural development skills. Conflict management skills. Stakeholder mobilisation. Financial management skills. Computer literacy. Information management and Analytical skills. A valid drivers' license.</p>
<u>DUTIES</u>	:	<p>Assist in facilitating the development, review and management of policies and programmes for Land Development and Post Settlement support. Assist in facilitating the engagement with relevant stakeholders on policy matters. Assist in facilitating capacity building session for officials and stakeholders on policies and programmes developed. Participate in the development and review of Standard Operating Procedures (SOP). Assist with the implementation of projects for the development of procedures towards commercialization. Co-ordinate the process of identifying procedures to be supported. Assist in the establishment and management of partnership between producers and development partners. Organise capacity building and training programmes for producers. Facilitate the appointment of prospective strategic partners and service providers. Facilitate resource mapping and mobilization of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Facilitate the development and approval of project registers. Facilitate farm assessments and feasibility studies. Facilitate the compilation of reports and development of business plans. Co-ordinate processes towards approval of projects. Co-ordinate the compilation of approval documents and conduct quality assurance. Ensure alignment and compliance of submissions to the policies / SOPs. Present the submission to the relevant committees and structures. Facilitate the effective promotion and practice of good corporate governance and compliance with financial and human resource. Conduct ongoing monitoring and reporting of projects under implementation. Manage human and financial resources in line with relevant policy and legislative framework. Mitigate identified operation and fraud risks. Implement internal and external controls in line with the policies.</p>
<u>ENQUIRIES</u>	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 7018136
<u>APPLICATIONS</u>	:	<p>Applications can be forwarded 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.</p>
<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 18/04</u>	:	<u>SENIOR PROJECT OFFICER: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2023/390</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Directorate: District Office: Eastern Cape (Chris Hani District)
<u>REQUIREMENTS</u>	:	<p>Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Agri-Business / Agricultural Management / B Com. Agriculture / Agri-Business. Minimum of 2 years relevant experience. Job related knowledge: Knowledge of the Departments policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of Policy Development and Monitoring and Evaluation techniques. Knowledge and understanding of Government Development Policies e.g: National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research methodology. Good corporate governance principles. Knowledge in human and financial management. Job related skills: Project management skills. Communication skills (verbal and written). Agricultural development skills. Conflict management skills. Stakeholder mobilisation. Financial management skills. Computer literacy. Information management and analytical skills. A valid driver's license.</p>
<u>DUTIES</u>	:	Implement projects for the development of producers towards commercialization. Assist with coordinating the process of identifying

producers to be supported. Assist in the establishment and management of partnerships between producers and development partners. Organise capacity building and training programmes for producers. Facilitate the appointment of prospective strategic partners and service providers. Assist in facilitating resource mapping and mobilization of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Assist in facilitation of the development and approval of project registers. Assist in facilitation of farm assessments and feasibility studies. Compile reports and assist in the development of business plans. Co-ordinate processes towards approval of projects. Co-ordinate the compilation of approval documents. Ensure alignment and compliance of submissions to the policies / Standard operating procedures (SOPs). Present the submissions to the relevant committees and structures. Adhere to effective promotion of good corporate governance and compliance with financial and human resource. Conduct ongoing monitoring and reporting of projects under implementation. Adhere to relevant prescripts and legislative framework (human and financial resources). Assist in mitigation of the identified operational and fraud risks. Adhere to internal and external controls in line with the policies.

**ENQUIRIES
APPLICATIONS**

: Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 7018136
: Applications can be forwarded 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.

NOTE

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

POST 18/05

: **CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2023/392**
Directorate: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R359 517 per annum (Level 08)
: Free State (Bloemfontein)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology. Minimum of 2 years relevant experience in Information Technology (IT) Support. Experience with hardware and software. Experience with network support. Experience in IT technical support. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) network services. Information Technology Acts and Policies. Government ICT systems. Understanding management of information and the formal reporting system. Internal systems change control. Job related skills: Planning skills, Organising skills, Communication skills (written and verbal), Advanced computer skills, Project management skills and Interpersonal skills.

DUTIES

: Provide IT Network Support. Monitor the data lines and identified down data lines. First line support on network calls logged by Helpdesk. Investigate, fix or report network points not working. Registration of mainframe users. Coordinate IT network support with internal and external parties. Investigate, fix or report network points not working. Installation of switches or routers when required. Monitor network and report any anomalies. Investigation of new network requirements with senior network specialist. Create reporting status reports. Make recommendations for network improvements. Investigation on required local area network (LAN) / wide area network (WAN) applications. Create monitoring report on different WAN status. Create monitoring report on Telkom data lines. Document and maintain network equipment and configurations. Create / design document on LAN infrastructure. Configurations and installation of LAN / WAN equipment. Internet Protocol (IP) management of the network. Ensure that cabling is done according to agreed standards and quality. Signoff work done by third parties. Quality assurance on work done. Testing and labelling of network points.

**ENQUIRIES
APPLICATIONS**

: Mr N Du Toit Tel No: (051) 400 4200
: Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

NOTE

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

<u>POST 18/06</u>	:	<u>OFFICE ASSISTANT REF NO: 3/2/1/2023/385</u>
	:	Branch: Rural Development
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Secretarial Studies / Office Administration / Management. Minimum of 1-year experience in rendering secretariat and support services to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures. Telephone etiquette and basic knowledge on financial administration. Job related skills: Sound organisational skills. Computer literacy (Microsoft Office). Good Interpersonal relations. High level of reliability. Communication skills (verbal and written). Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situation. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Willingness to work extended hours and Classified Secret Security Clearance.
<u>DUTIES</u>	:	Provide a secretariat / receptionist support service to the Chief Director. Receive telephone calls in an environment where in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Perform advanced typing work. Operate and ensure that office equipment e.g. fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilise discretion to decide whether to accept / decline or refer to other employees' requests for meetings based on the assessed importance and urgency of the matter. Coordinate with and sensitise / advise the Chief Director regarding engagements. Compile realistic schedules for appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Chief Director. Ensure the safe keeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g: progress, monthly and management reports. Scrutinize routine submissions / reports and make notes and / or recommendations for the Chief Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the Chief Director and the unit where required. Collect, analyse and collate information requested by the Chief Director. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle procurement of standard items like, stationary, refreshments etc for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provide support to the Chief Director regarding meetings. Scrutinise documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the Chief Director to inform him / her on the contents. Record minutes / decisions and communicate to relevant role-players and follow-up progress made. Prepare briefing notes for the Chief Director as required. Coordinate logistical arrangements for meetings when required. Support the Chief Director with the administration for the Chief Director's budget. Collect and coordinates all the documents that relate to the Chief Director's budget. Assist the Chief Director in determining funding requirements for purpose of Medium-Term Expenditure Framework (MTEF) submissions. Keep records for expenditure commitments, monitors expenditure and alerts the Chief Director of possible over and under spending. Check and correlate Basic Accounting system (BAS) reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Chief Director and compiles draft memorandums for this purpose. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Study the relevant Public Service and Departmental Prescripts / Policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regards to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the Chief Director. Remain abreast with the procedures and processes that apply in the office of the Chief Director.
<u>ENQUIRIES</u>	:	Ms N Dlamini Tel No: (012) 312 9295

<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<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 18/07</u>	:	<u>STATE ACCOUNTANT: PROACTIVE LAND ACQUISITION STRATEGY (PLAS) ASSET REVENUE MANAGEMENT REF NO: 3/2/1/2023/383</u> Directorate: PLAS Asset and Lease Revenue Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Gauteng (Pretoria) Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Financial Management / Commerce. Minimum of 1 year working experience within an asset management environment. Job related knowledge: Accounting systems (Enterprise Resource Planning, Asset Register and or similar systems), Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP). Job related skills: Computer literacy (Microsoft Word, Excel, PowerPoint). Good communication skills (written and verbal). Planning and organising skills. Analytical and Problem-solving skills. Ability to work effectively in a team. A valid driver's licence (code 8) and willing to travel.
<u>DUTIES</u>	:	Recognition and measurement of assets. Review documents and check compliance to ensure that all required documents or information are provided. Identify items being acquired and allocate General Ledger accounts according to recognition criteria. Determine cost price according to valuation, sale agreement, invoices and any source document that might be used to ensure completeness of asset register. Electronically file documents in accordance to the filing plan. Updating of the asset register. Prepare the capturing templates and capture the assets on the asset register. Reconcile the captured assets with the General Ledger. Request barcodes and other relevant information and update the asset register. Prepare the asset acceptance form, scan and file accordingly. Maintenance of the asset register. Calculate depreciation for all depreciable assets. Analyse verification report and implement recommendations. Investigate discrepancies identified on the reports. Prepare report and update asset register. Quarterly visit farms to conduct spot checks in accordance to visit plan, prepare reports and resolve any discrepancies identified. Update the asset register with asset movements, barcode replacements, asset verification and any other information required for completeness. Asset disposals and write-offs. Record disposal / write-off request from Provincial Shared Service Centre's (PSSC) on receipt. Check compliance of the submission and communicate any discrepancies for correction to the PSSC. Liaise with the National PLAS Disposal Committee (NPDC) Chairperson to determine the date for the disposal meeting and prepare meeting logistics. Record decisions or resolutions taken in the NPDC meeting and communicate to the PSSC. File the approved minutes as well as other material presented to the NPDC. Communicate recommendations to the PSSC. Prepare workings and reports. Update the asset register and the General Ledger. Administration. Keep proper record manual and electronic of all asset management documents. Make available relevant documentation as requested for internal and external audit. Facilitate procurement of stationery and other office related needs for Proactive Land Acquisition Strategy (PLAS): Asset Management. Provide asset management support to PSSC's. Assist in developing asset management prescripts and drafting of any formal documentation.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Lebepe Tel No: (012) 312 8144 Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
<u>NOTE</u>	:	Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

<u>POST 18/08</u>	:	<u>SENIOR DATA CAPTURER RE NO: 3/2/1/2023/384</u> Directorate: Quality Assurance and Administration
<u>SALARY</u>	:	R241 485 per annum (Level 06)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	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</u>	:	Ms C Modise Tel No: (051) 403 0200
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
<u>NOTE</u>	:	Indian and White Males and African, Indian and White Female and Persons with disabilities are encouraged to apply.
<u>POST 18/09</u>	:	<u>SECRETARY REF NO: 3/2/1/2023/380</u> Chief Directorate: Sector Capacity Development
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: good telephone etiquette, Sound organisational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and good presentation skills.
<u>DUTIES</u>	:	Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES</u>	:	Ms R Hlongwane Tel No: (012) 319 6335

<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 18/10</u>	:	<u>SECRETARY REF NO: 3/2/1/2023/381</u> Directorate: Sectoral Colleges
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organisational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and good presentation skills.
<u>DUTIES</u>	:	Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES</u>	:	Ms M Macucwa Tel No: (012) 319 7211
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 18/11</u>	:	<u>SECRETARY REF NO: 3/2/1/2023/382</u> Directorate: Veterinary Public Health
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organisational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and good presentation skills.
<u>DUTIES</u>	:	Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary.

Type documents for the Director and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.

**ENQUIRIES
APPLICATIONS**

: Dr M Molefe Tel No: (012) 319 7572
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 18/12

: **SECRETARY REF NO: 3/2/1/2023/391**
Directorate: Spatial Planning and Land Use Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R202 233 per annum (Level 05)
: Limpopo (Polokwane)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organisational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and good presentation skills.

DUTIES

: Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.

**ENQUIRIES
APPLICATIONS**

: Ms D Machoga Tel No: (015) 495 1955
: Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.

<u>NOTE</u>	:	African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<u>POST 18/13</u>	:	<u>REGISTRY CLERK REF NO: 3/2/1/2023/388</u> Directorate: Corporate Services
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a 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. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
<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, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. 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 S Maseko Tel No: (012) 337 3655
<u>APPLICATIONS</u>	:	Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Sunaracdia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.
<u>NOTE</u>	:	African, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 18/14</u>	:	<u>STATISTICAL ASSISTANT REF NO: 3/2/1/2023/386</u> Directorate: Statistics and Economic Analysis
<u>SALARY</u>	:	R147 036 per annum (Level 03)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Job related skills: Planning and organizing skills. Computer literacy. Interpersonal relations. Flexibility skills. Communication skills (verbal and written). Ability to work within a team, work under pressure and meet deadlines.
<u>DUTIES</u>	:	Render administrative support in the collection, analysis and dissemination of livestock numbers. Collect data on livestock numbers by telephone from non-respondents during the season. Follow-up on address changes and return to sender notices by phone. E-mail livestock numbers questionnaires and newsletters to co-operators during the season. Render administrative support in the checking / controlling of incoming livestock statistics and updating of the address list of livestock numbers of co-operators. Recruitment of co-operators: Compare DALRRD address list with address list received. Add co-operators name and address to DALRRD address list. Determine if recruited farmer is a livestock farmer by means of questionnaire. Check for address changes of the co-operators on the questionnaires. Check for contact number changes on the questionnaires. Check for changes of the magisterial district in which a farmer operates. Check for deletions. Sort out duplicate questionnaires. Respond to

co-operators remarks on questionnaires e.g. sympathize, deletions, etc. Updating of addresses of the livestock co-operators on the e-mail address list and the SMS address list on the internet. Render effective and efficient line function administrative support services to the Division: Statistical Research Livestock Section. Financial administration: Arrange for the in-advance payment and payment of Subsistence and Travel (S&T). Ensure that all payments are made on time. Comply with financial prescripts as contained in the Departmental Financial Instructions. Provisioning administration: Comply with provisioning administration prescripts, including tender procedures. Regulation and policies: Comply with Public Service Regulations and departmental policies. Comment on draft departmental policies as requested. Prepare time schedules both manual and electronic to ensure that all due dates regarding livestock estimates are reached. Complete forms: Identify nature of form to be completed. Obtain relevant info to complete the form. Obtain relevant approval. Check completion of form (S&T), Requisition Folio, Petty Cash Advance, Travel Requests, Claims of kilometres, etc). Send to parties concerned for processing. Assist in writing of memorandums and submissions. Section meetings: Arrange and co-ordinate the sections personnel and sectional management meetings. Take and distribute minutes of the meetings. Assist in organising and planning of agendas for these meetings. Arrange and co-ordinate the sections personnel and sectional management meetings. Provide ad-hoc administrative support to the Directorate: Statistics and Economic Analysis. Provide administrative assistance whenever is needed in the Directorate. Assist with the collection and delivery of letters and questionnaires.

ENQUIRIES
APPLICATIONS

- : Mr S Leshoro Tel No: (012) 319 8037
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
<u>FOR ATTENTION</u>	:	Ms M Mahape/Ms N Monyela
<u>CLOSING DATE</u>	:	09 June 2023
<u>NOTE</u>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (Only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her 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. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

<u>POST 18/15</u>	:	<u>CHIEF DIRECTOR REF NO: DBE/14/2023</u> Branch: Business Intelligence Chief Directorate: Strategic Planning, Research Evaluation and Monitoring
<u>SALARY</u>	:	R1 371 558 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognised Senior Certificate or equivalent and a Bachelor's degree or an equivalent qualification (NQF Level 7) as recognised by SAQA; At least 5 years' experience at Senior Management Level coupled with proven experience in the management of performance planning, reporting, monitoring and evaluation. Process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving Analysis, Client Orientation and Customer Focus, Communication Skills Core Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; People Management and Empowerment; Promotion of Communication, Innovation and Creativity.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing strategic leadership for two Directorates namely Research Coordination, Monitoring and Evaluation and Strategic Planning and Reporting; Providing strategic leadership in developing, using, managing and supplying different education indicators in support of institutional, programmatic, sectoral and entity contribution to the DBE mandate; Providing strategic leadership for statistical analysis and coordinating and implementing research in the sector; Providing strategic leadership in management of performance planning and performance reporting activities of the Department in line with the mandates of the basic education sector articulated in action plan 2019, towards the Realisation of Schooling

2030 and the National Development Plan; Providing strategic direction to the Department including advice on planning, reporting and performance information management, audit innovation in consolidating planning and reporting in accountability in the DBE, and improved institutional compliance and performance; Providing technical advice and support to political principals and other governance structures and bodies; Responsible for the management of all performance planning and reporting activities of the DBE line functions, the sector and relevant mandates; Responsible for the monitoring and evaluation of the medium to long term performance of the education sector in support of the overall sector goals; Strengthening communication in the Basic Education Sector on issues of sector planning, monitoring and evaluation; Coordinating research monitoring and evaluation through internal and inter provincial structures; Undertaking research and evaluation in the sector; Responding to national and international reporting template; Managing large scale research project in the basic education sector; Managing the strategic alignment of inter-provincial and entity intervention in critical areas of research; Monitoring and evaluation as well as medium to long term sector planning; Managing the using of statistical application and packages with large education datasets in support sector planning, research evaluation and decision-making at strategic level; Managing and coordinating sector specific research coordination and monitoring; Reviewing and monitoring the presentations, briefings, plans and reports on monthly, quarterly, annually, three year and five year departmental activities including analysis of provincial and other national plans and reports which have implications for the sector; Quality assure the development of plans and reports; Delivering strategic performance planning, reporting and monitoring support to Senior Management in the DBE and to sector principals in line with the sectoral mandates; Managing, developing, reviewing and supporting detailed planning, implementation, monitoring & evaluation of the Medium-Term Strategic Framework (MTSF) and National Development Plan (NDP); Monitoring and Evaluating the implementation of set priorities and targets and formulating intervention strategies in consultation with relevant stakeholders; Fulfil the Chief Directorate's statutory responsibilities in terms of PSA, PFMA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient Operational Plan and Annual Performance Plan for the Chief Directorate.

ENQUIRIES
NOTE

: Ms M Mahape Tel No: (012) 357 3291/Ms N Monyela Tel No: (012) 357-3294
: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE : 09 June 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. Note applications for SR1-SR8 post(s) must be submitted electronically online following the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

POST 18/16 : **ASSISTANT DIRECTOR: CAREER COUNSELLOR REF NO: HR4/4/1/11**

SALARY : R527 298 per annum

CENTRE : EmaXesibeni Labour Centre

REQUIREMENTS : Post-graduate qualification in Psychology on Master's degree. Two (2) years supervisory experience. Two (2) years functional experience in Employment/ Career Counselling. A valid driver's license. Registration with HPCSA as counselling Psychologist, Knowledge: International Labour Organisation Conventions. General administrative procedures. Psychometric assessment.

		Employment counselling. UN Rules and Convention on People with Disabilities. Basic Research. Employment Services Bill. Good Governance. Recruitment and Selection. Public Service Regulations. Departmental policies and procedures. Unemployment Insurance Act. Health Professions Act and ethical regulations. Employment Equity Act. COIDA, PFMA and Unemployment Insurance Act. Skills: Planning and organizing. Communication. Computer. Analytical. Presentation. Interpersonal. Report writing. Leadership. Project management. Stakeholder management.
<u>DUTIES</u>	:	Develop and implement Career Guidance programmes for the work-seekers. Develop Career Guidance resource materials. Coordinate the delivery of assessment and selection services. Collaborate with stakeholders relating to Career Guidance services. Manage all resources in the Division.
<u>ENQUIRIES</u>	:	Ms N Douw-Jack Tel No: (043) 701 3128
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9005, East London 5200 or hand deliver at No. 3 Hill Street, East London.
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resources Management
<u>POST 18/17</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SUPPORT SERVICES</u> <u>REF NO: HR4/4/5/42</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Human Resource Management, Business Administration, Business/Public Management. Two (2) years supervisory experience. Two (2) years functional experience in executing Administrative support functions. Knowledge: Financial Management, Human Resource Management, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Public Finance Management Act (PFMA), Public Service Act (PSA). Skills: Planning and organizing, Communication (both verbal and written), Computer skills, Analytical skills, Presentation skills, Interpersonal skills, Leadership, Networking, Assertive and Client focused.
<u>DUTIES</u>	:	Monitor the implementation of Human Resource Policies in Directorate PES in the Province. Monitor implementation of Performance Management System in Directorate PES in the Province. Monitor implementation of Staff capacity building processes in the Directorate PES in the province. Monitor the implementation of proper financial administration in the Directorate PES in the province. Consolidate institutional performance reports for Public Employment Services in the province. Coordinate the implementation on procurement of goods and services and proper recording of PES assets.
<u>ENQUIRIES</u>	:	Ms Z Maseko Tel No: (031) 366 2010
<u>APPLICATIONS</u>	:	Director: Public Employment Services, Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 18/18</u>	:	<u>SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Ulundi Labour Centre Ref No: HR4/4/5/37 (X1 Post) Pietermaritzburg Labour Centre Ref No: HR4/4/5/44 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year qualification in Business Administration/Management, Public Administration Management and Operations Management. Two (2) years functional experience in registration services. Valid driver's licence. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele principles, Public Service Act, Public Service Regulations and Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem solving skills, Computer Literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation and Analytical.
<u>DUTIES</u>	:	Monitor and oversee the help desk as the first point of the entry within the Registration Service. Oversee the employment service rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injuries and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints.

<u>ENQUIRIES</u>	:	Mr T Nkosi Tel No: (035) 879 8800
	:	Mr M September Tel No: (033) 341 5300
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 18/19</u>	:	<u>SENIOR ADMINISTRATION OFFICER: BENEFICIARY SERVICES REF NO: HR4/4/4/05/01</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Public Administration/ Public Management. One (1) year experience in Operations. Knowledge: National Archives Act, Public Financial Management Act (PFMA), Public Service Regulation, Public Service Act, Unemployment Insurance Act (UIA) Unemployment Insurance Contributions Act (UICA)., Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Planning and Organizing.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filling and record management services. Supervise the processing and process documents for archiving and / disposal. Supervise human resources/ staff.
<u>ENQUIRIES</u>	:	Mr PP Godongwana Tel No: (011) 853 0303
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 18/20</u>	:	<u>SENIOR PRACTITIONER: STORE AND WAREHOUSE MANAGEMENT REF NO: HR4/4/3/1/SPSWM/UIF</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three (3) year tertiary qualification (NQF Level 6) in Logistic / Supply Chain Management / Public Administration/ Management/Public Supply Chain Management. Two (2) year functional experience in Purchasing and warehouse environment. Knowledge: Supply Chain Management: A Guide for Accounting Officer, Preferential Procurement Policy Framework Act no 5 of 2000, Treasury Regulation, Public Finance Act, no 1 of 1999, Broad Based Black Economic Empowerment Act 2003, Internal Policies and Circulars, SCM National Treasury Practice Notes. Skills: Communication, People Management, Problem Solving, Planning and Organizing. Computer Literacy, Presentation, Report writing, Listening, Negotiation, Conflict Handling, Time Management, Work in high pressure environment.
<u>DUTIES</u>	:	Verify the receipt and issuing of stock. Verify processing of warehouse requisitions and travel invoices. Validate accurate records of movements of inventory, goods and services procured. Verify the replenishment of stock. Supervise resources in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms. M Smith Tel No: (012) 337 1858
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 18/21</u>	:	<u>DATA INFORMATION AND MANAGEMENT REF NO: HR 4/4/8/844</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification (NQF Level six) in Statistics/ Economics/ Informatics/Econometrics. One (1) year functional experience in administration/ statistical data collection/ labour market. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Methodology. Skills: Computer, Analytical, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and research.
<u>DUTIES</u>	:	Monitor and analyse the labour market information. Maintain and archive the Provincial labour market information. Provide Job Opportunity index in the Province.
<u>ENQUIRIES</u>	:	Ms M Monyane Tel No: (051) 505 6298
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.

<u>POST 18/22</u>	:	<u>CLIENT SERVICES OFFICER: REGISTRATION SERVICES REF NO: HR4/4/1/160</u>
<u>SALARY</u>	:	R241 485 per annum
<u>CENTRE</u>	:	Labour Centre: Graaff Reinet
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Ms N Ntobe Tel No: 049 892 2142
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 18/23</u>	:	<u>REGISTRY CLERK REF NO: HR4/4/3/1/RCRM/UIF</u>
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate or equivalent qualification. No experience required. Knowledge: National Archives Act. Public Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA), Batho Pele Principles, Record Management. Skills: Communication. Listening, Computer Literacy Time Management, Interpersonal, Planning and Organizing.
<u>DUTIES</u>	:	Provide registry counter services, Handle incoming and outgoing correspondence. Render effective filing and record management services. Operate office machines in relation on the registry function. Process documents for archiving and/ disposal.
<u>ENQUIRIES</u>	:	Mr MC Moroaswi Tel No: (012) 337 1562
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps
<u>POST 18/24</u>	:	<u>SECURITY OFFICER REF NO: HR4/4/3/1/SO/UIF</u>
<u>SALARY</u>	:	R171 537 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification Private Security Industry Regulatory Authority (PSIRA) Grade C. No experience. Knowledge: Access to Public premises and vehicles Act, Private Security Industry Regulatory Authority Procedures (PSIRA Evacuation Procedures, Batho Pele Principles, Public Service Regulation Act (PSR), Minimum Information Security Standard (MISS), Minimum Physical Security Standards (MPSS), Departmental policies and procedures. Skills: Verbal and written communication skills. Problem solving skills. Analytical skills. Computer skills, Good Interpersonal relations skills, Customer Care skills.
<u>DUTIES</u>	:	Render the physical security services. Render the information security services. Render access to the building and key control.
<u>ENQUIRIES</u>	:	Mr KI Mphephu Tel No: (012) 337 1651
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

<u>APPLICATION</u>	:	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.
<u>FOR ATTENTION</u>	:	Human Resource Management
<u>CLOSING DATE</u>	:	19 June 2023
<u>NOTE</u>	:	Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. 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

<u>POST 18/25</u>	:	<u>DEPUTY DIRECTOR: MEDIA RESEARCH AND WRITING REF NO: CMS31/2023</u> Re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum, (all inclusive remuneration package) Pretoria National Diploma (NQF level 6) in Journalism / Communication or equivalent qualification within the related field. A minimum of 3 years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of media and communications programme and project management and financial management. Sound understanding of language editing formats & quality control mechanisms. Administrative procedures. Strong journalistic writing skill. Excellent communication (written and verbal), coordination, sound planning and organizing skills. Information evaluation, creativity, innovative and logical in decision-making. Excellent research skills. Good interpersonal skills. Ability to lead, motivate and coach a team. Ability to work irregular hours and meet tight deadlines. A valid driver's license.
<u>DUTIES</u>	:	Manage the process of researching, writing, and editing of information. Draft opinion pieces, letters to the editor, media statements and speeches. Monitor and analyse media coverage. Draft media responses, media statements, fact sheets. Provide content editing functions. Monitor media analysis and develop interventions. Assess the coverage of critical stories and develop possible interventions where required. Support media engagement function. Coordinate proactive media interviews, press briefings and other media engagement activities. Draft communications, media strategies/plan. Contribute towards the development of the department's communication strategies and implementation plans. Contribute towards evaluation of communications and public awareness strategies. Draft and implement media (communication) plans for various programmes. Prepare exit reports for communication and media plans.
<u>ENQUIRIES</u>	:	Mr. P Mbelengwa Tel No: (012) 399 8842

<u>POST 18/26</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: LICENSING</u> <u>REF NO: CWM04/2023</u>
<u>SALARY</u>	:	R451 587 per annum, (OSD package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate Honours Degree (NQF8) in Environmental Management/Science or relevant qualification. A minimum of three (3) years post qualification experience in the related field. Extensive technical and management experience in environmental and in project management. Knowledge of Environmental management. Chemicals & Waste management. Strategic coordination/ planning. Business planning. Knowledge of Policy development. Knowledge of policies, legislation, and procedures. Organisation performance management. Risk management. Audit procedures. Research methodologies and presentation. Project management. Accessing and operating the computerized post tracking system. Formats and routes of documentation throughout the department. Quality Control of documents. Different specialised fields of the branches and chief directorates expertise and responsibility. Organising skills, Facilitation skills. Good command of written and oral English and any other official language. Report/professional/technical writing skills. Computer literacy. Strategic, analytical and creative thinking. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to provide overall strategic guidance. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret information and reports. Responsibility and Loyalty. Discipline.
<u>DUTIES</u>	:	Process Waste management applications and Integrated Environmental Authorisation. Review Environmental Impact Assessment reports and provide written comments. Draft WML decisions based on submitted Environmental Impact Reports. Draft Integrated Environmental Permits (IPS) decisions based on submitted Environmental Impacts Reports. Conduct Facilities Waste Management Activities site visits. Draft Waste Management Licences (WML) decisions. Prepare and draft decisions on WML Variations, WML Surrenders, WML Transfers of Ownership, WML Timeframe Renewals. Prepare and Draft Decisions on Waste Applications in terms of Waste Exclusions Regulations. Receive, and comprehensively Evaluate the Risk Assessment Reports submitted for the exclusion of waste stream or portion thereof from the definition of Waste. Evaluate the Risk Management Plans submitted to mitigate the identified Risks in the Risk Assessment Report and prepare draft decision on those applications. Participate in the drafting of Response Register on comments received for exclusion applications. Prepare a list of received Exclusion Applications with comments and responses from the Stakeholders once published for comments including draft decisions. Review Waste Management Licences. Extract from the Waste Information System WMLs due for reviews. Draft a list of proposed WMLs for reviews for discussion with your supervisor and sign off. Liaise with the facility and set-up a WML Review team (Including members from outside the Department when required). Review the WML and conclude the review process with a draft reviewed WML as an output. Provide Industry support. Attend, and provide technical inputs at Environmental Committee meetings. Evaluate Audit reports and provide technical inputs. Assist in the formulation of Environmental Monitoring Committees and ToRs thereof. Participate and conduct Licensing Awareness Campaigns. Process Appeals, PAIAs and S2G4G applications. Draft quality-controlled responses on PAIAs, Appeals and S24Gs rectifications on stipulated timeframes. Review the appeal in terms of technical information supported by scientific evidence. Submit appeal response to your supervisor on time. Review Environmental Assessment Reports in terms of S24G rectifications on time. Conduct site visits to confirm s24g application's activities. Draft S24G decisions as soon as possible.
<u>ENQUIRIES</u>	:	Mr M Phaladi Tel No: (012) 399 9852

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Elangeni TVET College)**

Elangeni Technical Vocational Education and Training College is an Equal opportunity employer and is inviting applications from suitable qualified applicants for these permanent posts, based at its Pinetown Office

<u>CLOSING DATE</u>	:	09 June at 13h00
<u>APPLICATIONS</u>	:	All applications must be hand delivered to Elangeni TVET College, Central Office, 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<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, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

OTHER POSTS

<u>POST 18/27</u>	:	<u>SENIOR STUDENT SUPPORT SERVICES OFFICER-REF NO: HRM 10/2023</u> Student Support Services
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Elangeni TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma (NQF level 6) in Psychology/Social Science, Equivalent qualification or related qualification.3-5 years' experience in Student support administration/teaching and learning environment or related Field.
<u>DUTIES</u>	:	Ensure the overall supervision and coordination of student support services. Ensure the overall supervision and provision of student counselling services. Ensure the overall supervision and implementation of the student work. Placement and Work Integrated Learning (WIL) polices. Ensure the overall and provisioning of career guidance, counselling and academic support for students. Ensure the overall supervision and facilitation of student governance student leadership development and exit support programme. Ensure the overall supervision and implementation of sport, recreation, arts and culture programs in the entire college. Supervise human, physical and financial resources.
<u>ENQUIRIES</u>	:	Mr NE Mkhize Tel No: 031 492 4363
<u>POST 18/28</u>	:	<u>SENIOR MANAGEMENT INFORMATION SYSTEM (MIS OFFICER) REF NO: HRM11/203</u> Management Information System
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Elangeni TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma (NQF level 6)/ Bachelor's Degree in Information Management/Data Management or equivalent qualification.3-5 years working Experience in DATA Management/TVETMIS Environment or any relevant Knowledge.
<u>DUTIES</u>	:	Ensure the overall supervision and proper management of TVETMIS, capturing Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of Inputs captured on Coltech system and other related systems. Ensure the

		Overall supervision and administration of all academic and student related System programmes, course and qualification. Ensure the overall supervision Maintenance of MIS Licenses are renewed before expiry dates. Supervise Human physical and financial resources.
<u>ENQUIRIES</u>	:	Mr NE Mkhize Tel No: 031 492 4363
<u>POST 18/29</u>	:	<u>PERSONAL ASSISTANT REF NO: HRM12/2023</u> Office of the Principal
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Elangeni TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent NQF Level 4 qualification. An appropriate & relevant National Diploma/Degree (NQF 6/7) in Secretarial, Office Administration. Office Management & Technology or Management Assistant. Minimum of 3 years' experience as Personal assistant or Secretary. A Valid Driver's license. Knowledge on the relevant legislation/policies/prescripts and Procedures. Must be Computer literate (Ms Office Package is essential. Good Communication Skill-Both verbal and written, have good interpersonal Skills, work independently and as a team member. Ability to work Under pressure.
<u>DUTIES</u>	:	Provide Secretarial/Administrative support service to the College Principal. Receive telephone calls in an environment where, in addition to the calls for the College Principal, discretion is required to decide to who the call should be forwarded. In the process the job in incumbent should finalize some enquires. Operate and ensure that the office equipment such as Laptops Photocopiers are in good working order. Respond to enquires received from Internal and external stakeholders. Provide support to the College Principal Regarding meetings. Manage daily diary of the College Principal. Collect and Compile all necessary documents for the College Principal to inform her on the contents. Record minutes/decision and communicate to relevant role player, follow up on progress made.
<u>ENQUIRIES</u>	:	Mr NE Mkhize Tel No: 031 492 4363
<u>POST 18/30</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK REF NO: HRM 13/2023</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Elangeni TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12, Recognized National Diploma or Bachelor Degree in Supply Chain Management or equivalent qualification. Two (2) years' experience in the related field. Knowledge and understanding of the legislative framework Governing the public services. Understanding, interpreting and correct Application of the SCM Policy and prescript. Knowledge of public sector Policies and practices. Knowledge of pastel evolution system. Knowledge of Procedures in terms of the working environment. Knowledge of Supply Chain Procedures of supply chain procedure. Knowledge of Department of Higher
<u>DUTIES</u>	:	Receive files with quotations from suppliers Prepare files for evaluation of tenders above R30 000 by BEC Facilitate/arrange the evaluation meeting for the BEC Assistant in processing of the RFQ for manual selection, if the need arises Provide support in tender process.
<u>ENQUIRIES</u>	:	Mr NE Mkhize Tel No: 031 492 4363

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE APPLICATIONS :

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

MANAGEMENT ECHELON

POST 18/31 :

DIRECTOR: ANALYSIS REF NO: HRMC 32/23/1
Branch: Counter Corruption and Security Services
Chief Directorate: Prevention and Analysis

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 Information Management / Information Science / Statistics at NQF level 7 as recognised by SAQA. Minimum of 5 years' experience at middle / senior managerial level. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Experience in investigation or / and handling of classified information. Knowledge of the South African Constitution. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the Minimum Information Security Standards (MISS). Knowledge of the National Intelligence Strategy Act. Knowledge of the Protection of Information Act. Knowledge of Criminal Procedure Act of 1977 as amended. Knowledge of vetting and

	security legislation including National Key Point Act. Understanding and knowledge of risk management. Understanding of the national vetting strategy. People management and empowerment. Financial management. Required skills and competencies: Strategic capability and leadership. Client orientation and customer focus. Honesty and integrity. Program and project management. Change management. Communication. Knowledgeful management. Decision Making. Problem solving and analysis. Business report writing. Planning and organising. Attention to detail. Interpersonal skills. Computer literacy. Conflict resolution and management. Crime information management.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: To manage analysis of information and statistical data on reported cases. Maintain a detailed record of successful investigations, running and closed cases. Interpret raw data into meaningful connected information to be used in the Department. Conduct research, identify and analyse weaknesses and security risks in processes. Facilities or structures that contribute to irregularities, unlawful conduct or breaches. Provide recommendations and advice that assist in the development and implementation of preventive measures. Observe trends to assist in investigations and proactively identify weaknesses and/or security risks. Manage and implement strategic objectives and innovation. Provide strategic direction through analysis within the Directorate. Develop technical expertise and ensure the implementation of innovation initiatives. Ensure effective governance and compliance within the Directorate. Develop and implement governance processes, frameworks and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Manage physical, human and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	: Mr A Molatlhegi, Tel No: (012) 406 2845 : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za , by the closing date to: E-mail: ccrecruitment@dha.gov.za
<u>POST 18/32</u>	: <u>DIRECTOR: BIRTH, MARRIAGES & DEATH REF NO: HRMC 32/23/2</u> Branch: Civic Services Chief Directorate: Back Office Status Services
<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 Public Management / Public Administration / Operations Management at NQF level 7 as recognised by SAQA. Minimum of 5 years' experience at middle / senior managerial level in Operations Management environment. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Knowledge of the South African Constitution. Knowledge of Marriage Act No. 25 of 1961 and the Recognition of Customary Marriages Act No. 120 of 1998, as well as Civil unions act No. 17 of 2006. Knowledge of Birth and Deaths Registration Act as well as the National Population Register. Knowledge of the Public Finance Management Act and Treasury Regulations. Understanding of relevant Departmental prescripts and legislation. Required skills and competencies: Strategic capability and leadership. Service delivery and innovation. Client orientation and customer focus. Honesty and integrity. People management and empowerment. Decision making and problem solving. Business report writing. Operations management. Strong analytical skills. A valid driver's license and willingness to travel.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the function of back office processes and registration of births in the Department. Manage the integrity of the registration of birth. Manage and ensure all processes and adherence of birth regulatory framework and service standards. Manage the implementation of structure, policy, processes, systems and reporting regarding the processing of birth applications across the Department. Manage the back office processes and registration of marriages across the Department. Manage all processes of

marital status. Manage and lead the back-office processes and registration of deaths across the Department. Manage and ensure deaths and related processes adhere with to relevant regulatory frameworks. Manage and implement strategic objectives and innovation within the Directorate. Coordinate and manage relevant projects within the unit in order to improve the processing turnaround time frame for unabridged certificates. Develop and implement policies and circulars concerning services and ensure risk and compliance management in the Department. Contribute towards the formulation of Civic Services risk management and Civic Services regulations, policies, processes and circulars. Manage physical, human and financial resources.

**ENQUIRIES
APPLICATIONS**

: Mr P Williams Tel No: (012) 402 2169
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: E-mail: Civicsrecruitment@dha.gov.za

OTHER POSTS

POST 18/33

: **DEPUTY DIRECTOR: LAYOUT & DESIGN REF NO: HRMC 32/23/3**
Branch: Institutional Planning and Support
Directorate: Content Management

**SALARY
CENTRE
REQUIREMENTS**

: R811 560 - R952 485 per annum (Level 11), (an all-inclusive salary package)
: Head Office, Pretoria
: An undergraduate qualification in Graphic Design at NQF level 6 as recognized by SAQA. Minimum of 3 years experience at a supervisory level as a Mid to Senior Designer. Portfolio of previous work and sufficient evidence of Design Management Projects. Advanced in using Adobe Creative Cloud, Adobe Photoshop, Adobe In Design, Adobe Illustrator and Adobe Premier Pro. Knowledge of Video Editing, 3D and Motion Graphic apps such as Final Cut Pro, Sketchbook, Canva and Procreate will be an added advantage. Knowledge of Apple Mac, Macbook Pro and the use of Apple iPad for design purposes. Knowledge and understanding of Public Service legislation. Knowledge and understanding of all Departmental prescripts and legislations. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. People management and empowerment. Client orientation and customer focus. Financial management. Programme and project management. Change management. Good communication and decision making skills. Problem solving and analysis. Presentation and business report writing skills. Influencing and networking. Planning and organising. Interpersonal, negotiation, technical and commercial skills. Computer literacy. A valid drivers license, willingness to travel and work extended hours when required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and maintain design and layout for the Department. Manage the activities of the Graphic Design unit. Working from agreed design briefs, conceive design ideas / concepts to create designs for the Department's products and campaigns. Manage the visual execution of designs and layout briefs. Provide professional recommendations for concept development, art direction, the printing process / buying and production and monitor quality controls. Contribute to editorial development of projects. Development and implementation of policy and procedure, Directive Acts and Regulations. Develop and review communications policies and code of practice for the sub-directorate. Manage physical, human and financial resources.

**ENQUIRIES
APPLICATIONS**

: Ms M Ralane Tel No: (012) 406 4163
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

<u>POST 18/34</u>	:	<u>SPECIALIST: CONFIGURATION REF NO: HRMC 32/23/4</u>
		Branch: Information Services
		Directorate: Service Support Management
<u>SALARY</u>	:	R811 560 - R952 485 per annum (Level 11), (an all-inclusive salary package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology / Computer Science / Computer Engineering at NQF level 6 as recognized by SAQA. A Certificate in Information Technology Infrastructure Library (ITIL). Minimum of 3 years' experience in Information Technology (Configuration Management tools) environment. Sound knowledge of related databases and related tools. Knowledge and understanding of ITIL or other relevant service management standards. Knowledge and application of the GITO guidelines and prescripts. Knowledge of Configuration Management tools. Sound knowledge of Minimum Information Security Standards (MISS). Sound knowledge of the Protection of Information Act 84 of 1982 and the promotion of Access to Information Act 2 of 2000. Knowledge of the Public Service Regulatory Framework. Knowledge of the Departmental legislations and Prescripts. Required skills and competencies: Capability and leadership. Decision making, business continuity and accountability. Expenditure and configuration management. Ability to translate IT language into English. Project and program management. Ability to meet deadlines. Problem solving and analysis. Business report writing and presentation skills. Good communication skills. Innovation and analytical skills. Client orientation and customer focus. A valid drivers' license, willingness to travel and work extended hours when required.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and implement Configuration Management Database for new systems and upgrades. Coordinate and maintain the existing Configuration Management Database (CMDB), and ensure the implementation of identified upgrades in conjunction with Change and Release Management. Design configuration management planning to identify Configuration Items (CI) and the information to be recorded on the Configuration Management Systems (CMS). Monitor and evaluate Configuration Management processes and procedures for new systems and upgrades. Monitor configuration management tools to track and manage Configuration Items (CI). Develop, implement and maintain Configuration Management policies and procedures. Ensure successful business transformation. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Monitor and participate in the implementation of efficiency improvement projects. Ensure the implementation of effective risk and compliance management practices. Report on all risks and financial indicators. Establish and implement quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Manage financial and physical resources within the Unit.
<u>ENQUIRIES</u>	:	Ms P Mosia Tel No: (012) 406 4536
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za , by the closing date to: Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

<u>CLOSING DATE</u>	:	09 June 2023
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct 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 form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme . No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 vetting process. 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. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

OTHER POSTS

<u>POST 18/35</u>	:	<u>ASSISTANT DIRECTOR: STATISTICS REF NO: Q9/2023/28</u>
<u>SALARY</u>	:	R424 104 per annum

<u>CENTRE REQUIREMENTS</u>	:	National Office
	:	An Undergraduate degree on NQF Level 7 as recognized by SAQA in Economics, Econometrics, Statistics or Accounting. 3-5 years' experience at Supervisory Level in Statistics. Advanced training in SAS. Introduction to Project Management Course. Introduction to Economic Indicators and analysis. A valid driver's license. Knowledge requirements: Statistical knowledge, Statistical analysis software, Case Management System, Criminal Justice System. Skills and Competencies: Leadership competencies, Computer Skills, Communication, planning, and organization Skills, Interpersonal/behavioral competencies, language skills, flexibility, good verbal and written communication, teamwork and collaboration, Technology skills, attention to detail, Business analysis, Continuous learning, Analytical thinking, Statistical analysis, Innovative, Interpretation of statistical data, Project management skills.
<u>DUTIES</u>	:	Attend to user needs and queries: Liaise and/or interact with different users in determining data requirements; provide inputs on policy formulation; develop the stakeholder engagement strategy. Develop survey methodology, questionnaires, data processing system and statistical processing methodology: Develop detailed project plans; lead the review research of survey methods; develop standards for questionnaire design and testing; lead the questionnaire development life cycle process; signing of system specification; develop guidelines for standardised data processing and system specification; lead the development of statistical processing methodologies. Coordinate and monitor the data collection process, training of data collectors and the development of training manuals: Develop and review collection guidelines and training manuals; develop training plans and standardized training manuals for data collection. Perform detailed analysis and interpretation of statistical data: Coordinate training in data processing procedures; coordinate the development of training manuals; develop standardized editing specifications for all surveys in the component; review and lead the development of imputation and estimation methods. Review quality standards, data analysis framework and the implementation of operational plans: Lead the development of quality standards; lead the development of data analysis framework; consultation with stakeholders. Develop and maintain the dissemination plan, publication document, clearance document, methods documentation and comply to human resource directives and legal frameworks: Compile, evaluate and edit publications documents and clearance documents independently; attend to stakeholder enquiries; develop guidelines for compilation and maintenance of sources and methods documentation; ensure staff development and wellness.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Baloyi Tel No: 012 399 0202
	:	Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms KE Lethole Tel No: 012 399 0040
<u>POST 18/36</u>	:	<u>SENIOR LABOUR RELATIONS PRACTITIONER REF NO: Q9/2023/29</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum
	:	National Office
	:	A relevant Diploma on NQF Level 6 as recognized by SAQA in Human Resources Management or Labour Relations. Three to five years' experience in Labour Relations environment. Driver's license. Knowledge Requirements: Labour Law Prescripts, Public Service Act, Public Service Regulations, PSCBC & GPSSBC Resolutions, Case Law. Skills and Competencies: Communication and Information Management, Verbal and Written Communication Skills, Customer Focus and Responsiveness, Problem Solving Skills, Developing Others, Planning Skills, Ability to work under pressure, Good interpersonal Skills, Impact and Influence, Analytical Skills, Computer Literacy, Negotiation Skills, Creativity. Problem Solving and decision making.
<u>DUTIES</u>	:	Administer grievances and misconduct, Represent the department in dispute resolution forums. Ensure Labour peace and discipline in the department. Provide Labour Relations training. Assist in the Development and implementation of Labour Relations Policies. Coordinate the Departmental Bargaining Chamber meetings. Advice employees and management on Labour Relations related issues. Provide administrative duties to the component.

ENQUIRIES
APPLICATIONS

: Mr. S Baloyi Tel No: 012 399 0202
: Independent Police Investigative Directorate, National Office Private Bag
X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape
& Church Street, Arcadia Pretoria, 0001
: Ms KE Lethole Tel No: 012 399 0040

FOR ATTENTION

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 12 June 2023

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

MANAGEMENT ECHELON

POST 18/37 : **HEAD: JUSTICE COLLEGE/CHIEF DIRECTOR REF NO: 23/69/JC**

SALARY : R1 371 558 – R1 635 897 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Management/Education/Human Resource Development/Training Management; 5 years' experience at senior managerial level in a training environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of education, training and development regulatory framework and policies, Human Resources Development strategy and skills development, assessment and evaluation, curriculum development and quality assurance; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act (PFMA). Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication.

DUTIES : Key Performance Areas: Oversee and manage the development of strategies and frameworks for all training programmes for the College; Oversee and manage the provision and delivery of all training programmes for the College; Oversee and manage the development and production of research, innovation and knowledge; Oversee the administration and learner support services; Provide effective people management.

ENQUIRIES : Mr. C Msiza Tel No: (012) 315 4754

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First

		Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	Women and people with disabilities are encouraged to apply.
<u>POST 18/38</u>	:	<u>CHIEF DIRECTOR: COMMUNICATION MANAGEMENT REF NO: 23/68/DG</u>
<u>SALARY</u>	:	R1 371 558 – R1 635 897 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An undergraduate qualification (NQF level 7) in Journalism, Marketing and Branding, Communications and Public Relations; 10 years' experience at senior managerial level of which 5 years must be in Communication environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of external communication, media liaison and media research for an organization/institution/department, management of high-level community outreach and external events management (including Ministerial events), Corporate identity development and improvement, development of printed publications; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Government initiatives and decisions, etc; Skills and Competencies: Strategic capability and leadership; Project programme and management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem Solving and analysis; People management and empowerment; Client orientation and customer focus; Communication.
<u>DUTIES</u>	:	Key Performance Areas: Manage the strategic internal communication; Manage the provision of strategic media service to build trust and confidence; Manage departmental strategic Ministerial and departmental external events; Manage the development and implementation of Communication Policy, Framework and Strategies; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. R Chauke Tel No: (012) 315 1329 Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	Women and people with disabilities are encouraged to apply.
<u>POST 18/39</u>	:	<u>DIRECTOR: SOCIAL JUSTICE REF NO: 23/61/CD</u>
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria An NQF level 7 qualification as recognized by SAQA in Social Science, Law or Political Sciences; 5 years experience at a middle/senior managerial level in a Social Justice and/or Human Rights environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of National Action Plan (NAP) to combat racism, racial discrimination, xenophobia and related intolerance; Knowledge of Public Service Regulations, the Constitution of South Africa, Human Rights, Social Justice and anti-discrimination issues; A valid driver's license will be an added advantage. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus.
<u>DUTIES</u>	:	Key Performance Areas: Manage the implementation and coordination of the National Action Plan to combat racism, racial discrimination, xenophobia, and related intolerance (NAP) policy framework; Manage the promotion and advocacy of the NAP to eliminate racism, racial discrimination, xenophobia, and related intolerance, including its gender-based manifestations; Manage and coordinate research on the nature, causes and manifestations of racism and discrimination in both public and private spheres; Manage and maintain partnerships with key stakeholders to ensure effective implementation of the NAP and maintain directory of service providers; Provide effective people

ENQUIRIES APPLICATIONS : management.
: Mr O Melato Tel No: (012) 315 1351
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

OTHER POSTS

POST 18/40 : **MANAGER: COMPLAINTS AND INVESTIGATIONS REF NO: 5/05/03 OLSO (X5 POSTS)**
(3 Years Contract Appointment)

SALARY : R811 560 - R952 485 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Legal Service Ombud: Cape Town (X2 Posts) and Centurion (X3 Posts)
: An LLB Degree/ four year Law Degree as recognized by SAQA; Minimum of 3 years' experience post qualification in the Legal Services field; Admission to Legal Practice Council and in good standing; Knowledge of the Legal Practice Act; Practical knowledge and understanding of assessment as well as investigative approaches and methodologies; Practical knowledge and understanding of drafting legal instruments, litigation management processes and interpreting statutes. Skills and Competencies: Computer literacy; Strategic capability and leadership; Case-flow management; Financial skills; Information and knowledge management; Project management; Service delivery innovation; Legislative drafting; Presentation and facilitation; Ability to analyse and develop policies; Communication skills (written and verbal).

DUTIES : Key Performance Areas: Provide complaints assessment services, determine requirements and present the outcome to the relevant Committee. Investigate complaints, provide report and advise on remedial actions to the Committee and monitor the investigations thereof. Provide legal advisory services on contracts and service level agreements correspondence. Draft and review legal opinions, Manage litigation matters on behalf of OLSO; Conduct legal research and knowledge management; conduct of disciplinary committees and appeal tribunals of the LPC; Develop and review policy guidelines and procedures for assessment operations and investigation/monitoring operations.

ENQUIRIES APPLICATIONS : Ms. MV Shivuri Tel No: (010) 023 5508
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001 or Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion.

POST 18/41 : **SENIOR AUDITOR: INTERNAL AUDIT REF NO: 23/56/IA**

SALARY : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office: East London
: An appropriate three-year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting as recognized by SAQA; A minimum of 3 years' experience in Internal Auditing at supervisory level; Studying towards a relevant professional qualification; Knowledge and understanding of audit business research and risk assessment; Candidates must be conversant with auditing and accounting standards; A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Financial management; Computer literacy; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.

DUTIES : Key Performance Areas: Participate in the development of the three-year strategic risk based audit plans and annual audit operational plan; Develop findings and recommendations for the enhancement of controls/processes; Conduct, compile and review audit report for each engagement; Monitor progress on audit projects and implementation of agreed action plans; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr S Maeko Tel No: (012) 315 1996
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional

Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

<u>POST 18/42</u>	:	<u>ASSISTANT MANAGER: FINANCE REF NO: 5/5/23 OLSO</u> (3 Years Contract Appointment)
<u>SALARY</u>	:	R424 104 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Legal Services Ombud: Centurion
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6)/ Bachelor's Degree in Financial Management or relevant equivalent qualification; A minimum of three (3) years relevant experience in Financial Management; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, financial management, cash and accrual accounting standards, planning and budget procedures in the public sector, as well as revenue and cash management experience; Knowledge of BAS, LOGIS and PERSAL systems; A valid driver's license. Skills and Competencies: Good communication and interpersonal relations; Financial and Supply Chain Management skills; Sound analytical, statistical and problem solving skills; Computer literacy; Creativity, innovative, flexibility and highly motivated; Ability to work independently; Ability to work under pressure; Strong leadership and management capabilities; Organising, presentation and facilitation skills. Knowledge of financial and administrative functions, including risk, internal controls, financial reporting and record keeping.
<u>DUTIES</u>	:	Key Performance Areas: Process payments and travel and subsistence claims; Compile financial reporting inputs on a regular basis; Verify and register all suppliers on departmental financial systems; Provide petty cash to managers and update payment documents (batch/document control); Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management. Provide effective people management.
<u>ENQUIRIES</u>	:	Ms MV Shivuri Tel No: (010) 023 5508
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion.
<u>POST 18/43</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER (MR 1 – MR 4): REF NO: 44/23/LMP</u>
<u>SALARY</u>	:	R228 915 – R1 005 801 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office - Limpopo
<u>REQUIREMENTS</u>	:	An LLB Degree or 4 year recognized legal qualification; Appropriate post qualification legal experience; Knowledge of legislation on promotion and protection of human rights; Knowledge of the South African Constitutional Law, Administrative Law, Interpretation of Statutes, Civil Litigation and Intergovernmental Relations Framework; Provision of the Legal Opinions; A valid driver's license. Skills and Competencies: Legal Research; Interpersonal skills; Dispute Resolution; Report writing, Project management; Computer literacy; Legal drafting Skills.
<u>DUTIES</u>	:	Key Performance Areas: Draft legal documents and give legal advice on the legislation relating to Vulnerable Groups; Respond to petitions, Manage complaints from civil Society and other Government Departments on issues and legislation relating to Vulnerable Groups; Manage and liaise with various stakeholders in the Justice Crime Prevention and Security cluster; Facilitate Public Education on Vulnerable Groups legislation; Coordinate the implementation of relevant legislation relating to promotion and protection of human rights; Provide secretariat support in the different Forum established to enhance effective implementation of various Legislation relating to Vulnerable Groups.
<u>ENQUIRIES</u>	:	Ms Mongalo M.P Tel No: (015) 287 2037 Ms. Manyaja P.M Tel No: (015) 287 2026
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 Or Physical address:

Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

<u>POST 18/44</u>	:	<u>ADMINISTRATIVE CLERK: PROVINCIAL COORDINATION REF NO: 5/5/23</u> <u>OLSO (X2 POSTS)</u> (3 Years Contract Appointment)
<u>SALARY</u>	:	R202 233 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Legal Services Ombud: Cape Town (X1 Post) and Centurion: (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12; Auxiliary and Administrative support experience; Knowledge of clerical duties, Knowledge of working procedures in terms of the working environment. Skills and Competencies: Computer literacy; Good communication skills; Planning and organising skills; Interpersonal skills. Communication skills (verbal & written); Interpersonal relations; Ability to work under pressure and be self-motivated; Attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Provide catering support services; Keep stock of kitchen; utensils and equipment; Maintain quality control measures of all food provided; Provide supply chain clerical support services within the component; Keep and maintain personnel records in the component; Provide various administrative duties.
<u>ENQUIRIES</u>	:	Ms MV Shivuri Tel No: (010) 023 5508
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P.O Box 1202, Pretoria 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion.

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

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.

- APPLICATIONS** : 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** : 09 June 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 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 18/45** : **DIRECTOR: PETROLEUM POLICY REF NO: DMRE/2376**
- SALARY** : R1 162 200 per annum (Level 13), (all- inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree in Chemical Engineering/ LLB/ Policy Development Studies/ Petroleum Engineering (NQF 7) with minimum of 5 years' experience in policy development in senior/ middle management level Plus the following competencies: Knowledge of: Policy Development process; Detailed knowledge of Petroleum sector. Project management; Financial management. Policies / laws governing the Petroleum sector. Skills: Leadership,

	Management. Planning and organizing. Project management. Communication (verbal and written skills). Policy analysis and development. Computer. Presentation and interpersonal skills. Influencing and negotiation skills. Thinking Demands: Problem -solving. Innovative, Analytical, Creativity, Critical thinking.
<u>DUTIES</u>	: Manage, plan and develop strategic policy directions for delivering major policy initiatives relating to petroleum. Manage processes to analyse and evaluate existing policies and formulate future policy options and initiatives for petroleum. Lead interactive and consultative processes with appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing/ proposing petroleum policies. Manage the development and review of legislations and regulations on petroleum efficiency and petroleum sector. Provide support/ advice to the Director- General, Deputy Minister and the Minister on policy related matters. Liaise with petroleum regulators in South Africa and other regulators abroad. Manage the Directorate.
<u>ENQUIRIES NOTE</u>	: Dr O Masekoa Tel No: 012 444 3868 : 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.
<u>POST 18/46</u>	: <u>DIRECTOR: MONITORING AND EVALUATION REF NO: DMRE/2376</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 162 200 per annum (Level 13), (all- inclusive package) : Head Office, Pretoria : National Diploma/ Degree in Administration /Social Science (NQF 7) with minimum of 5 years' experience at middle /senior managerial level in monitoring and evaluation environment. Valid drivers license 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 Regulations, Public Service Act, the Labour Relations 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. Strategic and operational planning. Government planning systems and departmental strategy formulation. DPISA prescript in respect of the SDIP. Knowledge of the Programme Performance Management Framework. Familiarity with: Corporate Governance Principles (King II and King III). Other relevant legislation that governs the public service. Government priorities and imperatives. The whitepaper on the Transformation of public service (Batho- Pele). Skills: Computer literacy, Writing and editing skills, Accuracy. Good verbal and written communication skills. Numeracy Thinking Demands: Innovative. Decision making. Information analysis and evaluation.
<u>DUTIES</u>	: Manage the development, implementation and maintenance of monitoring and evaluation tools and systems, including compilation of quarterly performance information reports on organisational performance and annual, quarterly and operational targets. Manage the development, maintenance and implementation of performance monitoring, evaluation and reporting frameworks, systems and procedures for the Department. Manage the compilation of branch quarterly performance reports and the collection of branches supporting evidence. Review /edit quarterly performance presentations for internal and external stakeholders. Provide guidance and advice on the application of performance monitoring, evaluation and reporting systems and procedures based on best practices and centre of government prescript and developments and make recommendations on: Delivery programmes in terms of annual quarterly and operational targets. Areas for improvement based on environmental scanning and best practices. Manage the Directorate.
<u>ENQUIRIES NOTE</u>	: Mr L Mulaudzi at 079 501 9968 : 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: Female candidates are encouraged to apply

OTHER POSTS

POST 18/47

DEPUTY DIRECTOR: GAS POLICY REF NO: DMRE/2377

SALARY **CENTRE** **REQUIREMENTS**

: R811 560 per annum, (all-inclusive package)
: Head Office, Pretoria
: Degree/ National Diploma in Petroleum Engineering / Metallurgical/ Chemical / Process Engineering / Natural Science / Geology / Environmental Science/ Developmental Studies/ Degree in Law/LLB Plus the following competencies of minimum of 3 years' experience at a junior managerial level in the gas sector. Certificate in Legislation Drafting/ Policy Development/Energy Studies will be an added advantage. Preference will be given to candidate with legal qualifications. Knowledge of: Policy Development Process, detailed knowledge of energy sector, project management, financial management, departmental policies and procedures, other government, department policies (especially economic cluster Skills: Leadership, Management, planning and organising, project management, Communication (Verbal & written), policy analysis and development, computer, presentation skills, interpersonal skills, language skills; Thinking Demands: Innovative, Analytical, creativity, decision reasoning/making.

DUTIES

: Plan and develop policy initiatives relating to gas sectors. Analyse and evaluate existing policies and formulate future policy options and initiatives for gas. Interact and consult with appropriate government and non- government agencies and key industry or sector stakeholders on the process of developing/ proposing gas policies. Conduct policy presentation and represent the Department at various forums or workshop on gas related matters. Monitor, analyse and report on the effectiveness of policy initiatives as implemented and applied within the gas sectors. Draft and amend legislations and/or review regulations in relation to energy efficiency and electricity industry. Provide managerial activities.

ENQUIRIES

: Mr G Nhlapho Tel No: 012 444 3836

POST 18/48

INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2378

SALARY **CENTRE** **REQUIREMENTS**

: R811 560 per annum (Level 11), (all-inclusive package)
: North -West Region
: National Diploma in Mining Engineering (NQF Level 6) Plus Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies: Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Team-work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Teamwork. Training, negotiation, adaptability, conflict handling and computer literacy.

DUTIES

: Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions, and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining.

ENQUIRIES

: Mr J Melembe Tel No: (018) 487 4300

POST 18/49**INSPECTOR: MINE SURVEYING REF NO: DMRE/2379****SALARY
REQUIREMENTS**

R811 560 per annum (Level 11), (all-inclusive package)
 National Diploma in Mine Surveying (NQF6) Plus Mine Surveyor's Certificate of Competency with minimum of 3 years' experience mine surveying, valid driver's licence. In -service management courses, personnel evaluation techniques. In-service legal aspects courses. Risk management courses PLUS the following competencies Knowledge: In-depth understanding and knowledge of mine health and safety. Knowledge of the policy regime affecting mineral and mining industry. Skills: Problem solving skills. Communication (verbal, written and liaison skills). Influencing and Negotiation skills. Proven managerial skills. Management and organising skills. Advanced analytical skills. Good interpersonal relations at all levels. Conflict management skills. Creativity and innovation. Numerical. Coordinating. Facilitating and implementation. Financial management. Consulting skills. Problem solving and analysis. Strategic capability and leadership. Change management Thinking Demands: Creative/ innovative. Logical. Objective. Accurate. Diplomatic.

DUTIES

: Conduct underground inspections, compile report and maintain records.
 : Conduct inspection of plans and records of surface mines, compile reports and records. Investigate and make recommendations regarding surface utilisation applications, compile reports and maintain records. Process statutory applications regarding mine surveying permissions and exemptions, compile reports and maintain records. Serve on mine committees and attend seminars. Conduct practical mine surveying fields tasks. Provide managerial activities.

**ENQUIRIES
NOTE**

: Mr NV Mahwasane at 072 9341899
 : Indian or Coloured or White female candidates are encouraged to apply.

POST 18/50**ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMRE/2380****SALARY
CENTRE
REQUIREMENTS**

: R527 298 per annum (Level 10)
 : North-West Region, Klerksdorp
 : bachelor's degree / B-Tech Degree/ Advance Diploma in Law or LLB (NQF level 7) and Valid Driver's licence with minimum of 3 years' experience in the industry Knowledge of: Basic Knowledge of the MPRDA. Basic Knowledge of previous mineral legislation. Basic knowledge of administration procedures. Basic knowledge of Departmental policy i r o Mineral Regulation. Basic knowledge of computer programs. Skills: Ability to write reports. Ability to write submissions. Ability to communicate (written and oral) Ability to act as mediator between (aggressive) parties Thinking Demands: Ability to think when exposed to demanding situations.

DUTIES

: Administer the administrative process for each right or permit application in compliance with the Law. Research potential conflict between applications, prior rights, and land usage to advise in the decision -making process. Ensure the arrangements for the payment of royalties and prospecting fees to the state in accordance with the law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Ensure/Process surface usage applications and evaluate surface utilization in relation to the exploitation of mineral (only where Economic Development Sub Directorate has not been established). Assist clients through the process of administrative justice. Provide managerial activities.

**ENQUIRIES
NOTE**

: Ms T Ntjoboko Tel No: (018) 487 4300
 : Indian, Coloured or White males and persons with disability are encouraged to apply.

POST 18/51**ASSISTANT DIRECTOR: SOCIAL & LABOUR PLAN REF NO: DMRE/2381****SALARY
CENTRE
REQUIREMENTS**

: R527 298 per annum (Level 10)
 : Kwa Zulu- Natal Region, Durban
 : Bachelor's degree/ Bachelor of Technology degree/ Advance Diploma in Economics, Industrial Science, Industrial Psychology/ Social Science majoring with Development studies or Economics (NQF level 7) with minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA. Basic knowledge of administration procedures. Basic knowledge of computer programs. Basic knowledge of Previous Mineral Legislations. Basic knowledge of Departmental Policy and Mineral Regulation Skills: Analytical capacity, reporting, writing and formulation project management, computer

		literacy, research and communication, Thinking Demands: Interpretation and implementation of policies, proactivity, decision making, forward planning and ability to work under pressure.
<u>DUTIES</u>	:	Align SLPs with the municipal IDPS/LED programmes to ensure sustainable projects. Adjudicate the process of Social and Labour Plan for mining right applications. Design and implement inspection programme. Attend community and other stake-holder meetings on mining issues and conduct workshops. Facilitate the effective implementation process of downscaling and retrenchments. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr N Ravhungoni Tel No: (031) 335 9627
<u>NOTE</u>	:	White, Coloured male or persons with disability are encouraged to apply.
<u>POST 18/52</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DMRE/2382</u>
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Western Cape Region, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree in administration or financial (NQF Level 7) with a minimum of 3 years' experience in the industry PLUS the following competencies Knowledge of: Knowledge and understanding of legislation, policies and work procedures. Knowledge of the mining industry. Knowledge of the Public Service Legislation including PFMA. Background knowledge of MPRDA i.r.o applications, royalty/ prospecting fee payments and financial provisions Skills: Organisational and communication skills. Computer and management skills. Numeracy and financial management skills. Internal audit skills Thinking Demands: Decision Making. Information evaluation. Creativity. Have experience in both creditors and debtor's functions. Analytical thinker.
<u>DUTIES</u>	:	Assist the Regional Manager to manage and control budget expenditure in the region. Manage an enquiry service/ helpdesk to ensure efficient service delivery in the region. Provide an administrative management service in terms of Supply Chain Management, Human Resource related matters, risk management, facility management and event management. Manage both revenue and financial provision collection, record keeping, and management control systems. Manage the receiving and recording of applications in terms of the Mineral Petroleum Resource Development Act. Ensure that access to information requests is handled in line with the prescripts. Manage and maintain an effective registry service to Regional Office. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr P Swart Tel No: (021) 427 1057
<u>NOTE</u>	:	African or Indian are encouraged to apply.
<u>POST 18/53</u>	:	<u>ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION AND RMDEC REF NO: DMRE/2383</u>
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Western Cape Region, Cape Town
<u>REQUIREMENTS</u>	:	B-Tech / Bachelor- Degree/ Advanced Diploma in Law or LLB (NQF 7) with a minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA. Basic knowledge of previous mineral legislation. Basic knowledge of administration procedures. Basic knowledge of Departmental policy i.r.o Mineral Regulation. Basic knowledge of computer programs Skills: Ability to write reports. Ability to write submissions. Ability to conduct meetings. Ability to communicate-written and oral. Ability to act as mediator between (aggressive) parties. Thinking Demands: Ability to think when exposed to demanding situations.
<u>DUTIES</u>	:	Administer the administrative process for each right or permit application in compliance with the Law. Research potential conflict between applications, prior rights and land usage to advise in the decision- making process. Ensure the arrangements for the payment of royalties and prospecting fees to the state in accordance with the law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Ensure/ process surface usage applications and evaluate surface utilization in relation to the exploitation of mineral (only where Economic Development Sub- Directorate has not been established). Provide support to the regional mining development and environmental committee (RMDEC). Evaluate all empowerment transactions to give effect to the objects to the charter and the Acts.
<u>ENQUIRIES</u>	:	Mr P Swart Tel No: (021) 427 1057
<u>NOTE</u>	:	African or Indian are encouraged to apply.

<u>POST 18/54</u>	:	<u>SIGN LANGUAGE INTERPRETER REF NO: DMRE/2384</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Communication with Sign Language as a major (NQF level 6) with minimum of 1 year 'experience in sign language Knowledge of: Government Protocol Practices. Government Procurement process. Financial Process. Knowledge and understanding of DMRE policies, functions, projects etc. Skills: Computer Skills. Creativity and innovation skills. Interpersonal Skills. Analytical Skills. Organizing and Co-ordination. Facilitation and Implementation Well-developed interpersonal relationships at all levels. Problem solving and implementation.
<u>DUTIES</u>	:	Provide voice to sign and sign to voice oral translation. Prepare for daily activities/events. Responds to inquiries from clients and other staff on behalf of hearing person and persons who are deaf or have hearing impairments. Provide logistical and support services to the Directorate.
<u>ENQUIRIES</u>	:	Ms L Ntsoko Tel No: (012) 406 7799
<u>NOTE</u>	:	Indian or White males are encouraged to apply
<u>POST 18/55</u>	:	<u>MINE ECONOMIST REF NO: DMRE/2385</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	North-West Region, Klerksdorp
<u>REQUIREMENTS</u>	:	bachelor's degree/ B-Tech degree/ Advanced Diploma Mining Engineering / Mine Survey / Geology/ Accounting/ Auditing and Mine Economics with mine valuation as subject (NQF level 7) with 1-year suitable experience. Driver's licence. Knowledge: Understanding of Government policy and procedures, regarding valuation of mine ad asset valuation. Understand the legal requirements related to mining o and applications. In depth mining technical knowledge. In depth economic knowledge. Management principle. Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational costs related to mining methods and processing plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand coordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Communication between government departments, business organisations and institutions at executive level. Financial and accounting skills in relation to mining projects. Computer literacy. Thinking Demands: Recognising viable business opportunities. Evaluation of viability of mining operations. Applying various resource valuation methods. Awareness of State's goals and objective compared to the business objectives. Valuation of mineral resources and mining projects. Management skills. Budget control. Understanding ore flow and accounting systems and internal economies of mines.
<u>DUTIES</u>	:	Assist in the Adjudication of financial and technical ability on applications for prospecting and mining rights in terms of the MPRDA as well as sustainability of mining operations. Conduct compliance inspection on all prospecting and mining operations where rights are granted in terms of the MPRDA. Handle enquires regarding prospecting work programmes and mining work programme applications and provide advice thereon. Provide administrative task for the Sub-directorate (e.g., filling of operational plans) Monitor the submission of annual audited financial reports or statements and statistical returns in terms of section 28 (2) and (b) of the MPRDA. Monitor and evaluate annual prospecting progress reports.
<u>ENQUIRIES</u>	:	Mr T Manakana Tel No: (018) 487 4300
<u>POST 18/56</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: DMRE/2386</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma / Degree in Public Administration (NQF 6) with minimum of 3 years' experience in administration or secretary support function. Knowledge of: Function of government. Knowledge of relevant legislation/ policies/ prescripts and procedures. Ability to apply policies and standard operating procedures. Skills: good communication skills. Computer literacy (Ms Word,

		Excel, PowerPoint, and outlook) Organisation and time management skills. Good interpersonal skills. Typing skills, Customer focus and responsive. Thinking Demand: Problem solving and analytical thinking skills. Client focus and responsiveness.
<u>DUTIES</u>	:	Coordinate management committee meetings in line with the Terms of reference (TORs). Coordinate all arrangements for meetings, workshops, and video conferences. Archiving of meetings documents. Preparation and processing of invoices within 3 days of each meeting. Typing and communicating information and updates on committee meetings. Provide administrative support to the Director.
<u>ENQUIRIES</u>	:	Ms Y Mapekula Tel No: (012) 444 3734
<u>NOTE</u>	:	Coloured / Indian/ White male and female candidates are encouraged to apply.
<u>POST 18/57</u>	:	<u>PERSONAL ASSISTANT REF NO: DMRE/2387</u>
<u>SALARY</u>		R294 321 per annum (Level 07)
<u>CENTRE</u>		Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma in Office Administration/ Office Management and Technology/ Public Administration (NQF 6) with a minimum of 1 year appropriate experience before or after qualification was obtained, 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. Renders 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>	:	Mr B Seageng Tel No: 012 444 3172
<u>NOTE</u>	:	Coloured or Indian or White candidates are encouraged to apply.
<u>POST 18/58</u>	:	<u>PERSONAL ASSISTANT REF NO: DMRE/2388</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma in Office Administration/ Office Management and Technology/ Public Administration (NQF 6) with a minimum of 1 year appropriate experience before or after qualification was obtained, 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. Renders 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 K Pitse Tel No: 012 444 7742
<u>NOTE</u>	:	Indian/ Coloured and White male are encouraged to apply.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 12 June 2023
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that The NPA is not in a position to pay resettlement costs NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.
- ERRATUM:** the post of Head Control Prosecutor 3 with Ref No: Recruit 2023/235 and Regional Court Prosecutor with Ref No: Recruit 2023/242

advertised in Public Service Vacancy Circular 16 dated 12 May 2023 are hereby withdrawn. The post of Administrative Clerk advertised in Public Service Vacancy Circular 35 dated 16 September 2022 is hereby withdrawn.

MANAGEMENT ECHELON

<u>POST 18/59</u>	:	<u>CHIEF FINANCIAL INVESTIGATOR REF NO: RECRUIT 2023/250 (X4 POSTS)</u> Investigating Directorate
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (total cost package) SMS
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree or Advanced Diploma (NQF level 7) qualification or equivalent in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner (CFE) or Institute of Commercial Forensic Practitioners (FP (SA) accreditation. At least eight years minimum experience with five years management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration specifically: The Constitution of South Africa and the rights of suspects. Prevention of Organized Crime Act 121 of 1988, with the emphasis on racketeering, money laundering and asset forfeiture provisions. Minimum Information Security Standards (MISS) Relevant provisions of the NPA Act 32 of 1998. The Public Service Act and Regulations. Access to Information Act. Justice of the Peace and Commissioner of Oaths Act 12 of 2004. Protected Disclosures Act 26 of 2000. Criminal Procedure Act 51 of 1977. Knowledge of Asset forfeiture law (National and International). Know and understand the Law of Evidence in Civil Matters. Know and understand the Law of Criminal Procedure. Knowledge of NPA and NPS policies and procedures relevant to the job functions. ID Case Management System. Relevant MS office suite. Valid driver's licence.
<u>DUTIES</u>	:	Provide strategic planning and implementation of financial investigations. Coordinate and manage stakeholder relations in relations to financial investigations. Manage national financial investigative projects and administrative functions.
<u>ENQUIRIES</u>	:	Maureen Dibetle Tel No: 012 845 7727
<u>APPLICATIONS</u>	:	e mail Recruit2023250@npa.gov.za
<u>POST 18/60</u>	:	<u>CHIEF INVESTIGATOR REF NO: RECRUIT 2023/251</u> Investigating Directorate (3 Year Contract)
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (total cost package) SMS
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree or Advanced Diploma (NQF level 7) qualification in policing and/ or criminal investigation related or equivalent. Certified Fraud Examiner (CFE) or Institute of Commercial Forensic Practitioners (FP (SA)) accreditation would be an advantage. At least twenty years criminal investigation experience with ten years operational management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations such as the Detective Learning Programme and/or other specialised courses. Experience in managing and directing Forensic Service providers in criminal and forensic matters. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration specifically: The Public Service Act and Regulations. Knowledge of Asset forfeiture law (National and International). Know and understand the Law of Evidence in Civil Matters. Know and understand the Law of Criminal Procedure. Knowledge of NPA and NPS policies and procedures relevant to the job functions. ID Case Management

		System. Know and understand the Law of Criminal Procedure, POCA, PRECCA and the Companies Act. Relevant MS office suite. Valid driver's licence.
<u>DUTIES</u>	:	Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to criminal investigations. Ensure the conducting of criminal quality investigations within the allocated responsibilities of the investigation team. Manage national criminal investigative projects and administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Maureen Dibetle Tel No: 012 845 7727
	:	e mail Recruit2023251@npa.gov.za

OTHER POSTS

<u>POST 18/61</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/252</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 081 953 per annum (total cost package) – R1 679 754 per annum (total cost package) (LP-9)
<u>CENTRE REQUIREMENTS</u>	:	Limpopo
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy, well- developed skills in legal research and legal drafting skills. Good knowledge of civil and/ or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required. A valid driver's licence.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex, and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Knowledge of PFMA, MFMA and money laundering matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: 015 045 0285
	:	e mail Recruit2023252@npa.gov.za
<u>POST 18/62</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/253</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R1 081 953 per annum (total cost package) – R1 679 754 per annum (total cost package) (LP-9)
<u>CENTRE REQUIREMENTS</u>	:	Nelspruit (Middleburg)
	:	An LLB or any appropriate legal qualification for serving prosecutors. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Valid driver's license. Good advocacy and legal drafting skills. Good knowledge of civil and / or criminal procedure. Admitted Advocate and / or Attorney will be an added advantage. Knowledge of Asset Forfeiture law will be an added advantage. Strong Computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Willing to travel and work extended hours. Ability to do legal research.
<u>DUTIES</u>	:	Litigation and supervising litigation. Civil litigation regarding all aspects of the freezing and forfeiture/ confiscation of property/ assets derived from criminal activity. Drafting applications and preparing heads of argument and presenting cases in court. Supervise, train and develop junior legal and investigative staff. Train AFU staff in the use of asset forfeiture procedures. Legal research and keep up to date with legal developments. Assist with general management of

		the unit, including developing the systems, receiving, and analysing reports and making recommendations to the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: 012 845 6638
	:	e mail Recruit2023253@npa.gov.za
<u>POST 18/63</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/254</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R1 081 953 per annum (total cost package) – R1 679 754 per annum (total cost package) (LP-9)
<u>CENTRE REQUIREMENTS</u>	:	Cape Town
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of criminal procedure. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Working knowledge of the law and management of gender-based violence related matters, sexual offences matters, domestic violence matters, child justice matters, maintenance related matters and trafficking in persons matters. Knowledge and application of relevant legislation, regulations and policies relating to the aforementioned. Planning and organising skills. Good administrative skills. Skills in public awareness initiatives and stakeholder management. Experience as a trainer in related fields of the SOCA unit mandate. Good verbal and written communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Valid driver's licence.
<u>DUTIES</u>	:	Manage the portfolios assigned by the Deputy Director of Public Prosecutions. Manage, train and guide SOCA cluster managers, prosecutors, TCC staff and stakeholders in respect of all matters relating to the SOCA mandate. Implement strategic initiatives and deliverables in line with the SOCA business unit plan. Operational management of the TCC sites in the respective province to ensure optimal efficacy. Performance management and assessment of allocated staff members. Quality control of statistics and performance management in relation to the SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Liaison and management of relevant stakeholders. Initiate, coordinate, and participate in public awareness campaigns relevant to the SOCA mandate. Participation in GBV fora in respect of the SOCA mandate both provincially and nationally is required. Initiate, coordinate, and deliver training sessions relevant to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to the SOCA mandate, representations and to make and review decisions regarding the institution of criminal proceeding. Prepare cases for court, appear in appeals and reviews as well as prepare court opinions on the instruction of Special Director or Deputy Director of Public Prosecutions. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media on request of the Special Director or her representative. Perform any other task the Special Director or his/her representative deems necessary. Ensure that a high standard of professional work is being carried out. The candidate must be available to travel extensively, both provincially and nationally, when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Lizelle Africa Tel No: 021 487 7390
	:	e mail Recruit2023254@npa.gov.za
<u>POST 18/64</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R1 081 953 per annum (total cost package) – R1 679 754.per annum (total cost package) (Level CM-1)
<u>CENTRE</u>	:	CPP: Welkom (Virginia) Ref No: Recruit 2023/255 CPP: Polokwane (Lenyenye) Ref No: Recruit 2023/256 CPP: Wynberg Ref No: Recruit 2023/257 (X2 Posts)

	CPP: Wynberg (Paarl) Ref No: Recruit 2023/258 CPP: Vaalrand (Sebokeng) Ref No: Recruit 2023/284
<u>REQUIREMENTS</u>	: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	: Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	: CPP: Welkom (Virginia) - Lemmer Ludwick Tel No: 051 410 6001 CPP: Polokwane (Lenyenye) - Thuba Thubakgale Tel No: 015 045 0285 CPP: Wynberg & Paarl - Francios Brandt Tel No: 021 487 7144 CPP: Vaalrand (Sebokeng) - Godfrey Ramakuela Tel No: 012 351 6808
<u>APPLICATIONS</u>	: CPP: Welkom (Virginia) e mail - Recruit2023255@npa.gov.za CPP: Polokwane (Lenyenye) e mail - Recruit2023256@npa.gov.za CPP: Wynberg - email Recruit2023257@npa.gov.za CPP: Wynberg (Paarl) e mail Recruit2023258@npa.gov.za CPP: Vaalrand (Sebokeng) - e mail Recruit2023284@npa.gov.za
<u>POST 18/65</u>	: <u>SENIOR MAINTENANCE PROSECUTOR REF NO: RECRUIT 2023/259</u> Sexual Offences and Community Affairs
<u>SALARY</u>	: R1 081 953 per annum (total cost package) – R1 679 754.per annum (total cost package) (Level CM-1)
<u>CENTRE</u>	: Kimberley
<u>REQUIREMENTS</u>	: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five-year experience in legal practice will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Adequate experience in criminal and civil litigation, advocacy and prosecution. In depth and extensive knowledge of the Maintenance Act, 99 of 1998, management in respect of maintenance matters, domestic violence, child justice/ Offenders and trafficking in persons including stakeholder cooperation and collaboration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult maintenance matters including commencement of civil litigation in maintenance matters as required and in accordance with the law, common law, statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision, planning and organizing, motivational and communication skills, customer care and good interpersonal relations. Must have good administrative skills / extensive computer skills will be an advantage. Positive security clearance. A valid driver's license.
<u>DUTIES</u>	: Manage, perform duties or functions of Maintenance Officer. Manage, mentor, guide/train Maintenance Prosecutors, Maintenance Officers and Investigators, legal interns and role players involved with maintenance matters. Quality check the work of the Maintenance Prosecutors, Maintenance Officers and Maintenance Investigators. Conduct office inspections and performance management of Maintenance Prosecutors. Provide accurate and reliable

statistics from Maintenance Prosecutors and Officers to ensure a sound knowledge management system. Study appeals and reviews, prepare opinions and heads of argument and argue maintenance cases in appropriate court. Appear in motion applications pertaining to maintenance matters. Attend to formal and informal maintenance enquiries and maintenance representations. Prosecute maintenance defaulters, including test cases or cases of an advanced or complex nature. Render advice on issues of family law related to maintenance. Exercise/perform any power, duty or function conferred upon or assigned to Maintenance Prosecutors by or under the Maintenance Act 99 of 1998. Provide assistance and guidance to other Prosecutors in relation to maintenance matters at their station of appointment and surrounding courts where no Maintenance Prosecutors is appointed. Direct and oversee Maintenance Investigators. Establish an efficient and effective maintenance system through working with role players in the maintenance court services. Perform all duties related thereto, including administrative duties and duties assigned by the supervisor in accordance with the law, Code of Conduct, policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Institute and conduct criminal proceedings on behalf of the state. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any Act, Policy Manual and Directives. Study case dockets, decide in the institution of conduct criminal proceedings including proceedings of an advanced or complex nature. Prepare cases for court, guide investigations and consult with witnesses, draft charge sheets and other court documents, including indictments that are more complex in nature. Present the State's case in court. Present evidence, cross examine and address the court on, inter alia conviction and sentence. Develop and review and participate in the drafting of policies, procedures and related legislation in line with SOCA Unit mandate.

**ENQUIRIES
APPLICATIONS**

: Molaudi Mooketsi Tel No: 053 807 4546
: e mail Recruit2023259@npa.gov.za

POST 18/66

: **STATE ADVOCATE REF NO: RECRUIT 2023/260 (X2 POSTS)**
Investigating Directorate

SALARY

: R844 572 per annum (total cost package) - R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)

**CENTRE
REQUIREMENTS**

: Pretoria: Head Office
: An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law and knowledge of tax matters will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

DUTIES

: Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.

<u>ENQUIRIES APPLICATIONS</u>	:	Maureen Dibetle Tel No: 012 845 7727
	:	e mail Recruit2023260@npa.gov.za
<u>POST 18/67</u>	:	<u>STATE ADVOCATE RECRUIT 2023/261 (X3 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R844 572 per annum (total cost package) - R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Cape Town
	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Francois Brandt Tel No: 21 487 7144
	:	e mail Recruit2023261@npa.gov.za
<u>POST 18/68</u>	:	<u>STATE ADVOCATE (CASE MANAGER)</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R844 572 per annum (total cost package) - R 1 387 725.per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	TCC: Themba & Rob Ferreira Ref No: Recruit 2023/262 TCC: Edendale Ref No: Recruit 2023/263
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least five years' post qualification legal experience in prosecution in Criminal and/or civil litigation. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Positive security clearance. Valid drivers licence.
<u>DUTIES</u>	:	Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine (9) months as per unit's strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centre and maintain the functioning thereof.

		Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence.
<u>ENQUIRIES</u>	:	TCC Themba & Rob Ferreira - Sandra Reddy Tel No: 012 845 6670
<u>APPLICATIONS</u>	:	TCC: Edendale - Omashani Naidoo Tel No: 031 334 5192 TCC: Themba & Rob Ferreira e-mail - Recruit2023262@npa.gov.za TCC: Edendale e-mail - Recruit2023263@npa.gov.za
<u>POST 18/69</u>	:	<u>STATE ADVOCATE (ATTORNEY) REF NO: RECRUIT 2023/264</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R844 572 per annum (total cost package) - R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Polokwane (Thohoyandou)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least five years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney of the High Court of South Africa. Appropriate knowledge of or experience in the implementation of the Prevention of Organized Crime Act and in dealing with legal matters relating to Asset Forfeiture Unit is recommended. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint). Professionalism and able to act independently. Willingness to travel and work extended hours. Excellent communication and administrative skills, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance. Ability to conduct legal research. Valid driver's license.
<u>DUTIES</u>	:	Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e-mail Recruit2023264@npa.gov.za
<u>POST 18/70</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2023/265</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R844 572 per annum (total cost package) - R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal grafting. Good knowledge of civil and / or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents, and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments, and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and head of arguments. Conduct

		prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the State. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.
<u>ENQUIRIES APPLICATIONS</u>	:	Bongiwe Mlaba Tel No: 031 335 6617
	:	e mail Recruit2023265@npa.gov.za
<u>POST 18/71</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2023/266 (X6 POSTS)</u>
		Investigating Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (total cost package) (MMS Level 11)
	:	Pretoria: Head Office
	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner or ICFP SA accreditation will be an added benefit. At least 5 years' financial investigation related experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, General management skills, People management and empowerment, Administration, Communication skills, Planning and Prioritising, Customer Focus and Responsiveness, Problem solving and decision making. Knowledge of relevant MS Office Suite. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects Public service Regulations, Prevention of Organized Crime Act 121 of 1988, with the emphasis on racketeering, money laundering and asset forfeiture provisions. Minimum Information Security Standards (MISS) Relevant provisions of the NPA Act 32 of 1998. The Public Service Act and Regulations. Access to Information Act. Justice of the Peace and Commissioner of Oaths Act 12 of 2004. Protected Disclosures Act 26 of 2000. Knowledge of Asset forfeiture law (National and International). Know and understand the Law of Evidence in Civil Matters. Know and understand the Law of Criminal Procedure. A valid driver's licence.
<u>DUTIES</u>	:	Conduct financial investigation assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Manage Staff Development.
<u>ENQUIRIES APPLICATIONS</u>	:	Maureen Dibetle Tel No: 012 845 7727
	:	e mail Recruit2023266@npa.gov.za
<u>POST 18/72</u>	:	<u>HEAD CONTROL PROSECUTOR 3 REF NO: RECRUIT 2023/267</u>
		National Prosecutions Service
<u>SALARY</u>	:	R570 921 per annum (excluding benefits) - R1 308 663 per annum (total cost package) (Level SU-1 to SU-2)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Empangeni (Mahlabathini)
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must manage, give guidance and train prosecutors. Good management and administrative skills.
<u>DUTIES</u>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the District and Regional court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration,

		community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Anele Ngubane Tel No: 031 334 5049
<u>APPLICATIONS</u>	:	e mail Recruit2023267@npa.gov.za
<u>POST 18/73</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2023/268</u> National Prosecutions Service (Re-advert)
<u>SALARY</u>	:	R570 921 per annum (excluding benefits) to R1 308 663 per annum (total cost package) (Level SU-1 to SU-2)
<u>CENTRE</u>	:	CPP: Vaal Rand (Benoni)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in Prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: 012 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit2023268@npa.gov.za
<u>POST 18/74</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R570 921 per annum (excluding benefits) to R1 308 663 per annum (total cost package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Bellville Ref No: Recruit 2023/269 CPP: Cape Town Ref No: Recruit 2023/270 CPP: Mitchells Plain Ref No: Recruit 2023/271 CPP: George (Oudtshoorn) Ref No: Recruit 2023/272 CPP: Modimolle (Burgersfort) Ref No: Recruit 2023/283
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Valid drivers licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Draft Heads of arguments and argue Appeals. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Bellville; CPP: Cape Town; CPP: Mitchells Plain & CPP: George (Oudtshoorn) - Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	CPP: Modimolle (Burgersfort) Thuba Thubakgale Tel No: 015 045 0285 CPP: Bellville - e mail Recruit2023269@npa.gov.za CPP: Cape Town - e mail Recruit2023270@npa.gov.za CPP: Mitchells Plain - e mail Recruit2023271@npa.gov.za

CPP: George (Oudtshoorn) e mail Recruit2023272@npa.gov.za
 CPP: Modimolle (Burgersfort) e mail Recruit2023283@npa.gov.za

<u>POST 18/75</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2023/273</u> Organized Crime Unit
<u>SALARY</u>	:	R570 921 per annum (excluding benefits) to R1 308 663.per annum (total cost package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	DPP: Kimberley (OCC)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Draft Heads of arguments and argue Appeals. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	e mail Recruit2023273@npa.gov.za
<u>POST 18/76</u>	:	<u>DATABASE ADMINISTRATOR REF NO: RECRUIT 2023/274</u> Investigating Directorate (Re-advert)
<u>SALARY</u>	:	R424 104 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B degree (NQF level 7) or Advanced Diploma (NQF level 7) / B-tech or equivalent qualification in Information Systems, Computer Science, Information Technology with specialisation in databases design and implementation. At least three (3) years of technical experience in database design, implementation, and administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to data for criminal investigations. Strategic capability and leadership. General management skills. Administration skills. Planning and Prioritising. Good communication skills. Customer focus and responsiveness. Problem solving and decision-making skills. Excellent knowledge of relational databases such as SQL Server, Oracle, Microsoft Access, OLAP and other database software. Valid drivers' licence.
<u>DUTIES</u>	:	Ensure the integrity of the data related to financial and criminal investigations. Continuously review and monitor cybersecurity measures. Authentic data. Monitor the administration of a crime analysis database and data tracking systems. Preserve data integrity. Monitor the performance of hardware and software. Configure servers and databases for optimal functioning and performance. Provide database technical support and resolve issues. Identify problems at the database and system level and recommends solutions to problem. Monitor and maintain database health and performance. Perform database upgrades and patching. Provide backup, safekeeping, and recovery of data. Make recommendations regarding enhancements and improvements of databases applications. Monitor malware protection software. Perform troubleshooting and solve problems. Perform relational database design. Apply rules to make the data entry, updates, and deletions to be efficient. Ensure that the data retrieval, summarisation, and reporting is efficient. Design a database in a way that it behaves predictably. Refine the physical design to meet system storage requirements. Implement standards that allow the database to be self-documenting. Implement processes that make changes to the database schema. Conduct resource planning. Implement database privileges to users and groups required to meet audit requirements. Control access permissions

and privileges. Implement policies for allocation of resource by both plan and consumer groups. Apply resource plan directives by implementing a plan that assigns consumer groups or subplans to resource plans. Evaluate database features and database related products required to support business application systems. Conduct research into latest technology and trends related to databases.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit2023274@npa.gov.za

POST 18/77 : **FINANCIAL INVESTIGATOR REF NO: RECRUIT 2023/275**
 Asset Forfeiture Unit

SALARY : R424 104 per annum (Level 09), (excluding benefits)
CENTRE : Durban
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial investigation. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear, and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

DUTIES : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e mail Recruit2023275@npa.gov.za

POST 18/78 : **FINANCIAL ANALYST REF NO: RECRUIT 2023/276**
 Asset Forfeiture Unit
 (Re-advert)

SALARY : R424 104 per annum (Level 09), (excluding benefits)
CENTRE : Kimberley
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time-and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

<u>DUTIES</u>	:	Capture and convert data into usable information. Conduct analysis of information gathered.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e mail Recruit2023276@npa.gov.za
<u>POST 18/79</u>	:	<u>ENFORCEMENT OFFICER REF NO: RECRUIT 2023/277</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R424 104 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' relevant experience. Strategic capability and leadership. General management, administration, and communication skills. People management and empowerment skills. Customer focus and responsiveness. Planning and prioritizing, including interpersonal relation skills. Problem solving and Decision-making skills. Knowledge of the following Acts: PSA, SA Archives, PFMA, POCA, Administration of Estates, Insolvency, NPA, Access to Information and SCM Framework. Knowledge of Finance, Supply Chain Management, Information Management. Knowledge of NPA and AFU policies and procedures relevant to the job functions. Skills in MS Office suite, specifically MS Word, Excel, Outlook, Power Point, Visio and MS Project. Skills in ECMS and iBase, including Operations Management, Public, Information and Finance Management and Writing. Skills in Administration systems, Task/time management, conflict and Analytic.
<u>DUTIES</u>	:	Facilitate the SCM process of identifying curators and appointing auctioneers. Monitor the performance of curators or delegated officials to ensure prompt collection of money due to the state. Perform reconciliations on curator accounts and the criminal asset recovery account. Capture finance information on the system: Curator disbursements and fees, deposits, and payment to victims. Process payments.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e mail Recruit2023277@npa.gov.za
<u>POST 18/80</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2023/ 278</u> National Prosecutions Service
<u>SALARY</u>	:	R294 321 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	CPP: Vaal Rand (Benoni)
<u>REQUIREMENTS</u>	:	Grade 12 and secretarial Diploma or equivalent qualification. Minimum three years' experience in rendering support to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistance service to the Chief Prosecutor. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receive dockets from relevant legislative prescripts. Ensure incoming correspondence are processed and relevant case files are opened and cross referenced. Manage documents. Ensure that documents production is done making photo copies, facsimile and emails iro registers. Ensure sufficient case data capturing.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: 012 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit2023278@npa.gov.za

<u>POST 18/81</u>	:	<u>PERSONAL ASSISTANT</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R294 321 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office Ref No: Recruit 2023/279 Durban Ref No: Recruit 2023/280
<u>REQUIREMENTS</u>	:	Grade 12 and secretarial Diploma or equivalent qualification. Minimum three years' experience in rendering support to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation, and professionalism. Knowledge of the relevant legislations, policies, prescripts, and procedures applicable in the public sector.
<u>DUTIES</u>	:	Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the Manager and other staff within the unit. Provide high level secretarial, administration support and perform a variety of administrative tasks for the Manager and unit. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Arrange meetings for the Manager and the staff in the unit and take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with travel agency to make travel and accommodation arrangements and process S & T claims. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff. Handle the procurement of standard items like stationary, refreshments for the Manager and office.
<u>ENQUIRIES</u>	:	Pretoria: Head Office & Durban - Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	Pretoria: Head Office - e mail Recruit2023279@npa.gov.za Durban - e mail Recruit2023280@npa.gov.za
<u>POST 18/82</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/281 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R202 233 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Liaise with Administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resource. Deliver mails and correspondences within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents.
<u>ENQUIRIES</u>	:	Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	e mail Recruit2023281@npa.gov.za
<u>POST 18/83</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/282</u> Investigating Directorate
<u>SALARY</u>	:	R202 233 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of

registry duties. Good verbal and written communication skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. 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 the filing and registry framework. Planning and organization skills.

DUTIES

: Provide registry counter services. Handling incoming and outgoing correspondence. Rendering an effective filing and record management service. Operating office machines in relation to the registry function. Processing documents for archiving and / disposal.

ENQUIRIES

: Maureen Dibetle Tel No: 012 845 7727

APPLICATIONS

: e mail Recruit2023282@npa.gov.za

NATIONAL TREASURY

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



<u>APPLICATIONS</u>	:	To	apply	visit:
			https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs	
<u>CLOSING DATE</u>	:		09 June 2023 at 12:00 pm (Midday).	
<u>NOTE</u>	:	The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicants profile on the e-Recruitment is equivalent to the new approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.		
MANAGEMENT ECHELON				
<u>POST 18/84</u>	:	<u>CHEF DIRECTOR: LIABILITY MANAGEMENT</u> REF NO: S041/2023 Division: Asset and Liability Management (ALM) Purpose: To finance government's gross borrowing requirement through the issuing of government securities, manage national government debt optimally, contributes to the development of the domestic debt capital market and broadening an investor base by developing and maintaining contact with both domestic and foreign investors.		
<u>SALARY</u>	:	R1 371 558 per annum, (all-inclusive remuneration package)		
<u>CENTRE</u>	:	Pretoria		
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF 7) in Economics or Finance, A minimum 5 years' experience at a senior managerial level (Director) obtained in financial liability management policy formulation, Knowledge and experience in public finance, corporate finance and capital and money markets, Knowledge of policies and procedures debt issuances and management, Knowledge and experience of financial analyses and dissemination of complex financial information, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.		
<u>DUTIES</u>	:	Some key outputs include: Finance Government's Gross Borrowing Requirement: Develop and implement a domestic and foreign borrowing		

strategy for government., Issuance of government securities in the domestic and foreign debt markets to assist with the financing of government's gross requirements, Initiate a financing structure in support of government's gross borrowing requirements through the issuing of securities. Domestic and Foreign Debt Management: Initiate debt management strategies to reduce the refinancing risk of debt portfolio, Implement strategies to lowering government's debt services costs through the prudent issuance of government securities, Develop debt obligations plans in compliance with disclosure requirements, Develop policies in line with the Domestic and Foreign Debt Market requirements for an efficient and effective implementation of debt policies. Develop Domestic Debt Market: Develop diversification of the funding instruments for optimal outcomes within the market, Develop and implement strategies they will improve the effective functioning of the debt capital market, Manage the primary dealership system, Enhance liquidity of government securities. Improve Investor Relations and Broadening Base: Broaden the investor base in government securities, Liaise with domestic and foreign investors to improve co-operation. Manage Government Debt: Initiate strict payment schedules in the settlement of government debt obligations, Develop a compulsory re- payment framework and measures to improve. liquidity within Government that stimulate the economy of the country.

ENQUIRIES

:

Only (No applications): Recruitment.Enquiries@treasury.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (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

**APPLICATIONS**

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

CLOSING DATE

: 09 June 2023

NOTE

: 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 shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The

successful candidate will be required to complete such prior to appointment. All successful 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 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.

OTHER POSTS

POST 18/85

JUDGE'S SECRETARY REF NO: 2023/215/OCJ (3-Year Contract)

SALARY

: R294 321 – R343 815 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

: Gauteng Division High Court Pretoria

REQUIREMENTS

: Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test.

DUTIES

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved *via* e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for both maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every

		Friday. To ensure that all updates on the loose leafs in the Judges library are attended to. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms M Campbell Tel No: 012 492 6799 HR Related Enquiries: Ms T Mbalekwa Tel No: 010 494 8515
<u>POST 18/86</u>	:	<u>ACCOUNTING CLERK REF NO: 2023/216/OCJ</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Provincial Service Centre
<u>REQUIREMENTS</u>	:	Matric certificate with Accounting as a passed subject. A National Diploma in Accounting/Finance Management or equivalent will serve as advantage. Relevant experience in salaries and payments and knowledge of financial systems (PERSAL and BAS) will be an added advantage. Skills and Competencies: Computer literacy (MS Office), Good communication skills (verbal and written). Good interpersonal relations, Administration and organizational Skills, Accuracy and attention to detail. Problem solving skills and ability to work under pressure.
<u>DUTIES</u>	:	Process the payment of creditors. Administer the collection of revenue. Perform salary administration support services. Check claims and other documents for correctness. Capture all financial transactions e.g. payments, allowances, overtime and claims. Administer petty cash. Handle internal and external enquiries. Perform general administrative duties.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. P.J Soke Tel No: (051) 494523 HR related enquiries: Ms N. De la Rey: Tel No: (051) 492 4523

DEPARTMENT OF PUBLIC ENTERPRISES

<u>APPLICATIONS</u>	:	The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0008 or by email stated below.
<u>FOR ATTENTION</u>	:	Human Resources
<u>CLOSING DATE</u>	:	09 June 2023
<u>NOTE</u>	:	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. Department will request certified copies of Qualifications and other relevant documents from the shortlisted candidates only which may be submitted to HR 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). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The department reserves the right not to fill these positions. Failure to submit the requested documents will result in your application not being considered. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 18/87</u>	:	<u>ASSISTANT DIRECTOR INTERNAL AUDIT REF NO: DPE/2023/004</u> Unit: Internal Audit
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a relevant degree in the field of Accounting / Auditing at NQF level 7 as recognised by SAQA. With at least 3 years' internal audit experience at operational level. Knowledge of the institute of internal Auditors (IIA), International Standards for the professional Practice of Internal Auditing (ISPPIA) and Code of Ethics. Public Finance Management Act and Treasury Regulations, Public Service and Other related government Acts and Regulations. Project Management. Planning and Management skills, interpersonal skills. Interviewing and Investigation skills. Computer Literacy, Analytical Skills and Ability to interact with Management at all levels.
<u>DUTIES</u>	:	Participate in the development of the 3 year strategic rolling plan and the annual internal audit operational plan for compliance, financial, operational and performance information audits for approval by the Audit and Risk Committee annually before the beginning of the new financial year by participating during the internal audit strategic planning session, identify the key risk areas for the department emanating from current operations as set out in the strategic plan and Annual Performance Plan. Analyse and consider inputs from Management, Auditor General of South Africa, and Audit & Risk Committee in compiling the plan. Participate in the developing a risk based annual internal audit plan for approval. Provide technical assistance with the implementation of the departmental strategic, operational and engagement performance audit plans in accordance with acceptable audit standards and stipulated time-frames. Collect, analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Provide performance information auditing services and make value added recommendations to enhance the overall performance of the department. Provide technical assistance with the development of findings reports to management and the Audit and Risk Committee. Provide technical assistance with the analysis of implementation risks and implement performance audit engagements accordingly. Follow up on management action plans to address audit findings. Monitor and evaluate the impact of the performance information audit and report thereon. Provide technical assistance with the establishment and maintenance of DPE's internal audit governance structures. Analyse the DPE operational environment and develop tailor made statutory and performance audit instruments and methodologies. Engage with departmental management structures to facilitate an understanding of the importance of the statutory and performance auditing function and it's role to assist line managers

to continuously improve service delivery and value for money aspects. Manage relationships with clients and other stakeholders with objective of achieving improving customer satisfaction. Provide technical assistance with the implementing of the departmental strategic, operational and statutory audit plans in accordance with acceptable audit standards and stipulated time-frames. Collect, analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Provide technical assistance with the provisioning of statutory auditing services and make value added recommendations to enhance the overall performance of the organisation. Provide technical assistance with the development of findings reports to the Audit Committee. Analyse the implementation risks and implement statutory audit engagements accordingly. Follow up on management action plans to address audit findings. Provide technical assistance with the monitoring and evaluation of the impact of the auditing function and report thereon. Provide technical assistance with the establishment and maintenance of DPE's internal audit governance structures.

ENQUIRIES

: Ms Dineo Masilo Tel No: (012) 431-1026
Applications for this post to e-mail: recruitdmb@dpe.gov.za

POST 18/88

: **STATE ACCOUNTANT: (ACCOUNTING) REF NO: DPE/2023/005**
Unit: Office of the Chief Financial Officer

SALARY
CENTRE
REQUIREMENTS

: R294 321 per annum
: Pretoria
: Applicant must be as minimum be in possession of National Diploma in the field of Financial Management Accounting / Financial Management at NQF level 6 as recognized by SAQA and minimum 3 years financial management experience in salaries or payroll in the public service. Sound Knowledge of the Public Finance Management Act and Treasury Regulations will serve as strong recommendation. Thorough knowledge of financial and accounting processes. Well developed verbal and written communication skills with good interpersonal relations. Analytical and innovative thinking and problem-solving ability. Computer literacy (Ms Word, Excel, Outlook, BAS, LOGIS and PERSAL). Ability to work independently and under pressure.

DUTIES

: Verification and capturing of deductions and allowances on PERSAL and the calculations thereof. Verification of Key management personnel spreadsheet for input into IFS/AFS. Processing of annual (EMP501) and bi-annual (EMP201) tax returns to SARS. Handling of Departmental Petty Cash, distribution of payrolls as per TR and Processing journals. Management of Debtors. Work as a Departmental Cashier. Clearing of PERSAL Exceptions. Handling of internal and external audit queries.

ENQUIRIES

: Mr Benneth Baloyi Tel No: (012) 431 1029
Applications for this post to e-mail: recruitbb@dpe.gov.za

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.

- CLOSING DATE** : 09 June 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications: Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. The target group for this advertisement is women. The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 18/89** : **DEPUTY DIRECTOR: ENTREPRENEURSHIP (DATA ANALYSIS) "REF NO: DD: ENTREPDA"**
- SALARY** : R811 560 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree (NQF7) in Economics / Business Administration/ Public Administration/ Entrepreneurship / Development Studies as recognised by SAQA with specialisation in Statistics or Data Management Science. 5 years' relevant experience in Entrepreneurship environment of which 3 must be at Assistant Director level. Experience in examining the right types of data, knowledge of tools and methods of analysis. Technical expertise to use various techniques to analyse information. Training in Computer Literacy (MS Office Packages) and proficiency in Excel. Have proven skills and competencies: Communication (Verbal and Written), Programme & Project Management, Client orientation and customer focus, Problem-solving and analysis, Service Delivery Innovation and Data collection, interpretation, and analysis.
- DUTIES** : Manage the Sub-Directorate: inclusive of but not limited to: (Developing and managing the implementation of the directorate's operational plan, execute and plan the delivery, and allocation of work, managing performance, development, and discipline, serve on transversal teams when required etc). Collect data inclusive of but not limited to: Developing data management systems frameworks and reporting tools, identifying data to be analysed, collecting, sorting and verifying data in preparation for analysis etc). Identify areas needed to improve entrepreneurial programmes and provide better support to entrepreneurs. Submit reports on youth owned businesses supported in line with Presidential Youth Employment Intervention (PYEI) to Presidency and DWYPD. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097

<u>APPLICATIONS</u>	:	Candidates must submit applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DD: ENTREPDA"
<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).
<u>POST 18/90</u>	:	<u>DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS "REF NO: DD: IGR"</u>
<u>SALARY</u>	:	R811 560 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's degree (NQF7) in Public Administration/ Political Science / Development Studies or related field as recognised by SAQA. 5 years' relevant experience in intergovernmental relations preferably in public sector environment of which 3 must be at Assistant Director level. Training in Computer Literacy (MS Office Packages). A certificate in Project Management would be an added advantage. Have proven skills and competencies: Communication (Verbal and Written), Problem-Solving and analysis, Planning and Organising Skills, Interpersonal skills, Stakeholder relations, Negotiation skills, Policy analysis and development, Diplomacy and Project and Programme Management.
<u>DUTIES</u>	:	Manage the Sub-Directorate: Intergovernmental Relations inclusive of but not limited to: (Developing and managing the implementation of the directorate's operational plan, execute and plan the delivery, allocation of work, managing performance, development, and discipline, serve on transversal teams when required etc). Develop strategies, policies, procedure manual, guidelines, and program for DSBD. Conduct analysis of regulatory, administrative, and legislative impediments and recommend review. Coordinate the department's participation in structures to advance the DSBD's legislative mandate with national, provincial, and local governments and cooperative decision-making on SMME development across the 3 spheres of government. Monitor compliance with the resolutions of cooperative structures on SMME development across all spheres of government (National, Provincial and Local Government). Provide reports on the status of SMME support across all spheres of government (National, Provincial and Local Government). Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops / information sessions.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	:	SCandidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: DD: IGR"
<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).
<u>POST 18/91</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PERFORMANCE MANAGEMENT & DEVELOPMENT "REF NO: ASD: HRPM&D"</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree (NQF 7) in Human Resource Management /Development / Social Science/ Industrial or Psychology / Public Management as recognised by SAQA. 3-5 years' work experience in Human Resource Development / Performance Management environment. Skills Development Facilitator and PERSAL (Introduction to PERSAL) certificate would be considered an added advantage. Training in MS Office packages (MS Word, MS Excel, and Powerpoint Presentations). Have competencies in: Service Delivery Innovation, Communication (verbal and written), Problem-solving, Customer Orientation, Research, Planning and organising, Statistical Analysis and Interpersonal.
<u>DUTIES</u>	:	Assist with the development, review and implementation of performance management and human resources development policies and guidelines. Coordinate the implementation of the Performance Management Development

System and participate in an advisory capacity in departmental / moderation committee meetings. Coordinate/facilitate/develop/implement / administration of induction programmes and development programmes (i.e., training, bursaries, internships, and leadership, RPL, etc.) in the department. Assist in the development and implementation of the workplace skills plan. Conduct research and recommendations for implementation in respect of all PM&HRD (including other related HRM) areas. Manage the performance, training, and development of officials and maintain discipline. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.

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

APPLICATIONS : Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e "REF NO: ASD: HRPM&D"

NOTE : 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).

POST 18/92 : **ASSISTANT DIRECTOR: BLENDED FINANCE "REF NO: ASD: BLENDED FIN"**

SALARY : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF 7) in Development Finance / Economics / Financial Accounting / Corporate Finance / Business Leadership / Business Administration as recognised by SAQA. 3-5 years' relevant experience within a Development Finance / Economics / Financial Accounting / Corporate Finance environment. Computer training in MS Office packages. Have competencies: Communication (verbal and written), Project Management, Stakeholder Engagement, Client orientation and customer focus, Problem solving and analysis and Service Delivery Innovation.

DUTIES : Conduct research and feasibility studies to identify best practices for programmes, instruments and initiatives that supports SMMEs and Cooperatives including but not limited to: Access to finance and Business models. Assist to design blended financial support programmes and mechanisms that will support SMMEs and Co-operatives. Assist with development of policies, frameworks and guidelines that give direction on business viability for SMMEs (ERRP support). Assist SMMEs and Co-operatives with access to business support (finance and non-financial) across Government and the Private Sector and with drafting of business plans during contracting with big business. Coordinate partnership funding interventions through SEFA which include but is not limited to: Evaluation of funding applications and claims, Identification of gaps, risks and recommend possible solutions). Communicate with internal and external stakeholders and deliver presentations during workshops and information sessions. Collect information from role players and compile reports.

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

APPLICATIONS : Candidates must submit applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. REF NO: ASD: BLENDED FIN"

NOTE : 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).

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.

<u>APPLICATIONS</u>	:	All applications must be submitted online on the following link: www.statssa.gov.za/recruitment
<u>CLOSING DATE</u>	:	09 June 2023
<u>NOTE</u>	:	Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. 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. General information: Females, youth and people with disabilities are targeted for this position and are hereby encouraged to apply. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/smspre-entry-programme/ . The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. NOTE: Statistics South Africa reserves the right to fill or not fill the below-mentioned post.

MANAGEMENT ECHELON

<u>POST 18/93</u>	:	<u>CHIEF DIRECTOR: GAUTENG REF NO: 01/05/23GP</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Gauteng Provincial Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF 7) in Statistics/ Demography/ Economics/ Population Studies, Training in Project Management, Research and survey methodology, Marketing or Customer focus, Financial and Asset Management, Labour Relations and Strategic Management is essential, 5 years' relevant experience at senior managerial level, Extensive knowledge of data collection by means of fieldwork, analysis and report writing, Experience in managing budget and compliance to the PFMA regulations, Experience in census taking activities, Knowledge of project management and change management, survey methodologies, Knowledge of national and international standards and practices, government acts, profiles of users and stakeholders and their specific requirements, Marketing, Labour Relations, Financial Management and strategic planning, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial

advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES

: Oversee management of fieldwork operations and data collection in accordance with appropriate national and international standards, Oversee marketing and promotion of statistical products and services and provision of user information services, Dissemination of Stats SA products and services, Promote the establishment and development of National Statistical System on provincial and local level, Provide strategic leadership in the management of staff and resources within the provincial and district offices, Lead in the development of strategic and operational plans, policies and procedures within the provincial and district offices.

ENQUIRIES

: Ms M Montsho Tel No: 012 310 4889

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** : 23 June 2023
- NOTE** : Applications must be accompanied by 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 (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 SMS posts 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 Senior Management candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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.

MANAGEMENT ECHELON

- POST 18/94** : **CHIEF DIRECTOR: RAIL REGULATION REF NO: DOT/HRM/2023/15**
Branch: Rail Transport
- SALARY** : R1 371 558 per annum, (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : An appropriate NQF level 7 in Transport Economics, Transport Management Engineering, Political Science, Policy Studies and LLB recognized by SAQA and SMS pre -entry certificate plus 6 – 10 years relevant experience of which 5 years must be on senior management level. A recognized NQF level 8 will be an added advantage. Note: The following will serve as recommendation: Compilation of management reports. Sound knowledge of Public Finance Management Act (PFMA). computer literacy, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project/Programme Management, Client Orientation, Customer Focus and Change Management. Knowledge of government legislative and Policy development processes. Excellent communication skills (verbal and writing).
- DUTIES** : Lead the development of policy and strategy for the rail industry in South Africa. Development of a regulatory framework for rail sector including the legislation. Manage the stakeholder engagement on policy issues to provide strategic direction and develop trends for the sector. Development of rail economic regulation framework by providing advice in the development and

		implementation of economic regulation framework. Manage the development of rail transport safety and security through development of regulatory tools. Analyze and advise on reports/investigations pertaining to rail safety. Provide regulatory oversight to PRASA and RSR to ensure alignment and implementation of policy directives by rail entities. Manage and control the chief directorate by establishing and maintaining governance and administrative systems continuity within the work of the branch. Ensure the compilation of the annual report and strategic plan of the chief directorate.
<u>ENQUIRIES</u>	:	Mr N Makaepa Tel No: 012 309 3541
<u>NOTE</u>	:	Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.
<u>POST 18/95</u>	:	<u>CHIEF DIRECTOR: MARITIME INFRASTRUCTURE AND INDUSTRY DEVELOPMENT REF NO: DOT/HRM/2022/16</u> Branch: Maritime Transport Branch Chief Directorate: Maritime Infrastructure and Industry Development
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (all inclusive- salary package) of which 30% can be structured according to individual needs
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	An appropriate recognised NQF level 7 in Maritime Studies, Transport Planning or Transport Economics, Bsc Civil Engineering or equivalent qualifications. Plus 6 -10 years relevant experience of which 5 years must be at senior management level. Note: The following will serve as recommendations: Willing and able to deliver effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Initiate, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment; Knowledge of Public Management Financial Act (PFMA) and Treasury Regulation; Good communication skills (verbal and written); Computer literacy; Governance related to information; Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives; Sound knowledge of the Public Administration regulations and procedures; Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate; Knowledge of the South African Maritime Transport environment; Extensive knowledge of the Port Environment and structures; Complex problem solving and decision-making skills; Good organisational and interpersonal skills; Willingness to travel and work beyond normal working hours.
<u>DUTIES</u>	:	The successful candidate will: Review effectiveness of current economic regulation and make recommendations to boost industry growth. Manage the promotion of the maritime industry locally, regionally and globally. Manage the development and planning for Maritime Transport Infrastructure and freight logistics. Provide oversight on the delivery of Project Operation Phakisa and develop maritime service level agreements and charter guidelines. Ensure that maritime infrastructure planning processes are undertaken in an integrated manner to foster, economic growth and development of the country. Manage the development of an effective and productive South African port industry that is capable of contributing to the economic growth and development of the country and improves port efficiency. Provide technical support in the delivery of Project Operation Phakisa (Oceans Economy) through planning, execution, monitoring processes. Manage and control the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Establish and maintain governance and administrative system's continuity within the work of the branch. Authorise expenditure. Ensure the compilation of the annual report and strategic plan of the Chief Directorate. Monitor the planning, organising and delegation of work. Manage the planning and or implementation of projects. Ensure staff complete and report on PMDS which is aligned to the APP and strategic documents. Ensure monitoring & evaluation is carried out in all areas of the Chief Directorate. Ensure effective management of project resources, project budget and resource allocation.
<u>ENQUIRIES</u>	:	Mr M. Madiya Tel No: (012) 309 3329

<u>NOTE</u>	:	Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.
<u>POST 18/96</u>	:	<u>DIRECTOR: RAIL SAFETY REGULATION REF NO: DOT/HRM/2023/31</u> Branch: Rail Transport Chief Directorate: Rail Regulation Directorate: Rail Safety Regulation Sub-Directorate: Rail Safety Regulation
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF level 7 qualification in Transport Economics, Transport Management, Transport logistics or Planning, Engineering or Legal qualification as recognised by SAQA and an SMS pre-entry certificate, plus 6 - 10 years' experience in Rail Safety Regulatory environment of which 5 years should be at middle management level. Note: The following will serve as strong recommendation: Exposure to legislative drafting and understanding of Government legislative processes, knowledge of Public finance Management Act (PFMA), Knowledge and understanding of legislative framework governing railway safety, understanding of intergovernmental relations, analytical and problem-solving skills, Project management skills and understanding of procurement legislation and processes.
<u>DUTIES</u>	:	The successful candidate will: Perform and ensure regulatory oversight of the Railway Safety Regulator. Manage the development of the Railway Safety Regulatory Framework. Develop and amend the Railway Safety Regulator Act. Develop railway safety regulations to ensure the implementation of legislation. Ensure effective implementation of Railway Safety Regulator Act, 2002 by relevant Entities. Facilitate the development of standards for the rail industry. Ensure the develop a safety permit fee regime model. Develop and implement rail incidents and investigations framework in line with legislative prescripts. Co-ordinate rail safety initiatives between relevant stakeholders. Benchmark the performance of rail entities and strategies with other Regulators. Ensure annual reporting of railway safety performance. Represent the Department in regional and international structures on rail safety. Provide project management support to railway safety projects and initiatives. Ensure the compilation of the annual report and strategic plan of the Directorate. Efficient management of the Directorate budget and process.
<u>ENQUIRIES</u>	:	Mr. N. Makaepea Tel No: (012) 309 3921
<u>NOTE</u>	:	Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position.

OTHER POSTS

<u>POST 18/97</u>	:	<u>OFFICE ADMINISTRATOR GRADE III REF NO: DOT/HRM/2023/32</u> Branch: Various
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF Level 6 qualification in Office Management and Technology/ Secretariat/ Management Assistant/ Public Management/ Administration/ Business Management with 3-years' experience in rendering support services to senior management. Note: The following will serve as recommendations: Computer literature certificate, administration skills certificate, record keeping, excellent written and verbal abilities, experience of Corel and Microsoft, client satisfaction, both internal and external.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing support services to the Deputy Director-General, answer and record telephone / facsimile / e-mail activity on behalf of the Deputy Director-General as well as screen calls, record and deal with queries from public and personnel in the department, make appointments and keep diary updated (inform Deputy Director-General of appointments, ensure no overlaps occur, reschedule appointments when necessary), keep message system updated / forward information as required , create a database of clients with respect to contact information, line of business and other information, ensure issues needing the chief director's attention are

arranged in such a way that the Deputy Director-General needs only spend the minimum time to deal with them, reply to invitations, collect newspapers / newspaper clippings, perform various task such as compiling or typing letters and accept or decline invitations, coordinate engagements across the Deputy Director-General. Attend to documentation (filing, tracking, update and disposal thereof), Receive documentation, acknowledge receipt, apply file number / allocation, record data into computer system, file appropriately, perform document tracking for all documentation (correspondence and memoranda), distribute documentation to personnel and stakeholders etc. ensure safekeeping of all documentation in the office in line with relevant policies, keep record of incoming and outgoing documents, ensure copies are made of every document that leaves the office for signature by DDG/DG/Minister, ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up), maintain strict confidentiality when working with documents related to staff, senior management and other matters before releasing to the media or the public. Perform general office administration, type letters, agendas, minutes and other correspondences as necessary, obtain relevant quotes and order supplies, administer travel arrangements (accommodation, travel, venues arrangements etc.), administer claims – all staff (S & T, cellular phone, monthly vehicle, petty cash, ad hoc), provide secretariat support for meetings (take minutes and compile agendas), assist the manager to ensure deadlines for PMDS, Annual Reports Strategic Plans and Audit reports are compiled and handed in. Assist in organizing meetings, workshops, seminars and conferences, prepare for meetings (arrange venues, refreshments, equipment, copy relevant literature), keep circular, relevant policies updated (HR Policies, finance policies and supply chain policies etc), buy refreshment supplies for the office, assist with preparation of presentations for meetings / workshops / seminars / conferences, assist with exhibitions / displays at meetings / workshops / seminars / conferences. Perform Chief User Clerk, complete and sign VAS 2 forms, order stationery, equipment and furniture for the office, monitor office orders, make follow ups on orders, keep an inventory of stationary.

ENQUIRIES
NOTE

- : Mr T. Mzizi Tel No: (012) 309 3732
- : Preference will be given to African Male, Coloured Male /Female, White Male, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

POST 18/98

- : **OFFICE ADMINISTRATOR GRADE II REF NO: DOT/HRM/2023/33**
Branch: Various

SALARY
CENTRE
REQUIREMENTS

- : R294 321 per annum (Level 07)
- : Pretoria
- : A recognised NQF Level 6 qualification in Office Management and Technology/ Secretariat/ Management Assistant/ Public Management/ Administration/ Business Management with 2-years' experience in rendering support services to senior management. Note: The following will serve as recommendations: Computer literature certificate, administration skills certificate, record keeping, excellent written and verbal abilities, experience of Corel and Microsoft, client satisfaction, both internal and external.

DUTIES

- : The successful candidate will be responsible for providing support services to the Chief Director, answer and record telephone / facsimile / e-mail activity on behalf of the Chief Director as well as screen calls, record and deal with queries from public and personnel in the department, make appointments and keep diary updated (inform Chief Director of appointments, ensure no overlaps occur, reschedule appointments when necessary), keep message system updated / forward information as required, create a database of clients with respect to contact information, line of business and other information, ensure issues needing the chief director's attention are arranged in such a way that the chief director needs only spend the minimum time to deal with them, reply to invitations, collect newspapers / newspaper clippings, perform various task such as compiling or typing letters and accept or decline invitations, coordinate engagements across the Chief Directorate. Attend to documentation (filing, tracking, update and disposal thereof), Receive documentation, acknowledge receipt, apply file number / allocation, record data into computer system, file appropriately, perform document tracking for all documentation (correspondence and memoranda), distribute documentation to personnel and

stakeholders etc. Ensure safekeeping of all documentation in the office in line with relevant policies. keep record of incoming and outgoing documents, ensure copies are made of every document that leaves the office for signature by DDG/DG/Minister, ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up), maintain strict confidentiality when working with documents related to staff, senior management and other matters before releasing to the media or the public. Perform general office administration, send and receive faxes, emails, receive and dispatch items and do photocopying, type letters, agendas, minutes and other correspondences as necessary, obtain relevant quotes and order supplies, administer travel arrangements (accommodation, travel, venues arrangements etc.), administer claims – all staff (S & T, cellular phone, monthly vehicle, petty cash, ad hoc), provide secretariat support for meetings (take minutes and compile agendas), assist the manager to ensure deadlines for PMDS, Annual Reports Strategic Plans and Audit reports are compiled and handed in, receive visitors, keep and maintain a leave register of staff, Assist in organizing meetings, workshops, seminars and conferences, prepare for meetings (arrange venues, refreshments, equipment, copy relevant literature), keep circular, relevant policies updated (HR Policies, Finance policies and supply chain policies etc), buy refreshment supplies for the office, assist with preparation of presentations for meetings / workshops / seminars / conferences, assist with exhibitions / displays at meetings / workshops / seminars / conferences. Perform Chief User Clerk, complete and sign VAS 2 forms, order stationery, equipment and furniture for the office, monitor office orders, make follow ups on orders, keep an inventory of stationary.

ENQUIRIES
NOTE

- : Mr T. Mzizi Tel No: (012) 309 3732
- : 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.

POST 18/99

- : **OFFICE ADMINISTRATOR GRADE I REF NO: DOT/HRM/2023/34**
Branch: Various

SALARY
CENTRE
REQUIREMENTS

- : R241 485 per annum (Level 06)
- : Pretoria
- : A recognised NQF Level 6 qualification in Office Management and Technology/ Secretariat/ Management Assistant/ Public Management/ Administration/ Business Management with 1-year experience. Note: The following will serve as recommendations: Computer literature certificate, administration skills certificate, record keeping, excellent written and verbal abilities, experience of Corel and Microsoft, client satisfaction, both internal and external.

DUTIES

- : The successful candidate will be responsible for providing support services to the Director / Directorate, answer and record telephone / facsimile / e-mail activity on behalf of the Director as well as screen calls, record and deal with queries from public and personnel in the department, make appointments and keep diary updated (inform Director of appointments, ensure no overlaps occur, reschedule appointments when necessary), keep message system updated / forward information as required (for Director), create a database of clients with respect to contact information, line of business and other information, ensure issues needing the director's attention is arranged in such a way that the director needs only spend the minimum time to deal with them, reply to invitations, collect newspapers / newspaper clippings, perform various task for the Director, such as compiling or typing letters and accept or decline invitations, coordinate engagements across Directorate. Attend to documentation (filing, tracking, update and disposal thereof), receive documentation, acknowledge receipt, apply file number / allocation, record data into computer system, file appropriately, perform document tracking for all documentation (correspondence and memoranda), distribute documentation to Directorate personnel and stakeholders etc. Ensure safekeeping of all documentation in the office of the director in line with relevant policies, Keep record of incoming and outgoing documents, ensure copies are made of every document that leaves the office for signature by DDG/DG/Minister, ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up), maintain strict confidentiality when working with documents related to staff, directors and other matters before released to the media public, keep register for all leave records as prescribed. Perform general office administration, send and receive

faxes, emails, receive and dispatch items and do photocopying, type letters, agendas, minutes and other correspondences as necessary, obtain relevant quotes and order supplies, administer travel arrangements (accommodation, travel, venues arrangements etc.), administer claims – all staff (S & T, cellular phone, monthly vehicle, petty cash, ad hoc), provide secretariat support for meetings (take minutes and compile agendas), assist the Director to ensure deadlines for MPDS, Annual Reports Strategic Plans and Audit reports are compiled and handed in, receive visitors, perform tasks of a personal nature for Directorate, keep and maintain a leave register of staff. Assist in organizing meetings, workshops, seminars and conferences, prepare for meetings (arrange venues, refreshments, equipment, copy relevant literature), keep circular, relevant policies updated (HR Policies, Finance policies and supply chain policies etc), buy refreshment supplies for the office, assist with preparation of presentations for meetings / workshops / seminars / conferences, assist with exhibitions / displays at meetings / workshops / seminars / conferences, Perform chief user clerk services, complete and sign VAS 2 forms, order stationery, equipment and furniture for the office, monitor office orders, make follow ups on orders, keep an inventory of stationary.

ENQUIRIES
NOTE

- : Mr T. Mzizi Tel No: (012) 309 3732
- : 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.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

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

OTHER POSTS**POST 18/100**

- : **CERTIFICATED ENGINEER REF NO: 090623/01**
Branch: Infrastructure Management: Operations Southern
CD: Water Resources Infrastructure Operations and Maintenance
SD Mechanical/Electrical Support

SALARY
CENTRE
REQUIREMENTS

- : R958 824 per annum (Level 12), (all-inclusive salary package)
- : Gqeberha (Port Elizabeth)
- : A National Diploma or Btech in Mechanical or Electrical; or Degree in Mechanical or Electrical fields plus Government Certificate of Competency (Factories). Three (3) years' experience in the application of General Machinery Regulations. The disclosure of a valid drivers license. Proven experience and skills in project management. Engineering design and analysis knowledge. Experienced in computer-aided engineering applications. Knowledge of applicable legislation. Technical report writing skills. Proven skills to create high performance culture. Engineering and professional judgment. People management and negotiation skills.

<u>DUTIES</u>	:	Ensure compliance with the OHS act and its Regulations. Ensure safe installations. Ensure appropriate safe environment including appropriate safety equipment. Instruct remedial measures. Ensure implementation of remedial measures. Plan, design, and lead engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate tender specifications. Ensure through evaluation that planning and design is done according to sound engineering principles and norms and standards and code of practice or in the absence thereof, develop new standards. Continuous professional development to keep up with new technologies and procedures. Ensure knowledge generation and dissemination. Lead and liaise with relevant bodies/councils on engineering-related matters. Provide expert advice on OHS act and its Regulations. Ensure cost-effective, safe operations.
<u>ENQUIRIES</u>	:	Mr. P Barry Tel No: (041) 508 9705
<u>APPLICATIONS</u>	:	Gqeberha(Port Elizabeth): WRIOM Southern Operations (Port Elizabeth/Gqeberha) Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3 rd Avenue and Heugh Road, Walmer.
<u>FOR ATTENTION</u>	:	Mr Jonkerman
<u>POST 18/101</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST GRADE A: CIVIL REF NO: 090623/02</u> Branch: Provincial Coordination and International Cooperation CD: Provincial Operations Gauteng
<u>SALARY</u>	:	R831 309 per annum, (all-inclusive OSD salary package)
<u>CENTRE</u>	:	Gauteng Provincial Office
<u>REQUIREMENTS</u>	:	A Bachelor of Technology (B Tech) in Engineering in the Engineering Technologist field. Six(6) years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as a Professional Engineering Technologist. The disclosure of a valid drivers license. Proven knowledge and understanding of hydrological processes. Demonstration of good understanding and competence in all aspects of hydrometry. Project management. Technical design and analysis knowledge. Research and Development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Networking professional judgment. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Communication skills and computer Skills. Planning and organizing. People management skills. Willing to travel long distances and work away from home if and when needed. Must be prepared to undergo extensive in-house training at different locations.
<u>DUTIES</u>	:	Manage technological advisory services. Plan technological support to Engineers and associate professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defend technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Monitoring and Evaluation of technological designs. Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority. Identify and optimize technical solutions by applying engineering principles. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technological/ engineering operational plan. Ensure the development, implementation and maintenance databases. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Research and development, continuous professional development to keep up with new technologies and procedures. Assist the manager in the Gauteng provincial operations in establishing an effective, efficient and accurate data and quality management system. Manage the day to day hydrometry investigations, quality of data, planning of data collection, processing of data, and calibration for the hydrological network within Gauteng provincial operations. Provide guidance, assistance, supervision and training of technical personnel in all aspects of hydrometry. Able to perform land surveying if and when needed for

calibration purposes. Apply commercial software and in-house computer software to achieve maximum efficiency in performing duties. Calibration of Gauging Weirs. Perform quality control tasks on processed time series data. Research on station history and updating of hydstra database. Data Dissemination. Provide leadership in terms of the planning, programming and execution of data collection, water samples, maintenance, near real time systems and data processing and archiving. Attending meetings, workshops and forums related to the sub directorate. Research new technology relevant to hydrological services. Co-ordinating Flow measurements using various flow techniques (Conventional current gauging and Acoustic Current Doppler Profilers), in particular during the high flow season. Auditing flow measurements performed by technical staff. Manage and supervise technological and related personnel and assets.

ENQUIRIES : Ms Mabe Nondumiso Tel No: (012) 392 1399
APPLICATIONS : Gauteng Provincial Office: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor, Pretoria, 0001.

FOR ATTENTION : Daniel Masoga

POST 18/102 : **CONTROL ENGINEERING TECHNICIAN GRADE A (CIVIL) REF NO: 090623/03**
 Branch: Infrastructure Management: Operations Southern
 CD: Water Resources Infrastructure Operations and Maintenance
 Div: Engineering Support

SALARY : R499 275 per annum, (OSD)
CENTRE : Gqeberha(Port Elizabeth)
REQUIREMENTS : A National Diploma in Civil Engineering. Six (6) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician. The disclosure of a valid drivers license. Proven experience in infrastructure condition assessment, project management, design and analysis of water related infrastructure, preparation of procurement documentation and site supervision of construction works. Proven ability in computer aided design software with special emphasis on ability to work with Autodesk Revit. Problem solving and decision-making skills are be essential as well as the ability to work in multi-disciplinary teams. Willingness to work outside normal working hours and to travel extensively throughout the Eastern and Western Cape Provinces.

DUTIES : Manage technical services in conjunction with engineers, technologists, technicians and maintenance personnel. Ensure safety in terms of statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage projects in terms of best practice and policy requirements. Undertake condition assessments of infrastructure and update the relevant databases and produce detailed reports on assessment results. Prioritise infrastructure rehabilitation projects based on condition assessments. Undertake analyses and designs of rehabilitation solutions. Produce the necessary design reports, drawings and specifications. Supervise rehabilitation work on site. Manage, supervise and control technical and related personnel and assets. Research studies on technical engineering technology to improve expertise, liaise with relevant bodies/councils on engineering related matters. Mentor candidate technicians. Lend support to strategic and business planning, financial management, human resource management and general office management of the section.

ENQUIRIES : Mr. G Daniell Tel No: (041) 508 9706
APPLICATIONS : Gqeberha(Port Elizabeth): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer

FOR ATTENTION : Mr. MN Jonkerman

<u>POST 18/103</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 090623/04</u> Branch: Provincial Coordination and International Cooperation CD: Provincial Operations Gauteng
<u>SALARY</u>	:	R353 013 – R531 117 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Boskop Area Office
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician. The disclosure of a valid drivers license. Good computer literacy and computer programming skills. Good communication skills verbal and written and negotiation skills. Experience in project management. Technical design of gauging weirs and analysing knowledge of hydrological data. Knowledge and experience in Computer-aided engineering applications. Technical report writing and technical consulting skills. Problem solving, analysis, decision making and team work skills. Creativity, financial management, customer focus and responsiveness skills. Good planning, organising and people management.
<u>DUTIES</u>	:	Stream Gauging using ADP and conventional stream gauging. Survey of gauging weirs using level. Survey of flood (rated) sections. Calibration of flow gauging stations. Inspection and Supervise maintenance of flow gauging stations. Maintenance of electronic data logging instruments. Supervision of personnel. Hydrological Data editing and processing. Management of hydrological data bank. Procurement of maintenance material / equipment. Travel extensively as and when required. Manage the collection of all forms of hydrological data within area of responsibility. Liaise with landowners for access. Must be prepared to work away from the office for extended periods of time.
<u>ENQUIRIES</u>	:	Mr Pieter Daniel De Villiers Tel No: 082 724 9457
<u>APPLICATIONS</u>	:	Hydrometry Office - Boskop Dam: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Department of Water and Sanitation Office, Hydrometry Office- Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometers from Potchefstroom).
<u>FOR ATTENTION</u>	:	Mr. Adams Tel No: 018 298 9000

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email applications@presidency.gov.za
<u>FOR ATTENTION</u>	:	Ms Kefilwe Maubane
<u>CLOSING DATE</u>	:	09 June 2023
<u>NOTE</u>	:	Applications must include only TWO (2) documents. 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). 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 readvertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates. Successful candidates will be subjected to reference checks. 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. Successful candidates will be required to sign a performance agreements with the Department. Candidates will be subjected to a security clearance up to the level of "Top Secret".

OTHER POSTS

<u>POST 18/104</u>	:	<u>DEPUTY DIRECTOR: INTERNAL SECURITY</u> Directorate: Internal Security
<u>SALARY</u>	:	R811 560 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification (NQF level 7). A minimum of (3) three years' to (5) Five years related Internal Security experience at supervisory responsibilities at Assistant Director level. Process competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques.
<u>DUTIES</u>	:	Conceptualise national security policies and directives. Coordinate and monitor the development of an internal security policy and related measures in accordance with the requirements and needs of the Presidency. Manage the

		implementation and maintenance of internal security policy and measures. Evaluation of the system regularly to identify and rectify weaknesses. Investigate trespassing of the procedures and act accordingly.
<u>ENQUIRIES</u>	:	Mr Isaac Photo Tel No: (012) 308 1643
<u>POST 18/105</u>	:	<u>DEPUTY DIRECTOR: INFORMATION SECURITY</u> Directorate: Information Security
<u>SALARY</u>	:	R811 560 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification (NQF level 7). A minimum of (3) three years' to (5) Five years related Information Security experience at supervisory responsibilities at Assistant Director level. Process competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques.
<u>DUTIES</u>	:	Manage and support Communications Centre and equipment. Manage Vetting officer and supply stats for each quarter. Custodian for all Crypto equipment and organise the installation thereof. Manage quarterly reports for the unit which includes OHS, physical security, vetting, key custodian and awareness programmes. Manage Security Cluster for events pertaining to Principals. Part of the decision making process in IT security.
<u>ENQUIRIES</u>	:	Mr Isaac Photo Tel No: (012) 308 1643
<u>POST 18/106</u>	:	<u>OFFICE MANAGER</u> Branch: Office of the DDG: Corporate Management
<u>SALARY</u>	:	R811 560 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate Bachelor degree or equivalent qualification on NQF level 7 with a minimum of 3-5 years' managerial experience. Competencies: Be professional, highly motivated, initiative, and critical thinker who will be able to gather and analyse information skilfully. Good interpersonal skills. Have excellent computer skills. Have effective oral and written communication skills. Have excellent organizational and planning skills flexible with ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify and resolve problems in a timely manner. Be able to work independently, as part of a team and under pressure. Have project management knowledge and experience, and Confidentiality, Integrity and trust. Knowledge: Problem solving and analysis. Good computer knowledge. Good telephone etiquette. Program and project management. Good knowledge of travel and subsistence procedures. Good office management skills. Public Service Regulatory Framework; and Policy formulation process within Government.
<u>DUTIES</u>	:	Provide a high level administrative support services to the DDG. Records the engagements of the DDG or Senior Manager. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements, and Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the office of the DDG. Ensures the safekeeping of all documentation in the office of the DDG in line with relevant legislation and policies. Obtains inputs, collates, and compiles reports, e.g progress reports, monthly reports, and management reports. Scrutinizes routine submissions/ reports and make notes and/or recommendations for the DGG. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Do filing of documents for the DDG and the unit where required. Collects, analyses, and collates information requested by the DDG. Clarifies instructions and notes on behalf of the DDG. Ensure that travel arrangements are well coordinated. Prioritizes issues in the office of the DDG. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationery, refreshments etc for the activities of the DDG and the unit. Obtains the necessary signatures on

documents like procurement advice and monthly salary reports. Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collect and compiles all necessary documents for the DDG to inform him/her on the contents. Records minutes/ decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required; and Coordinates logistical arrangements for meetings when required. Collects and coordinates all the documents that relate to the manager's budget. Assists DDG in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitor expenditure and alerts DDG of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the DDG and compiles draft memos for this purpose; and Compares the MTEF allocation with the requested budget and informs the DDG of changes. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the DDG. Remains abreast with the procedures and processes that apply in the office of the DDG.

ENQUIRIES : Ms Lucia Mphahlele Tel No: (012) 300 5865

POST 18/107 : **DEPUTY DIRECTOR: IT INFRASTRUCTURE**
Directorate: Information Technology

SALARY : R811 560 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor's degree or equivalent qualification (NQF level 7) IT related qualifications. Minimum of 3 to 5 years' experience. Competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management, problem-solving, and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools, and techniques.

DUTIES : The successful candidate will be responsible for the maintenance and support of the Local Area Network (CISCO environment, backbone data and voice infrastructure) and Wide Area Network. Manage the data centres. Maintenance of datacentres infrastructure. Manage the server farms including server operating systems and relevant applications. Manage data storage, backups and restores. Plan, implement and maintain IT infrastructure projects.). Manage SITA VPN and access to transversal systems. Compile network documents, policies, manuals SOP and procedures. Manage specialised infrastructure systems (eg. VMware, EMC storage). Manage Microsoft Infrastructure (such as, Active Directory, Exchange and SCOM). Participate in The Presidency Risk Assessment Office initiatives. Participate in audit activities. Participate in various committees (eg. BSC and BEC). Provide 1, 2 and 3-line support to the Principals. Manage assign work to the infrastructure staff. Willing to travel and work after hours including weekends.

ENQUIRIES : Mr Tsepo Ramosebi Tel No: (012) 300 5548

POST 18/108 : **ASSISTANT DIRECTOR: IT SERVICE DESK**
Directorate: Information Technology

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification (NQF level 7) in IT. A minimum of 3 to 5 years' experience. Experience in supervising and assigning duties to the staff. ITIL certificate will be an advantage. Competencies: communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem-solving and analysis. Program and project management. People management and empowerment. Change management. Public Service Regulatory Framework. Policy formulation process within government. resource allocation, human resource modeling,

		and leadership technique. Monitoring and evaluation methods, tools, and techniques.
<u>DUTIES</u>	:	Develop and implement ICT service procedure manuals and SOP. The provision of a one-point ICT service desk service. Provisioning of user operational/application support service. Communicate with users about the availability of ICT services and provide feedback. Manage Service Desk operations about IT user support. Manage problems and incidents to ensure they are appropriately resolved and investigate root causes to prevent recurrence where possible. Research, evaluate, and identify new technologies/products and make recommendations on the feasibility thereof as part of continuous service improvement. Provide management support for the IT service support operation and in the areas where Change/ Project Management requirements determine this to be appropriate. Manage and assign work to the helpdesk staff. Willing to travel and work after hours including weekends.
<u>ENQUIRIES</u>	:	Mr Tsepo Ramosebi Tel No: 012 300 5548
<u>POST 18/109</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS</u> Directorate: Employee Health and Wellness and Gender Mainstreaming
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification (NQF level 7). A minimum of 3-5 years' experience. Three years' appropriate hands-on experience within the public service Employee Health and Wellness (EHW) field. A three year recognized tertiary qualification in Social Work or BA Psychology or Industrial Psychology and a Registration with South African Council for Social Service Professions or Health Professions Council of South Africa will be an added advantage. Process competencies: communication, both oral and writing. Counseling, Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Knowledge management: Problem solving and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques. Facility Management. Public Finance Management Act. Treasury Regulations. Contract Management and Specifications.
<u>DUTIES</u>	:	The successful candidate will be responsible to Align The Presidency Employee Health and Wellness Programme implementation with the National EH&WP strategy. Coordinate Employee Wellbeing Programme Management. Ensure implementation and compliance on the following EHW policies and standards: Wellness Management, HIV/AIDS and TB Management, Health and Productivity Management, Safety, Health, Environment and Quality Management (SHERQ). Offer psychological support, including diagnostic assessments, short term interventions, referral and follow-up services to staff in The Presidency and immediate family members. Implement preventative and curative programmes aimed at enhancing employee wellbeing and performance. Coordinates, plans, and facilitates health and fitness activities and programs for employees. Market EHW programme and services to increase its visibility using different mediums of communication.
<u>ENQUIRIES</u>	:	Ms Mumsy Maake Tel No: (012) 300 5749
<u>POST 18/110</u>	:	<u>ASSISTANT DIRECTOR: EVENTS MANAGEMENT</u> Directorate: Events Management
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification (NQF level 7). A minimum of (3) three years' to (5) Five years applicable experience in the field of events. Process competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Hands-on executive secretarial experience in offering services to the President. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also

work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills Good office management skills. Be able to handle confidential matters and has integrity and is trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedures. Good understanding of Public Service Regulatory Framework.

DUTIES : The successful candidate will be responsible for the development and maintenance of an events calendar. Development and coordination of specific events plans. Facilitation of events. Monitoring of services rendered by service providers in respect of quality and cost. Be able to facilitate and manage events of the President, Deputy President, Ministers in the Presidency, Deputy Ministers and Director-General. Rendering of on-site technical support and advice at events. Reporting on the outcome and success of events. Drafting of events management reports. Be willing to travel to other Provinces.

ENQUIRIES : Ms Lydia Kawe Tel No: (012) 300 5254

POST 18/111 : **CATERING MANAGER**
Household: Highstead

SALARY : R424 104 per annum (Level 09)
CENTRE : Cape Town

REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification (NQF level 7) in Catering Management or related field in Culinary Studies. Minimum of (3-5) years' relevant experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Knowledge management: Problem solving and analysis. Public Service Regulatory Framework. Monitoring and evaluation methods, tools and techniques. Knowledge of the relevant general public service-wide legislation. Knowledge and understanding of all phases of Protocol and Ceremonial. Comprehensive knowledge of policies and practices related to hospitality industry. Knowledge of food safety practices and procedures. Knowledge of sanitation practices. Knowledge of basic cooking. Knowledge of food handling procedure. Conformity to health and safety standards.

DUTIES : Lead and manage catering personnel in the preparation, cooking, garnishing and presentation of food. Meet with Household Manager to discuss menus for the Principals, family and guests in the official residence. Determine how food should be presented and create decorative food displays. Collaborate with staff to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and likely number of guests. Attend to Principals and guests personal requests and special dietary demands/restrictions. Prepare and serve food and beverages. Set-up tables and chairs in accordance with standards and specifications. Set-up the buffet station and the beverage stations. Provide food and drinks according to event requirements. Advice on type of meals and beverages served and manage the relevant serving personnel. Set the standard for preparation of food and beverages and ensure that the general objectives for Household are achieved. Conduct routine environmental analysis and spot checks. Inspect supplies, equipment and work areas to ensure conformance to established standards. Responsible for all maintenance and maintaining of catering equipment. Inspect and endorse suppliers (i.e. meat supplier's premises) with the assistance of the relevant Role Players (SANDF). Monitor sanitation practices to ensure that employees follow set/prescribed standards and regulations. Check the quality of raw and cooked food products to ensure that standards are met. Oversee catering events and offer culinary instruction and/or demonstrate culinary techniques. Demonstrate new cooking techniques and equipment to staff. Ensure that the kitchen and dining areas are clean at all times. Ensure that all security regulations are followed and adhered to. Jointly ensures that all arrangements for reception, accommodation and comfort of residents and guest are complied with. Meet with Household Manager to discuss menus and special arrangements for the events and functions in the official residence. Contribute in developing events project plan to ensure coordination of catering activities. Arrange seating layout and decorations as per event specifications. Coordinate and monitor events timelines and ensure deadlines are met. Obtain the guests list and make logistical arrangements. Finalise and endorse the event plan and determine each team member roles

and responsibilities. Consult management to ensure adequate staff is on duty for the event. Submit recommendations of deployment plan and support overtime allocation/request. Ensure that logistical arrangement for the team is made. Sample plating. Attend to guest requests and provide expert advice during the event. Ensure Catering Unit adherence to HR/ Financial / Procurement policies and procedures. Coordinate planning, budgeting and purchasing of all the catering operations within the establishment. Responsible to compile monthly catering expenditure reports. Assist with the managing of Household petty cash and accounting. Responsible to check and maintain the catering inventory. Manage stores and track inventory and order new supplies when necessary. Ensure that regular stock taking and proper inventory controls is in place. Liaise and follow up all maintenance requests to the Department of Public Works. Minimize waste through careful usage of food (review log/spoilage log). Keep and manage records of all stock and catering and cleaning equipment in the kitchen / catering area. Compile monthly shift rosters and overtime reports. Manage all administrative activities within the catering area. Ensure Performance Agreements are developed, signed and submitted to Household. Manager and Performance Management Development unit. Conduct performance review for the subordinates. Ensure and manage the correct catering and safety attire for all catering personnel. Manage work allocation and ensure employees are utilized efficiently and effectively. Advise the Household on policy matters related to catering. Mentor staff on the latest instructional methods and recipes. Manage in-service training and development.

ENQUIRIES : Mr Katlego Futhane Tel No: (012) 300 5995

POST 18/112 : **ASSISTANT DIRECTOR: LABOUR RELATIONS AND EMPLOYMENT EQUITY**
Directorate: Human Resource Operations

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree/Advanced Diploma in Human Resource/Labour Relations or equivalent qualification on NQF level 7. A minimum of (3) three years' to (5) Five relevant experience in Human Resource/Employee Relations environment of which 2 years is in a supervisory role. Process competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Knowledge management: Problem solving and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques. Facility Management. Public Finance Management Act. Labour Relations Act. BCE Act. Treasury Regulations. Contract Management. Specifications.

DUTIES : The successful candidate will be responsible for investigating cases of alleged transgression of employees and make recommendations ,represent the Presidency during disciplinary hearings, assist with development, ensure awareness/development of employees with regard to labour relations matters, represent the Presidency in relevant forums, liaise with employee organisations, assist in ensuring employment equity compliance, ensure keeping of appropriate records and statistics as required by law, ensure effective electronic and manual filing system. Assist with the facilitation of the DBC activities. Execute matters pertaining of statutory requirements e.g. providing information, openness and transparency. Make inputs to the development of policies and procedures related to labour relations management and implement such policies and procedures in dealing with labour relations' cases.

ENQUIRIES : Adv Moloko Mamabolo Tel No: (012) 308 1643

POST 18/113 : **SENIOR ADMINISTRATIVE OFFICER**
Legal & Executive Services

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma in administration or equivalent qualification (NQF level 6) legal. Minimum of two to three years' experience in the field of

administration support services. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Have excellent interpersonal skills. Have excellent organisational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as a part of a team and also work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills. Good office management skills. Be able to handle confidential matters and has integrity and is trustworthy. Knowledge: Good understanding of working in legal environment. Good computer knowledge especially Microsoft Word, Excel, PowerPoint and Teams. Good knowledge of Procurement, travel and subsistence procedures. Good understanding of Public Service Regulatory Framework. Good knowledge of Budget Cycles and Management of Expenditure.

DUTIES : provide strategic and admin support to the Head of the Legal and Executive Services unit. Provide support to the LES unit Head with day to day coordination of the HR issues of the Unit. Support LES communication and stakeholder management. Coordinate and schedule LES meetings, events workshops etc. coordinate audit queries from the external and internal auditors and or other stakeholders. Manage and administer information and documents for LES. Create, maintain and manage an accessible record keeping system for all documents. Assist in compilation of the contingent liabilities of the Unit.

ENQUIRIES : Mr Katlego Futhane Tel No: (012) 300 5995

POST 18/114 : **SENIOR STATE ACCOUNTANT (EXPENDITURE AND SYSTEMS CONTROL)**
Directorate: Financial Administration

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A senior Certificate plus an appropriate National Diploma or equivalent qualification (NQF level 6). Minimum of two to three (2-3) years' relevant experience in the field of financial administration. Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Financial management. Problem solving and analysis. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques.

DUTIES : The successful candidate will be responsible for the following key performance areas: Maintaining of BAS or SCOA structure for the department. Implement National Treasury guidelines and processes. Maintain BAS and user profiles on the system. Carry out security management in relations to system control services. Log requests with BAS helpdesk and provide feedback to users promptly. Conduct regular training on the BAS system to ensure optimal utilization of the departmental financial system. Receive, records and distribute Sundry and Logis payments from the Directorate. Management of the invoice tracking system. Safekeeping of payments batches. Supervision of staff.

ENQUIRIES : Ms Iza Mohlopi Tel No: (012) 300 5240

POST 18/115 : **CHIEF NETWORK CONTROLLER: IT SECURITY**
Directorate: Information Technology

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a National Diploma in Information Technology or equivalent qualification (NQF level 6). A minimum of two (2) to (three) 3 years of relevant experience. Relevant ICT security certificates will be an advantage. Process competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge: problem solving and analysis. Program and project management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools, and techniques.

DUTIES : The successful candidate will be responsible for maintenance and support of ICT security controls e.g antivirus, patches, and Firewalls to ensure maximum ICT security on both servers and clients. Backup and restore of servers. Administer ICT Security infrastructure, fix errors, and escalate when

		necessary. Assist with the implementation and testing of network security measures and Disaster Recovery Plan. Plan and Implement ICT Security projects. Ensure update of anti-virus software and Microsoft patches and 3rd party patches on both servers and clients. Support of email security infrastructure. Ensure maximum uptime of network equipment through accurate and early response. Analyse security reports and implement mitigations. Willing to travel and work after hours including weekends.
<u>ENQUIRIES</u>	:	Mr Tsepo Ramosebi Tel No: 012 300 5548
<u>POST 18/116</u>	:	<u>SUPPLY CHAIN OFFICER: ACQUISITIONS</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus a National Diploma or equivalent qualification (NQF level 6) in Logistics/Supply Chain Management/Public Administration or Management. 1-2 year experience in Supply Chain Management Competencies and Knowledge: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Problem solving and analysis. Organizing and ability to work under pressure. Must have knowledge of SCM procedures and Logis; The Constitution of the Republic of South Africa, Public Financial management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulation 2022, Broad-Based Black Economic Empowerment Act and its code of good practice, and Public Service Regulatory Framework.
<u>DUTIES</u>	:	Receive and process applications or request from help desk. Request quotations using the database, evaluate quotations. Provide update on the progress of the request for quotations as well as the application for purchase. Submit stats relating to work done to the supervisor. Attend to queries. Assist with bids when required.
<u>ENQUIRIES</u>	:	Ms Madira Legodi Selomo Tel No: (012) 300 5951
<u>POST 18/117</u>	:	<u>SUPPLY CHAIN OFFICER: LOGISTICS</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus a National Diploma or equivalent qualification (NQF level 6) in Logistics/Supply Chain Management/Public Administration or Management. 1–2-year experience in Supply Chain Management Competencies and Knowledge: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Problem solving and analysis. Supply Chain Management, Treasury Regulations, PFMA, PPPFA, Public Service Regulatory Framework. Computer literacy including knowledge of IT Transversal System such as BAS and LOGIS.
<u>DUTIES</u>	:	Receive invoices from suppliers and Transit. Check the invoices and the order to ensure that invoice is for what is ordered. Prepare payment documents and capture such payment into LOGIS system. Prepare payment documents for sundry payments and submit to finance for processing. Keeping records of all payments made. Monthly reconciliation of the creditor's statement. Attend to all payment queries.
<u>ENQUIRIES</u>	:	Mr Dankie Sindane Tel No: (012) 300 5947

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY**

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

- APPLICATIONS** : Submit applications via one of the options below: Post: to P/Bag X0057, Bhisho, 5605 OR Hand Deliver: to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bhisho, ERF 5000 Building, 5605 OR utilise e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The eRecruitment System Closes at 23: 59 on the Closing Date.
- CLOSING DATE** : 09 June 2023
- FOR ATTENTION** : Ms. B. Mndindwa at Tel No: (079 284 6709)
- NOTE** : To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: erecruitment@safetyec.gov.za (NB: For Technical Glitches Only – No CVs). With your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00:16:30 Mon-Thursday and 08:00-16:00 on Friday). Should you submit your application/CVs directly to: erecruitment@safetyec.gov.za and not as specified – your application will be regarded as lost and will not be considered. All applicants are encouraged to apply via the e-recruitment system. Refer all application related enquiries to the specified contact person. Applications received after the closing date will not be considered. No Faxed Applications will be accepted. No Late Applications Will Be Accepted. Note: Applications must be submitted on a duly completed New Z83 form (effective from 01 November 2021) obtainable from any Public Service Department and/or on the internet at www.dpsa.gov.za/documents Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a duly completed, signed, & initialed Z83 form accompanied with a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview.

OTHER POSTS

- POST 18/118** : **DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: DCS/01/05/2023**
- SALARY** : R811 560 per annum (Level 11)
- CENTRE** : Bhisho Head Office
- REQUIREMENTS** : Minimum relevant qualification (NQF level 7) as recognized by SAQA in Organizational Development/Organizational Psychology/Human Resources/Business Administration/ Public Administration/or other relevant social sciences. Postgraduate degree or equivalent in Organisational Design/Development will be an added advantage. Experience: 5-10 years' proven experience in organizational design and development (which includes job evaluation and work method studies). Competencies: Theoretical and practical knowledge of the functional area of Organizational Design and Development. Knowledge of new developments in organizational design/development and job profiling. In depth knowledge of various applicable legislative frameworks such as the Public Service Act and public service regulations. Relevant Department of Public Service and Administration guidelines and directives. Formulation and management of organisational design/development policies, plans and reports. Develop and implement systems and controls to ensure sound organizational design and job evaluation reporting. Sound knowledge of business process management (including mapping, improvement, re-engineering and change management). Budget monitoring and management in respect of personnel costs. Computer Literacy in MS Office, JE Systems, Visio, Access, Excel. Competencies/skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and OD business case compilation. Applied strategic thinking. Applying technology. Budgeting and financial management. Communication and information management. Continuous improvement. Customer focus and responsiveness. Developing others. Diversity

		management. Impact and influence. Networking and building bonds. Planning and organizing. Problem solving and decision making. Project management. Team leadership. Personal Attributes: Confidentiality. Resolve conflicts decisively. Work under pressure to meet deadlines. Apply ethics and integrity in the area of work. Reliability. Innovative and creative. Flexibility. Teamwork. Planning and execution.
<u>DUTIES</u>	:	The incumbent will provide organisational design (OD) and development functions to ensure organisational effectiveness. Develop OD frameworks. Design the organisational structure aligned to strategic functions, systems, service delivery model and budget allocations, in line with the Public Service Act and relevant prescripts and directives. Determine posts, roles and responsibilities, functions and span of control. Develop and manage effective and efficient job evaluation services including policies, procedures and reporting. Undertake job analysis and ensure post levels are correct through job evaluation and facilitate the compilation of job descriptions. Maintain the NSG establishment (designation, salaries and status of posts). Manage ongoing change processes associated with organisational design and ensure that organisational transition is planned prior to implementation. Serve on relevant structures such as the Job Evaluation Panel and Employment Equity Forum. Develop Standard Operating Procedures on the establishment of governance structures. Assess business processes for improvement and efficiency. Identify and manage strategic and operational risks that may militate against achievement of objectives. Provide effective and efficient management of resources, operations and performance by implementing digital transformation, business continuity management and total quality
<u>ENQUIRIES</u>	:	Ms. B. Mndindwa at 079 284 6709 E-recruitment Technical Support: erecruitment@safetyec.gov.za
<u>NOTE</u>	:	NB: applicants from designated groups especially in respect of women and people with disabilities will receive preference
<u>POST 18/119</u>	:	<u>ICT PRACTITIONER REF NO: DCS/02/05/2023</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology / Computer Science with a minimum of 3 years working experience in the IT environment. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Ability to work under pressure and individually, good interpersonal skills, verbal and written communication skills. Knowledge of SITA Service Level Agreements. A valid Driver's license is essential.
<u>DUTIES</u>	:	Providing software and application support to end users. Manage Information Technology Services by monitoring local area networks performance. Rendering first line technical support to users on transversal systems (BAS, PERSAL & LOGIS) and network applications. Advising and empower users on fault reporting and ICT issues, Facilitate ICT awareness sessions and promote ICT policy adherence to all users. Create and manage users on Active Directory.
<u>ENQUIRIES</u>	:	Ms. B. Mndindwa at 079 284 6709 E-recruitment Technical Support: erecruitment@safetyec.gov.za
<u>NOTE</u>	:	NB: applicants from designated groups especially in respect of women and people with disabilities will receive preference
<u>POST 18/120</u>	:	<u>CHIEF ADMIN OFFICER FINANCE & SCM REF NO: DCS/03/05/2023</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, An appropriate 3 year's National Diploma or Degree or equivalent qualification NQF Level 6 in Supply Chain Management/ Finance/ Commerce/ Public Management with 2-3 years' working experience in Supply Chain Management/ Procurement. Process, Client Orientation and Customer Focus, Communication (Verbal & Written), Reliability, Time Management, Interpersonal Relations, Planning and Organising and Teamwork. Technical competencies: In depth knowledge and understanding

		of: Supply Chain Management processes, Treasury Regulations, PFMA, PPPFA and BBBEE, Tender and Contract Administration.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Implement Supply Chain Management policy and ensure that all procurement of goods or services is in accordance with delegations and directives, Review Specifications and Terms of Reference received, Verify quotations batch for correctness, Perform Bid Administration functions including compiling of bid documents, advertising of bids, organising briefing sessions, administer opening of bid box, accurate recording of bids received and render secretariat services to the Bid Committees Maintain electronic and manual filling of bid documents, Maintain a requisitions, Purchase Orders and Bid Registers, Implement effective utilisation of Central Supplier Database, invite tenders and update the tender register, ensure compliance with SCM legislation and policies, Prepare management information and statistics and report as required, Monitor and follow up on outstanding requests and documents, Supervise and develop subordinates.
<u>ENQUIRIES</u>	:	Ms. B. Mndindwa at 079 284 6709 E-recruitment Technical Support: erecruitment@safetyec.gov.za
<u>NOTE</u>	:	NB: applicants from designated groups especially in respect of women and people with disabilities will receive preference
<u>POST 18/121</u>	:	<u>SENIOR ADMIN OFFICE: STRATEGIC PLANNING REF NO: DCS/04/05/2023</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, A 3-year degree or National Diploma in Business Administration/Economics/Finance/Public Administration/Public Management/Commerce or equivalent with 2-3 years' experience in strategic planning, monitoring and evaluation environment or financial environment. Skills & competencies required: Analytical thinking Problem solving skills Attention to detail Report writing skills Decision making skills Planning, leading, organising and monitoring skills and the ability to multitask Interpersonal skills Time management skills Computer skills required: MS Word – intermediate MS Excel – intermediate MS Power Point – intermediate MS Outlook – intermediate Minimum knowledge and experience: 2-3 years' experience in strategic planning, monitoring and evaluation environment or financial environment. Knowledge and understanding of the Public Service Act and its Regulations, PFMA, Treasury Regulations and Enterprise Risk Management Policy (ERM). Knowledge of the Government Planning Processes & Reporting Cycle, monitoring, and evaluation. Guidelines and Frameworks on Strategic Planning and Management of Performance Information.
<u>DUTIES</u>	:	To provide technical and administrative support on strategic matters in line with the Mid-Term Expenditure Framework, Mid-Term Strategic Framework, Revised Framework for Strategic Plans and Annual Performance Plans and Guidelines. To ensure that the Department of Community Safety Strategic Plan, Annual Performance Plan, Annual Operational Planning, Monthly Reports, Quarterly Performance Reports, Annual Report and other strategic documents are formulated, reviewed and submitted to the relevant stakeholders according to the Departmental reporting and legislative requirements. In addition, the incumbent will provide the administrative and technical support during the facilitation of the strategic planning and operational planning processes; monitoring, evaluation and reporting processes. Administer the strategic planning systems. Capture performance information on the Electronic Quarterly Performance Reporting System (EQPRS) and report to the Departmental Coordinator. To provide administrative support in the Office of the Director: Strategic Management in driving the delivery of strategic programmes and projects. Maintain the register with proper records relating to the office. Co-ordinate logistical requirements for all planning seating's and collate information and consolidate reports. Actively involved during the internal and external audit and implementation of findings and recommendations.
<u>ENQUIRIES</u>	:	Ms. B. Mndindwa at 079 284 6709 E-recruitment Technical Support: erecruitment@safetyec.gov.za
<u>NOTE</u>	:	NB: applicants from designated groups especially in respect of women and people with disabilities will receive preference

<u>POST 18/122</u>	:	<u>ADMIN CLERK REF NO: DCS/05/05/2023</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	National Senior Certificate NQF level 4 with no experience Computer literacy. Good writing skills. will be an added advantage. Competencies: Computer literacy. Knowledge of PFMA, & Treasury Regulations. Sound knowledge of administrative processes. Knowledge of PERSAL system and Performance Management and development system. Good understanding of Human Resources Development prescripts and policies is required. Report writing skills are essential. Uphold good confidentiality standards. understanding of office administration. Planning and organising skills. Ensure proper management of documents. Analytical thinking & Report Writing.
<u>DUTIES</u>	:	Render administrative services in the office. Maintain a register with proper records relating to the office. Co-ordinate logistical requirements for sittings. Capture employee information on PERSAL system, relating to PMDS compliance. Render all administrative duties in the office.
<u>ENQUIRIES</u>	:	Ms. B. Mndindwa at 079 284 6709 E-recruitment Technical Support: erecruitment@safetyec.gov.za
<u>NOTE</u>	:	NB: applicants from designated groups especially in respect of women and people with disabilities will receive preferenceS

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

<u>APPLICATIONS</u>	:	Must Be Submitted As Follows: Via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. And, addition, should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer and enquires can be directed to Ms N. Mditshwa at (040) 940 7073/7083/7071/7077/7078/7075/7081/7080.e-Recruitment Technical Enquiries: Amanda.Qumza@eccogta.gov.za
<u>CLOSING DATE</u>	:	09 June 2023. Applications received after closing date will not be considered.
<u>NOTE</u>	:	To All Applicants: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/ . For more information regarding the course please visit the NSG website:

www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered: For The Attention: Ms A. Qumza

MANAGEMENT ECHELON

<u>POST 18/123</u>	:	<u>DIRECTOR: TRADITIONAL LEADERSHIP POLICY & LEGISLATION REF NO: COGTA (01/05/2023)</u>
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum (Level 13)
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 7) in bachelor's degree in law or public Administration (plus SMS Pre-entry certificate). Five years in middle management. MS Office: MS PowerPoint, MS Excel, MS Word. A valid code EB (Code 08) Driver's license. The following will be an added advantage: Legislation drafting certificate. Experience in the legislation drafting and policy drafting or traditional leadership-related litigation. Competencies: Ability to draft legislation. Knowledge of the process of law-making. Policy formulation and drafting. Advanced report writing and analytical skills. Strategic management and leadership, budgeting and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, Change management, service delivery innovation, project and programme management, problem solving, planning and organizing, decision making, team leadership, communication. Knowledge of legislation and regulations governing Public Service. Knowledge of legislation governing Traditional Leadership.
<u>DUTIES</u>	:	Lead the process of formulation and drafting of legislation related to traditional leadership, facilitate stakeholder consultation in the development of provincial and national legislation related to traditional leadership, Lead the policy development and policy review related to traditional leadership, Develop standard operating procedures for policy and legislation development in the Directorate, Manage the staff of the Directorate. Develop and monitor strategic plans, annual performance plans, operational plans and financial plans for the Directorate.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7078/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

OTHER POSTS

<u>POST 18/124</u>	:	<u>DEPUTY DIRECTOR: DISASTER INFORMATION MANAGEMENT & COMMUNICATION REF NO: COGTA 02/05/2023</u>
<u>SALARY</u>	:	R811 560 – R885 555 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate (NQF Level 6/7) in Disaster Management. Three (3) to five (5) years relevant working experience at an Assistant Director /Junior management. GIS Basic and MS Skills. Knowledge of additional disaster management information systems will be an added advantage. A valid driver's license. Competencies: Good understanding of the Disaster Management Legislations, Applied strategic thinking, Interpersonal skills and conflict resolution, Ability to work in a team Project management, Budget and financial management, Planning and organizing, Creative thinking, Self-management, Problem analysis, Meeting procedures, Report writing,

		Stakeholder and customer relationship management principles, Communication skills and Presentation skills.
<u>DUTIES</u>	:	Maintain a provincial comprehensive information management system (IMS) and an integrated emergency communication network (ECN) which establishes communication links with all disaster risk management role players and complies with national requirements. Manage and maintain operational efficiency and functionality of the provincial disaster management centre's central communications and technical operations facilities. Establish, manage and maintain a provincial disaster management integrated emergency communication network (ECN). Manage sourcing, analysis and dissemination of disaster risk management early warnings. Facilitate and support the development and assessment of risk profiles and mapping of high-risk areas at the provincial and municipal levels with the use of relevant GIS applications. Facilitate and manage processes to collate feedback from various disaster management role-players on impact-based warnings issued and provide such feedback to agencies such as South African Weather Systems (SAWS) etc.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/125</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE MANAGEMENT SERVICES REF NO: COGTA 03/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 – R952 485 per annum (Level 11)
	:	Bhisho Head Office
	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Public Management/Developmental Studies or a relevant qualification within Humanities. Experience in local government environment will be an added advantage. Three (3) to five (5) years relevant working experience at an Assistant Director /Junior management Level at local government environment. A valid code EB (Code 08) Driver's license. Competencies: Competencies: Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Strong Organizational skills and demonstrated ability to multi-task. Creative and innovative thinking. In depth knowledge and understanding of Local Government legislation. Good verbal, communication, and presentation skills. Understanding of the regulatory and policy environment. Excellent communication skills (written and verbal) report analysis of trends, evaluation and researching and presentation skills. Interpersonal relation skills: Ability to work under pressure. Strong organizational skills and demonstrated ability to multitask. Creative and innovative thinking.
<u>DUTIES</u>	:	Supporting municipalities with institutionalization of PMS (i.e. development of PMS Framework). Support and build capacity on Regulations on Municipal Staff especially on Performance Management & Development System (PMDS). Monitor municipalities in the development and adoption of Annual Reports and tabling thereof to ensure compliance. Conduct timely preliminary assessment of Section 46 reports from municipalities. Conduct assessment of Section 46 reports for the purposes of developing Section 47 report. Develop a high-quality consolidated performance report on local government (Section 47 report) for the province. Support and monitor municipalities in the implementation of Local Government indicators (Circular 88 of MFMA) by ensuring reports are submitted by municipalities on a quarterly basis. Monitor and develop progress report on the implementation of Municipal Support & Intervention Plans (MSIPs). Conduct evaluation of support programmes Provide hands on support on development of Performance Agreements (PAs) of Section 54A and Section 56 managers of municipalities. Monitor signing and timely submission of PAs as required by the Legislation. Conduct analysis of PAs and give feedback to the municipalities. Compile timely responses of parliamentary questions by the Directorate Manage and monitoring of the directorate financial and non-financial resources.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/126</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION: PROVISIONING REF NO: COGTA (04/05/2023)</u>
<u>SALARY CENTRE</u>	:	R811 560 – R952 485 per annum (Level 11)
	:	Bhisho Head Office

<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Human Resource Management/ Public Administration/Management or Human Resource related field. Minimum of three (3) to five (5) years' experience at an Assistant Director level / Junior Management level. Computer Literacy (MS Word, Excel, PowerPoint, Outlook). A valid driver's license. Competencies: Knowledge of PERSAL System, Public Service Act and Public Service Regulations. Ability to interpret HR Policies and decisions. Planning on coordination skills. Good communication skills.
<u>DUTIES</u>	:	Responsible for all activities relating to personal matters. Responsible for developing policies. Procedures, methods and manuals. Responsible for budget implementation plan, Signs together with subordinate's yearly work plan agreements. Advice the functions managers on personnel provisioning. Responsible for Recruitment and Selection process in the Department. Control personnel data base. Management of Remuneration. Transfers, Promotions, Secondments and Management of Competency Assessment. Management of vetting in terms of minimum suitability check screening. Responsible for efficient management of the Directorate including the effective utilisation training of staff. Maintenance of discipline, promotion of sound labour relations and proper use of state properties solid interpersonal skills including the ability to interact with officials at all levels in the department and other stakeholders.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/127</u>	:	<u>DEPUTY DIRECTOR: ICT INFRASTRUCTURE: DGITO REF NO: COGTA 05/05/2023</u>
<u>SALARY</u>	:	R811 560 – R952 485 per annum
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus NQF level 6/7 National Diploma/Degree as recognised by SAQA in IT-related field. Three (3) to five (5) years Assistant Director or Junior management in Information Technology managing teams responsible for architecture design and deployment, systems lifecycle management and infrastructure planning and operations. Ability to manage IT Infrastructure projects. Management of clients and other Departments. Ability to effectively prioritise and execute tasks in a high-pressure environment. Ability to write and analyse reports. Ability to manage finances. React to project adjustments and alterations promptly and efficiently. Good communication skills (written and verbal) and report writing skill. Experience in managing hybrid environment (On-Premise & Cloud). Experience in Office 365 and Microsoft Azure services. Knowledge and understanding of Public Administration Corporate Governance of ICT Policy Framework and Project Management; Knowledge of ICT policy development, ICT risks, ICT audits and ICT related compliance; Knowledge of government financial processes and systems; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations. Labour Relations Act, 1995, State Information Technology Agency (SITA) Act/Regulations, Public Service ICT policies, norms, standards, frameworks, and guideline Office suites. The following will be an added advantage (Industry certifications required: ITIL, COBIT, Microsoft Certified: Azure Platform, Microsoft Certified IT Professional (Server Administrator), Server+ certified, Microsoft Cybersecurity Architect certification). Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Project management; Team leadership. Understanding of IT LAN and WAN Support, IT Security, and Change Management. Must have Project and Programme Management, and Team Leadership. Customer Care, analytical thinking, research, managing interpersonal conflict, and problem-solving skills.
<u>DUTIES</u>	:	Responsible for providing the strategic direction for the IT infrastructure function and architecture standards and procedures for the organisation. Manage cabling, physical and virtual servers, Storage, backups and Disaster recovery. Manage infrastructure teams, systems admins, and third-party service providers to ensure a reliable and highly available server and network infrastructure service to users. Managing overall IT infrastructure day to day operations to improve costs, performance, and resource availability to the

department. Ensure system performance and SLAs are met. Manage IT resource requirements to ensure appropriate balance between tactical and strategic demands. Implement IT approved disaster recovery plan through continuous improvement programs. Manage access to all switches, routers, VPN, Firewalls and provide monthly reports. Provide in depth technical expertise for both tactical and operational initiatives. Ensure the infrastructure team mitigates, monitor, and manage infrastructure related risks. Monitor compliance with public service information security policies and procedures. Develop and implement mechanisms to identify security breaches. Coordinate departmental information security infrastructure. Protect against malware. Manage network and connectivity security. Manage endpoint security. Manage user identity and logical access. Use intrusion detection tools to actively monitor the infrastructure for security-related events in real-time. Implement and Maintain ICT Cloud and Infrastructure Continuity: Develop and maintain an ICT Continuity policy, plan, and procedures. Test the continuity arrangements over consistent interval to exercise the recovery plans against predetermined outcomes.

ENQUIRIES : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 18/128 : **DEPUTY DIRECTOR: HUMAN RESOURCE ORGANISATIONAL TRANSFORMATION AND PLANNING REF NO: COGTA 06/05/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485.per annum (Level 11)
: Bhisho Head Office
: National Senior Certificate plus an undergraduate qualification of NQF Level 6/7 as recognized by SAQA in Work-study/Management Services/ Operations/Production Management/Industrial Psychology. 3 – 5 years' functional experience at an Assistant Director level/ junior management. Computer literacy with an excellent understanding level in the field of Organisational Design. Computer literacy with an excellent understanding. of windows. Ms Vision, MS Word, Excel, Outlook and PowerPoint. Valid Drivers Code 8. Post graduate Qualification in the field of Organisational Certificate in Job Evaluation. Development will be an added advantage. Competencies: Applied strategic, Research, Interpersonal conflict and resolving problems, Team leadership, Project management, Citizens focus and responsiveness, Budget and financial management, Planning and Organizing, Critical Thinking , Self-Management Problem Analysis.

DUTIES : Manage Organisational Design Processes, Manage Job Evaluation and Job Grading Processes. Design and implement change management initiatives. Provide customer relations and frontline improvement services. Facilitate and coordinate the implementation of service delivery improvement programmes and interventions. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 18/129 : **DEPUTY DIRECTOR: URBAN DEVELOPMENT & SMALL TOWN REGENERATION REF NO: COGTA 07/05/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485.per annum (Level 11)
: Bhisho Head Office
: National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Economics / Developmental Studies/ Public Management or related field. Spatial Planning qualification and experience will be an added advantage. Minimum of three (3) to five (5) years' experience at an Assistant Director level / Junior Management level. Computer Literacy (MS Word, Excel, PowerPoint, Outlook), a valid driver's license. Competencies: Experience in project conception, planning and management. The applicant must have proven experience in report writing, developing concept documents and general correspondence. Demonstrate managing cash flows. Proven economic development ability and experience essential for designing development programmes for economically depressed areas. Proven presentation skills and ability to articulate government development programmes.

DUTIES : Conceive, plan, implement, manage, coordinate and monitor the development and roll -out of public employment programmes. Provide guidance and

		oversight on the implementation of Community Works Programme and Expanded Public Works Programme. Coordinate the implementation of the revitalisation of small towns and urban areas. Coordinate the implementation of Integrated Urban Development Framework in Municipalities. Drive project planning, presentations and reporting on economic development projects and programmes. Responsible for efficient management of human resources, assets and financial resources of the directorate.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/130</u>	:	<u>OFFICE MANAGER: STRATEGIC MANAGEMENT, COMMUNICATION & INFORMATION SERVICES REF NO: COGTA: 08/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 –R496 467 per annum (Level 09) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF level 6). Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) in administration. Computer literacy and competency of MS Word, Excel, and PowerPoint. 3-5 years' service at Salary Level 08 in local government an added advantage. Competencies: Advanced ability to independently use MS Excel create formulas, develop graph), MS PowerPoint. Good Communication (verbal and written) skills with reasonable proficiency in English. Reasonable knowledge of financial management in the public sector. Ability to analyse data or human resource information and develop graphs. Reasonable competence. Competence in report writing. Honesty and integrity.
<u>DUTIES</u>	:	To provide office management services to the Office of the Chief Director: Coordination and consolidate Chief Directorate reports/budget/Ec 5.1's. processing of documents to admin and financial components etc. To prepare memorandum, reports for the Chief Director. To make PowerPoint presentations for the Chief Director. To prepare budget for the office of the Chief Director. To consolidate financial and non-financial reports for the Chief Directorate. To assist with shifting and virement of funds within the directorate. To assist in the preparation of the In-Year Monitoring for submission to Budget Planning and Management. Attend management meetings and prepare minutes of the meetings and make follow-up on decision taken. Liaise with outside clientele. To assist the Office of the Chief Director in the preparation of the Annual Reports to be submitted to the Legislature. To act as Risk Champion for the Chief Directorate. Follow up resolutions and implementation thereof. Responsible for efficient management of the Chief Director's office.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/131</u>	:	<u>ASSISTANT DIRECTOR: LOCAL ECONOMIC GOVERNANCE SYSTEMS REF NO: COGTA: 09/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum Alfred Nzo DSC National Senior Certificate plus An undergraduate qualification (NQF level 6) in Public Management, Developmental Studies . Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) in the field of LED/Community Development and Project Management, economic related research. Competencies: The applicant must have proven experience in report writing and presenting power-point presentations, concepts letters and memoranda. Experience in Local Economic Development. Demonstrated ability and experience in managing cash flow and develop a budget to implement a Key Performance Area. Proven presentation skills and ability to articulate government development programmes. Computer Skills (with emphasis on Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid code 8 driver's licence is compulsory.
<u>DUTIES</u>	:	Render a fully functional and efficient support office. Support municipalities to enhance municipal LED Capacity. Support municipalities to develop their LED Strategies as well as the project monitoring for local municipalities. Support local and district municipalities to promote strategic regional collaboration and partnerships.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

<u>POST 18/132</u>	:	<u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: COGTA: 10/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum (Level 09) Bhisho Head Office National Senior Certificate An undergraduate qualification (NQF level 6) in Security Management/Policing/Law. Three (3) years to five (5) relevant experience in security management/services at a supervisory (salary level 7/8 or equivalent). Ms Office and presentation skills. EB-code 8 Driver's licence. Experience in local government environment (Security Management/Services) an added advantage Competencies: Sound knowledge of security administration field. knowledge of POPIA, MISS and MPSS. Contract management of private security. Investigation skills. Sound management and interpersonal skills. Good communications skills at all levels. Computer literacy. Presentation skills.
<u>DUTIES</u>	:	Assist to manage, develop, implement, align and review information security policy and procedures. Ensure that information Security Audit/ Appraisal are conducted at regular intervals. Conduct after hour inspections (office security). Assist to manage, develop, implement, align and review document security procedures and systems. Facilitate the implementation of proper classification system applying category of information system. Facilitate implementation of classification system by the security committee. Assist to manage, develop, implement and review shredding procedures and processes. Develop and implement the shredding procedures, to manage the spoilage and wastages of sensitive materials. Implement audit improvement plan to address to audit finding. Liaising with Law Enforcement Agencies such as SSA & SAPS.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/133</u>	:	<u>ASSISTANT DIRECTOR: TRADITIONAL GOVERNANCE AND FINANCE REF NO: COGTA 11/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467.per annum (Level 09) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF level 6) in Development Studies, Public Administration, Community Development, Social Science, Management or relevant qualification. Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) in Community Development or relevant field. Must demonstrate clear understanding of public administration, financial management, problem solving, presentation skills and facilitation skills are necessary. Competencies: In-depth knowledge of role /mandate of traditional leaders in community development. Knowledge of community development planning. Must have an understanding of stockholders/ partnership management. Understanding of donor mobilization an added advantage. Must demonstrate understanding of government planning, PFMA and budgeting. Excellent report writing skills.
<u>DUTIES</u>	:	Support and monitor Traditional Councils in formulation of Development Plans. Support and monitor Traditional Councils establish partnerships for development.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080/7084 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/134</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICES REF NO: COGTA 12/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467.per annum Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF level 6) in Human Resource Management/Public Administration qualification and other relevant qualification. Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) in Human Resource environment. Knowledge of PERSAL. Computer literacy in MS Excel, MS Word, MS Access & MS Office and Presentation. A valid drivers license. knowledge of PERSAL will be an added advantage. PERSAL Certificates i.e. (Introduction to PERSAL Certificate). Exposure in HR environment will be an added advantage. (Conditions of Service) Competencies: Knowledge and understanding of

		Public Service Legislations and policies. Excellent Communication (verbal and written) and interpersonal skills. Demonstrate ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure.
<u>DUTIES</u>	:	Ensure the provision of all personnel administrative aspects on condition of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service related matters. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on PERSAL and update records on PERSAL. Advise finance on termination for recovery of assets. Assist in the management of PILLIR cases. Facilitate all types of service terminations i.e. retirement, death, ill-Health retirement, early retirement, staff supervision and performance management thereof participate in the development of all departmental Human Resource policies, strategies, procedures. Provide a Human Resource advisory on condition of services to all departmental personnel.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080/7084 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/135</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: COGTA 13/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum Bhisho National Senior Certificate An undergraduate qualification (NQF level 6) Risk Management/Psychology/Social Science. Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) within the local government environment. Professional Certificates with IRMSA or must have already applied for the certificate before the issue of the advert, will be an added advantage. Competencies: Knowledge of Risk Management and Internal Control Frameworks, ISO 31000. Ethics and Integrity Management Framework. Knowledge of Public Service Regulation 2016 Computer Literacy: Microsoft Office and Risk Management Software.
<u>DUTIES</u>	:	Assist in coordinating and support on Risk management and Ethics & Integrity Management. Assist in ensuring that public service regulations are met. Assist in ensuring that Risk Management implementation plan is timely and adequately executed. Assist in ensuring that internal control reviews are conducted, and internal controls are developed and strengthens where there are gaps. Ensures that risk assessments are conducted and that internal controls are developed to mitigate identified risk. Assist in ensuring that PFMA, Treasury regulations and Auditor General requirements are met. Assist the Chief Risk Officer and Management with early warnings report in all type of risk in the department and control environment maturity level. Review and improve risk management plans and Internal control framework of the department. Assist with Coordination of Ethics and Integrity Management processes.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/136</u>	:	<u>ASSISTANT DIRECTOR: ANTI CORRUPTION – SECURITY SERVICES REF NO: COGTA 14/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum Bhisho National Senior Certificate plus an undergraduate qualification (NQF level 6) in Forensic Investigation/Policing/Law/Paralegal/Audit Investigation. 3-5 years' experience in investigation/crime intelligence/fraud & corruption experience at a supervisory level (salary level 7/8 or equivalent). Driver's License Code 8. Officer certification/undercover operations course will be an added advantage. Computer Literacy: MS Office and presentation skills.
<u>DUTIES</u>	:	Assist in implementing the departmental and Municipal Fraud Prevention Plan. Assist in identifying departmental and Municipal fraud risks and mitigating plan thereof. Conduct preliminary investigations on reported allegations of fraud or corruption. Assist in legal proceedings, including testifying in courts regarding forensic report findings. Maintain a departmental anti-corruption case database

<u>ENQUIRIES</u>	:	/ register. Assist in compiling departmental anti-corruption reports for oversight bodies and assist in raising departmental anti-corruption and ethics awareness. Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/137</u>	:	<u>SENIOR ADMIN OFFICER: MONITORING & EVALUATION REF NO: COGTA (15/05/2023)</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R359 517 – R420 402 per annum Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF level 6) in Accounting /Internal Audit/Public Administration. One to Two (1-2) years relevant experience in government performance information auditing at supervisory level (salary level 7 or equivalent) or Four (4) years' experience at SL6 in government performance information auditing. Computer literacy in MS Excel, MS Word, MS Access & MS Office, and PowerPoint. Valid Driver's licence. SAMEA Membership (before the advert) will be an added advantage Competencies: Analytical skills, report writing, presentation, proficiency in Microsoft packages, time management, interpersonal skills and communication, proficiency in English, organisational and office planning skills, ability to operate other office equipment, customer service abilities.
<u>DUTIES</u>	:	Co-ordinate and consolidate quarterly performance reports, mid-year performance report and annual performance report, conduct performance validation, organise departmental performance reviews, consolidate and submit narrative reports to DPME, National COGTA, Provincial Treasury and OTP to provide more clarity on what was achieved and possible impacts. Conduct evaluations in terms of the evaluation guidelines of 2011, assist with Management of M & E related risks, Planning, Monitoring, Budgeting and Procurement Support.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/138</u>	:	<u>CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: COGTA 16/05/2023</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R359 517 – R420 402 per annum Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF level 6) in Human Resource Management /Public administration and other relevant qualification. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years' experience at SL 6 in Human Resource environment. (Conditions of Service environment). Knowledge of PERSAL. Computer literacy in MS Excel, MS Word, MS Access & MS Office and PowerPoint. Knowledge of PERSAL will be an added advantage. PERSAL Certificates i.e. (Introduction to PERSAL. Leave Management Certificate) Exposure in HR environment will be an added advantage. Conditions of Services). Competencies: Knowledge and understanding of Public Service Legislations and Policies. Excellent Communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure.
<u>DUTIES</u>	:	Ensure the provision of all personnel administrative aspects on condition of service. Maintain policies and ensure compliance with the relevant regulatory framework. Facilitate implementation of the administration of leave of absence ie. Oversee checking and approving captured applications for leave of absence, assist in the Management of Pillar cases i.e. Oversee processing of application forms for incapacity leave, Drawing of memorandum for incapacity leave and checking consolidation of leave reconciliation report. Facilitate implementation of service benefits i.e Drawing of memorandum for long service award. Oversee processing of housing & homeowner's applications. Facilitate implementation of all types of service terminations i.e. retirement, death. ii-Health retirement, early retirement i.e. Drafting of memorandum for approval for notice all service terminations. Checking audited leave files, gratification approval on PERSAL. Facilitate processing of nomination of beneficiaries' application forms Staff Supervision and performance management thereof. Participate in the development of all departmental Human Resource policies, strategies, procedures. Provide a Human Resource advisory on condition of

		services to all departmental personnel. Ensure conditions of services processes and standard operating procedures are effective and efficient.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7080/7081 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/139</u>	:	<u>SENIOR ADMIN OFFICER: FIRE SERVICES REF NO: COGTA 17/05/2023</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF level 6) in Fire Technology. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years' experience at salary level 6. Valid Driver's Licence (08). Competencies Required: Good understanding of the Disaster Management Legislations. Ability to work in a team, Project Management, budget and Financial Management, Planning and Organising, Meeting procedures, Report Writing, Stakeholders and Customer relationship management principles, Communication skills, Presentation skills.
<u>DUTIES</u>	:	Assist in the establishment and maintenance of functional Fire Services Intergovernmental Relations Structures. Support development, implementation and monitoring of fire safety and prevention programs. Support the development and implementation of fire risk assessment and prevention and mitigation programs for the province. Facilitate submission of the quarterly performance reports from municipalities and analysis. Assist with the administrative matters of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/140</u>	:	<u>SENIOR ADMIN OFFICER: RESPONSE AND RECOVERY REF NO: COGTA 17/05/2023</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF level 6) in Public Administration/ Management/ Disaster Management. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years experience at salary level 6. Experience in Disaster Management. Valid Driver's Licence (08). Knowledge of MS Skills. Competencies Required: Good understanding of the Disaster Management Legislations. Ability to work in a team, Project Management, budget and Financial Management, Planning and Organising, Meeting procedures, Report Writing, Stakeholders and Customer relationship management principles, Communication skills, Presentation skills.
<u>DUTAILS</u>	:	Assist with the development and implementation of response mechanisms. Assist with the implementation of financial contributions by National, Provincial and Local spheres for response, recovery and rehabilitation. Assist with the development and implementation of disaster management provincial response policies. Assist with the development of Standard operating procedures for the province. Assist with the administrative matters of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/141</u>	:	<u>SENIOR ADMIN OFFICER: HOUSE ADMINISTRATION REF NO: COGTA 0000/2023</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF level 6) in Public Management/ Public Administration/ Office Management / Business Management. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years' experience at SL 6 in office administration, record keeping and financial management matters i.e. processing of Traditional Leadership Claims and compilation of In Year Monitoring Microsoft Word, power point, excel, email, internet, BAS system, PERSAL System. Competencies: Knowledge of budgeting process and must be able to compile, analyse and monitor budget. Knowledge of PFMA and other finance related prescripts. Knowledge of planning documents. Computer literacy. Presentation Skills, people management and sound interpersonal and skills.

<u>DUTIES</u>	:	Assist in compilation, analysis and management of budget. Assist in alignment of budget linked to strategic plan documents to APP and Operational Plan. Process approval of claims for members of the House. Compile IYM, and Quarterly Performance reports. Responsible for Asset Management Assist in coordination of House programs / events.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/142</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER: TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION REF NO: COGTA 18/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 – R420 402 per annum Alfred Nzo District National Senior Certificate plus an undergraduate qualification (NQF level 6) in Development Studies, Public Administration, Community Development & Social Sciences. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years experience at SL 6 in community/rural development, community planning & facilitation. Supervisory experience in Community Development or relevant field. Competencies: Communication skills, presentation skills, facilitation skills and excellent report writing.
<u>DUTIES</u>	:	Facilitate the involvement of Traditional Leaders in development initiatives. Facilitate promotion co-operative relations with developmental partners, municipalities & government departments. Facilitate establishment of partnerships between traditional leadership institution & government departments, municipalities, non-governmental organisations and private sector for the development of traditional communities. Facilitate and coordinate trainings for developmental programs in Traditional communities. Facilitate formulation of Development Plans for Traditional Councils. Facilitate the involvement of donors in traditional communities' development. Compile written reports. Understanding of government planning & budgeting.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/143</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO: COGTA: 19/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 - R343 815 per annum (Level 07) Head Office: Bhisho National Senior Certificate plus an undergraduate qualification (NQF level 6) in Human Resource Management/ Public Administration/ Public Management. 1- 2 years' experience in the relevant field. PERSAL certificate must be attached. Computer Literacy Valid. Driver's license will be an added advantage. Competencies: Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision. Knowledge of PERSAL system, Public Service Act, Public Service Regulations, Knowledge of Human Resource Prescripts.
<u>DUTIES</u>	:	Facilitate the process of advertisement of vacant posts. Facilitate recruitment, selection and appointment process. Capture appointment of new employees on PERSAL, Facilitate the implantation the implementation of transfer, secondments & acting Appointments. Facilitate confirmation of probationary appointments. Facilitate the process of suitability check during the selection process. Facilitate verification of qualification for new employee.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/144</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR: MUNICIPAL PERFORMANCE MONITORING REPORTING & EVALUATION REF NO: COGTA: (21/05/2023)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 - R343 815 per annum (Level 07) Head Office: Bhisho National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/ Office Management. An exposure to Local Government environment will be an added advantage. Computer literacy. One to Two years' experience in the relevant Environment. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code

		08. Competencies: Proficiency in English, Office etiquette, Time Management, Interpersonal Skills and Communication, Organizational and office planning skills, ability to operate other office equipment, customer service abilities.
<u>DUTIES</u>	:	Facilitate the smooth running of Director's office. Always facilitate the availability of all the office records. Assess incoming work and distribute where it is required. Provide secretarial services to directorate meeting and produce minutes thereof. Type correspondence delegated to you by the Director. Manage the resources of the office of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director's claims to the approving authority, monitoring the submission of weekly plans for Director. Procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/145</u>	:	<u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: CORPORATE SERVICES</u> <u>REF NO: COGTA: 2/05/2023</u>
<u>SALARY</u>	:	R294 321 –R343 815 per annum
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/ Public Management/Social Sciences/ Office Management or any relevant qualification. One-to-two-year exposure in the public service. Relevant experience will be an added advantage. Computer Literacy and competency of (Ms Word, Excel, Outlook, and PowerPoint). Valid driver's license code 08 (EB). Competencies: Advanced ability to independently use MS Excel (create formulas, develop graph), MS PowerPoint. Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.
<u>DUTIES</u>	:	Facilitate smooth running of the Chief Director's office. Facilitate the availability of all office records at all times. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by the Chief Director. Manage diary of the Chief Director. Manage resources of the office of the Chief Director. Provide the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in the coordination of meetings. Facilitate travelling arrangements for the Chief Director. To ensure overall administration in the office of the Chief Director.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7084/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/146</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR: ALFRED NZO DISTRICT</u> <u>SUPPORT CENTRE REF NO: COGTA: 23/05/2023</u>
<u>SALARY</u>	:	R294 321 - R334194 per annum (Level 07)
<u>CENTRE</u>	:	Alfred Nzo District
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate (NQF level 6) in Administrative Management, Office Management and/or secretarial diploma or relevant qualification. One to two year experience in general administration environment .MS Office. Valid driver's license will be an added advantage. Competencies: Administrative skills Time Management, Planning, Good Verbal and writing communication, customer Service Excellence and ability to work office equipment.
<u>DUTIES</u>	:	Facilitate the smooth running of the Director's office. Manage the diary and appointments of the Director. Arrange travel and accommodation for Director and District Support Centre staff. Type correspondences delegated by the Director. Arrange meetings, venues for scheduled meetings and refreshments for such meetings. Provide support in the coordination of submissions from directorates. Provide support in budget planning, monitoring, and reporting. Provide support/administration to the Directorate regarding meetings. Facilitate the filing and availability of all office records at all times. Assess incoming and outgoing work and distribute where required. Procurement of office supplies, stationary, cleaning material and refreshments, analyse expenditure patterns. Monitoring of weekly plans of all staff members.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080

<u>POST 18/147</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR: MUNICIPAL CAPACITY BUILDING REF NO: COGTA: 24/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/ Public Management/Social Sciences/ Office Management or any relevant qualification. One-to-two-year exposure in the public service. Relevant experience will be an added advantage. Computer Literacy and competency of (Ms Word, Excel, Outlook, and PowerPoint). Valid driver's license code 08 (EB). Competencies: Advanced ability to independently use MS Excel (create formulas, develop graph), MS PowerPoint. Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.
<u>DUTIES</u>	:	Facilitate smooth running of the Director's office. Facilitate the availability of all office records at all times. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by the Director. Manage diary of the Director. Manage resources of the office of the Director. Provide the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in the coordination of meetings. Facilitate travelling arrangements for the Director. To ensure overall administration in the office of the Director.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7084/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/148</u>	:	<u>COMMUNITY DEVELOPMENT WORKERS (CDWS): MUNICIPAL PUBLIC PARTICIPATION (X22 POSTS)</u>
<u>SALARY CENTRE</u>	:	R241 485 - R281 559 per annum (Level 06) Mbashe Local Municipality (Ward 3 & 14) (X2 Posts) Ngqushwa Local Municipality (Ward 2) Raymond Mhlaba Local Municipality (Ward 2) Greit Kei Local Municipality (Ward 7) Amahlathi Local Municipality (Ward 15) Ingquza Hill Local Municipality (Ward 16) Nyandeni Local Municipality (Ward 10) Mhlontlo Local Municipality (Ward 3) Ksd Local Municipality (Ward 19) Mbizana Local Municipality (Ward 16) Matatiele Local Municipality (Ward 15) (X2 Posts) Nxuba Yethemba Local Municipality (Ward 7 & 6) Enoch Mgijima (Ward 2) (X2 Posts) Elundini Local Municipality (Ward 5 & 9) Makana Local Municipality (Ward 6) (2 Posts) Koukama Local Municipality (Ward 2 & 3) Ndlambe Local Municipality (Ward 3) DR Beyers Naudeur Local Municipality (Ward 11)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Higher Certificate/Diploma (NQF Level 5). One (1) to Two (2) years relevant experience. Code 8 driver's license. Computer literacy. Competencies: Knowledge of the Community Development Facilitation and Community participation process at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array

		of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environment protection, forestry, transport, housing, sport and recreation. Personal Attributes: self – motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers' licence.
<u>DUTIES</u>	:	Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist Communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improve integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community- based workers. Promote the principles of Batho Pele and community participation. Alert communities and other services providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7084/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/149</u>	:	<u>SENIOR ADMIN CLERKS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT & COORDINATION (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05)
	:	Ref. No. COGTA (26A/05/2023) Dalindyebo Region
	:	Ref. No. COGTA (26B/05/2023) Maluti Region (X2 Posts)
	:	Ref. No. COGTA (26C/05/2023) Gcaleka Region
	:	Ref. No. COGTA (26D/05/2023) Western Transkei Region
<u>REQUIREMENTS</u>	:	National Higher Certificate/Diploma (NQF Level 5) with no work experience OR Senior Certificate (NQF Level 4) with two years working experience. Computer Literacy.
<u>DUTIES</u>	:	Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cashbook. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/150</u>	:	<u>SENIOR ADMIN CLERKS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT & COORDINATION REF NO: COGTA 27/05/2023 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum
	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Higher Certificate/Diploma (NQF Level 5) with no work experience OR Senior Certificate (NQF Level 4) with two years working experience. Computer Literacy.
<u>DUTIES</u>	:	Administer recognition and withdrawal of traditional communities and traditional councils. Administer recognition and termination of services of traditional leaders. Implement salaries, allowances and benefits of traditional

	leaders. Maintain a database of all traditional leaders who hold traditional leadership positions.
<u>ENQUIRIES</u>	: Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/151</u>	: <u>AUDIT COMMITTEE MEMBER</u>
<u>SALARY</u>	: Remuneration of the Audit Committee is determined at the hourly rate in terms of paragraph 22 of the Eastern Cape Provincial Planning & Treasury Instruction No.6 of 2014/2015. Members will be remunerated for preparation and attendance to meetings at prescribed rates.
<u>CENTRE REQUIREMENTS</u>	: Bhisho : A recognized qualification in internal Auditing, information and Communications Technology (ICT), legal, Governance & Administration. Be independent and be knowledgeable of the status of the position with relevant experience in Auditing, Corporate Governance and/ or Financial Management, Risk Management, Information Technology and Law. Demonstrate experience in participating in governance structures. Have the ability to dedicate time to the activities of the Audit Committee. Have analytic reasoning abilities, good communication skills, and a thorough understanding of the regulatory framework within which the local and provincial government operates in the public sector. Prior experience serving on Audit Committees.
<u>DUTIES</u>	: The Audit Committee is an advisory committee that assist the Department in fulfilling its oversight responsibilities with regards to internal Controls, Risk Management and Governance. The oversight statutory roles of the Audit Committee is in terms of the PFMA, Treasury Regulations and other applicable Regulatory Frameworks. Assist the Executive Authority in fulfilling its oversight responsibilities over financial and non-financial reporting, the system of internal control, the audit processes, and the department's process for monitoring compliance with laws and regulations and the code of conduct. Audit Committee must ensure that the Internal Audit functions perform its responsibilities effectively and efficiently. Audit Committee must monitor the responses to reported weakness, control deficiencies and make recommendations for improvement. Monitoring the development and implementation of action plans and resolutions. The audit Committee must review the Audit Strategy and audit plan of the external auditors. The audit committee must review the IT Systems are aligned with the performance and sustainability objectives of the department. The Audit Committee will report directly to the Head of Department and the Executive Authority of the Department.
<u>ENQUIRIES</u>	: Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7078/7081/7080

DEPARTMENT OF HEALTH

<u>CLOSING DATE</u>	: 09 June 2023
<u>NOTE</u>	: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. 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 (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. Additional Note: Applicants must utilize the e-Recruitment system to apply for Chief Executive Officer(CEO) posts. The system is available on: https://erecruitment.ecotp.gov.za/ The system is available 24/7 and closes at 23:59 on the closing date. To report technical

glitches, for assistance regarding the system, and/or for activation of your profile, send an email to:

OTHER POSTS

POST 18/152 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**
ECHEALTH/CEO/MTH/APL/01/05/2023

SALARY : R958 824 – R1 125 825 per annum (Level 12), an all-inclusive package
CENTRE : Alfred Nzo District, Mount Ayliff Hospital
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectiveness within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mr B Msibi Tel No: 040 608 1163
APPLICATIONS : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

NOTE : RecruitmentHeadOffice@echealth.gov.za (NB: For Technical Glitches Only – No CVs). eMail with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms S Ndlabhu Tel no: 040 608 1602/5/6/10

POST 18/153 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**
ECHEALTH/CEO/HUMS/APL/01/05/2023

SALARY : R958 824 – R1 125 825 per annum (Level 12), an all-Inclusive package
CENTRE : Sarah Baartman District, Humansdorp Hospital
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge

DUTIES

Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

: To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES

: Mr B Msibi Tel No: 040 608 1163

APPLICATIONS

: Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

NOTE

: RecruitmentHeadOffice@echealth.gov.za (NB: For Technical Glitches Only – No CVs). email with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms S Ndlabhu Tel no: 040 608 1602/5/6/10

DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

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

APPLICATION

: Submit Applications Only Via The Provincial E-Recruitment System, Which Is Available On <https://erecruitment.ecotp.gov.za>. Note: The e-recruitment system closes at 23: 59 on the closing date.To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: erecruitment@drdar.gov.za (NB: For Technical Glitches Only – No CVs) with your ID Number, your profile email address, and details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: erecruitment@drdar.gov.za and not as specified above – your application will be regarded as lost and will not be considered.

CLOSING DATE

: 09 June 2023

NOTE

: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge

or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

MANAGEMENT ECHELON

<u>POST 18/154</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DRDAR: 01/05/2023</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification. At least 5 years' appropriate post qualification legal/ litigation experience at middle/senior management level in the public service. Admission as an Attorney in South Africa. A thorough knowledge of the South African Legal System, Legal Practice and office management. Knowledge of government legislation and prescripts as well as the Constitution of South Africa. Job-related knowledge: Ability to understand and interpret the various pieces of Legislation administered by the Department. A good understanding of the Promotion of Access to Information Act (PAIA) and the Promotion of Administration of Justice Act (PAJA). Knowledge of administration, financial, and supply chain management processes in the public sector. Knowledge of employee performance management and development. Job-related skills: Law Interpretation and Legal research skills. Excellent drafting and writing skills. Dispute resolution skills. Client relations skills. Leadership, planning, communication, presentation, negotiation, and interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Successful completion of the Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Candidates will be subjected to a competency assessment. A valid driver's license.
<u>DUTIES</u>	:	Draft and vet legal documents, such as agreements affidavits, delegations, reports, and correspondence of a legal nature. Conduct research, draft, vet, and/or amend legal documents. Manage the performance of the external legal team (where applicable) i.e., State Attorney and/or counsel. Provide legal opinions and general legal advice. Conduct research and legal opinions or provide advice. Manage the performance of the external legal team (where applicable) i.e., State Attorney, State Law Advisers, and/or counsel. Provide legal and administrative support in respect of Promotion of Access to Information Act (PAIA). Assess requests for access to the records held by the Department. Redirect the request to the relevant Deputy Information Officer/line function. Advise the relevant Deputy Information/line function of the processing of the requests. Compile and submit the annual Section 32 report to the Information Regulator. Manage the Directorate effectively and efficiently. Manage staff and budget for the Directorate. Performance Management and Development of staff. Address staff grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Procedure and departmental policies. Provide support and guidance to subordinates. Compile monthly, quarterly, and annual reports on the Directorate's performance against the Annual Performance Plan.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

OTHER POSTS

POST 18/155 : **SPECIALIST SCIENTIST: CROP SCIENCE REF NO: DRDAR: 02/05/2023**

SALARY : R1 366 866 – R1 945 185 per annum, (all-inclusive package), (OSD)
CENTRE : Dohne (Stutterheim)
REQUIREMENTS : PHD in Science or relevant qualification in related Agricultural specialties (Agronomy, Soil, Horticulture, and Crop Sciences). At least 10 years' relevant post-graduate scientific experience. Compulsory registration with SACNASP as a professional. Program and project management skills. Advanced knowledge of scientific methodologies and models. Advanced research and development knowledge. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing and presentation skills. Ability to create a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation skills. Recognized level of expertise. Mentoring. Communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

DUTIES : Oversee, develop, and implement methodologies, policies, systems, and procedures. Perform final reviews and approvals or audits on scientific projects. Perform scientific functions and establish research and regulatory frameworks. Guide the setting of scientific standards, specifications, and service levels according to organizational objectives. Monitor and evaluate scientific efficiency. Provide strategic research direction on scientific matters. Provide expert support and advice to stakeholders. Develop relationships and collaborations at national, regional, and international levels. Participate actively at national, regional, and international for a. Play a lead role in the presentation and exchange of scientific knowledge and information and review scientific publications. Lead, coordinate, and develop scientific models and regulatory frameworks. Design scientific methodology for the analysis of scientific data. Evaluate, monitor, and disseminate information. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposals and compile reports. Continuous professional development to keep up with new technologies and procedures, Lead, co-ordinate and conduct basic (fundamental) and applied research. Ensure knowledge generation and dissemination. Review scientific publications. Publish and present research findings. Liaise with relevant bodies/councils on science-related matters and Source funding for research projects. Mentor, train and develop scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work and processes and manage the performance and development of staff.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 18/156 : **SPECIALIST SCIENTIST: ANIMAL SCIENCE REF NO: DRDAR: 03/05/2023**

SALARY : R1 366 866 – R1 945 185 per annum, (all-inclusive package), (OSD)
CENTRE : Dohne (Stutterheim)
REQUIREMENTS : PHD in Science or relevant qualification in related Agriculture specialties (Animal Science, Pasture/Rangeland Sciences). At least 10 years' relevant post-graduate scientific experience. Compulsory registration with SACNASP as a professional. Program and project management skills. Advanced knowledge of scientific methodologies and models. Advanced research and development knowledge. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing and presentation skills. Ability to create a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation skills. Recognized level of expertise. Mentoring. Communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

DUTIES : Oversee, develop, and implement methodologies, policies, systems, and procedures. Perform final reviews and approvals or audits on scientific projects. Perform scientific functions and establish research and regulatory frameworks. Guide the setting of scientific standards, specifications, and service levels according to organizational objectives. Monitor and evaluate

scientific efficiency. Provide strategic research direction on scientific matters. Provide expert support and advice to stakeholders. Develop relationships and collaborations at national, regional, and international levels. Participate actively at national, regional, and international for a. Play a lead role in the presentation and exchange of scientific knowledge and information and review scientific publications. Lead, coordinate, and develop scientific models and regulatory frameworks. Design scientific methodology for the analysis of scientific data. Evaluate, monitor, and disseminate information. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposals and compile reports. Continuous professional development to keep up with new technologies and procedures. Lead, co-ordinate and conduct basic (fundamental) and applied research. Ensure knowledge generation and dissemination. Review scientific publications. Publish and present research findings. Liaise with relevant bodies/councils on science-related matters and Source funding for research projects. Mentor, train and develop scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work and processes and manage the performance and development of staff.

<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/157</u>	:	<u>DEPUTY DIRECTOR: COORDINATION REF NO: DRDAR: 05/05/2023</u>
<u>SALARY</u>	:	R958 824 – R1 125 825 per annum (Level 12), (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani District (Engcobo)
<u>REQUIREMENTS</u>	:	A qualification at NQF 8 level in Agriculture/ Developmental Studies. At least 5 – 8 years' experience in Agriculture/ Rural Development of which three (03) years must be at Assistant Director or equivalent level. Good financial management, organizing, facilitation, and communication skills. Ability to participate at local municipality IGR Forums. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Coordinate agricultural and rural development activities within the local municipality. Coordinate, facilitate, align, and integrate development programs in the local municipality through the IDP. Overall management of all functions. Coordinate stakeholder engagement. Oversee overall implementation of agriculture and rural development programs within the local municipality. Ensure effective and efficient mobilization and utilization of HR and other resources.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/158</u>	:	<u>DEPUTY DIRECTOR: VETERINARY SERVICES REF NO: DRDAR: 06/05/2023</u>
<u>SALARY</u>	:	R958 824 – R1 125 825 per annum (Level 12), (all-inclusive package)
<u>CENTRE</u>	:	Joe Gqabi (Aliwal North)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 8 as recognized by SAQA in Veterinary Science (B.VSC or B.VMSC) with at least 3 years' experience as a State Veterinarian in the field of Veterinary Services. Valid compulsory registration with the SA Veterinary Council as a Veterinarian. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Competencies: Knowledge of the Animal Diseases Act No. 35 of 1984, Meat Safety Act No. 40 of 2000, Veterinary and Para-Veterinary Professions' Act No. 19 of 1982, Animal Protection Act No. 71 of 1962, Animal Identification Act No. 6 of 2002, Public Finance Management Act No. 1 of 1999, Basic Conditions of Employment Act No. 75 of 1997 and Labour Relations Act No. 66 of 1995. It is required of the candidate to dispose of dynamic communication, negotiation, and interpersonal skills.
<u>DUTIES</u>	:	Enforce compliance with the Animal Disease Act 35 of 1984 and Meat Safety Act 40 of 2000. Facilitate implementation of Animal Disease Surveillance and Control. Responsible for the implementation of primary animal health care programs and mentoring of State Veterinarians on compulsory community service. Play a leading role in animal identification and livestock improvement. Handle administrative functions emanating from these activities including HR and Financial Management. Manage the allocated resources of the Sub-

		Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives:- Maintain high standards of professionalism by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Management of assets.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/159</u>	:	<u>STATE VETERINARIAN (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R811 560 – R952 485 per annum (Level 11), (all-inclusive package)
	:	Chris Hani District (Intsika Yethu) – Ref No: DRDAR: 07/05/2023
	:	Joe Gqabi District (Elundini) – Ref No: DRDAR: 08/05/2023
	:	Sarah Baartman District (Makhanda) – Ref No: DRDAR: 09/05/2023
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 8 as recognized by SAQA in Veterinary Science (B.VSC OR B.VMSC). Valid proof of registration with the SA Veterinary Council as a Veterinarian. Knowledge of the Animal Diseases Act No. 35 of 1984, Meat Safety Act No. 40 of 2000, Veterinary and Para-Veterinary Professions' Act No. 19 of 1982, Animal Protection Act No. 71 of 1962, Animal Identification Act No. 6 of 2002. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). The candidate should dispose of dynamic communication, negotiation, and interpersonal skills. A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Implement Animal Disease Act 35 of 1984, Meat Safety Act 40 of 2000, Animal Protection Act 71 of 1962 and Animal Identification Act 6 of 2002. Play a leading role in Animal Disease Surveillance and Control. Facilitate importation and exportation of animals and products of animal origin. Responsible for the implementation of primary animal health care programs and mentoring of State Veterinarians on compulsory community service. Handle administrative functions emanating from these activities including performance reporting and disease reports. Coordinate the allocated resources of the State Veterinary Area in line with legislative and departmental policy directives. Comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Management of assets. Qualifying unemployed Veterinarians who were given a bursary by the Department will be given preference.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/160</u>	:	<u>DEPUTY DIRECTOR: POLICY COORDINATION REF NO: DRDAR 10/05/2023</u>
<u>SALARY CENTRE</u>	:	R811 560 – R952 485 per annum
	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A recognised Bachelor's Degree/National Diploma (NQF6) in Public Admin/Public Management, Development Studies/LA plus 3-5 years' relevant working experience in a policy environment. Understanding of policy and legislation development processes; Understanding of strategy development processes; Understanding of the Public Service Systems; Knowledge of PFMA and other relevant Acts/legislation; knowledge of Project Management, stakeholder management and management of Human Resources. Excellent writing and presentation skills. A relevant honours or Master's degree may be an added advantage. A valid code B driver's license.
<u>DUTIES</u>	:	Manage the provisioning of Departmental policy. Provide support in the implementation of education policies and the evaluation of the efficiency of policies. Render cyclic review of all Departmental policies and policy gaps. Promote and coordinate Departmental policies. Provide technical support with the development of speeches, papers and communication inputs. Manage the

		coordination of policy development research services. Promote and coordinate research. Maintain the Departmental research agenda. Maintain strategic issues and publish research products. Research strategic issues and publish research products. Develop an inventory of key research products and facilitate the process of transfer of knowledge. Manage the coordination of policy development research services. Promote and coordinate research. Maintain the Departmental research agenda. Maintain strategic issues and publish research products. Research strategic issues and publish research product. Develop an inventory of key research products and facilitate the process of transfer of knowledge. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (04)0 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/161</u>	:	<u>DEPUTY DIRECTOR: CONTRACTS AND VENDOR MANAGEMENT REF. DRDAR: 11/05/2023</u>
<u>SALARY</u>	:	R811 560 – R952 485 per annum (Level 11), (All-inclusive package)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification. At least 5 years' relevant experience, of which at least 3 years' must be at an Assistant Director level specializing in Contract Management. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). Valid Drivers' License. Note: Admission as an Attorney or Advocate will be an added advantage. Competencies: Knowledge of relevant legislation. Knowledge of SCM policies and procedures, practice notes. Knowledge of BBBEE Act No. 53 of 2003. Knowledge of Contract Management in the public sector environment and knowledge of the PFMA and Treasury Regulations. Experience in the management of major contracts and Project Management. Accountability and ethical conduct. Good communication skills. Client orientation and customer focus. Problem-solving and analysis skills.
<u>DUTIES</u>	:	Development of standard service level agreements and contracts. Ensure that the activities outlined in the contracts are performed after the contract is awarded. Monitor and evaluate the implementation of contracts and ensure that all contracts are legally vetted. Manage and oversee all departmental contracts and ensure compliance. Identify and manage contract risks. Monitor supplier performance. Maintain the Defaulting Suppliers Register. Manage the effective, economical, and efficient utilization of the Sub Directorate's physical, financial, and human resources.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/162</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DRDAR: 12/05/2023</u>
<u>SALARY</u>	:	R811 560 – R952 485 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani District (Komani)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Financial Management/ Accounting or equivalent relevant qualification. At least 3 years' of relevant experience in Financial Management at an Assistant Director Level. Thorough understanding of the ledger accounts and Standard Chart of Accounts (SCOA). Good understanding of the BAS System as well as the interface between the bank and the BAS System. Effective communication skills, both written and verbal. Problem-solving skills. A clear understanding of the public sector legislative framework (PMFA and related Treasury Regulations). Ability to work under pressure and to meet deadlines. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). A valid Drivers' License.
<u>DUTIES</u>	:	Manage financial revenue, expenditure, and accounting practices within the District. Monitor legislative, policy and procedure compliance. Ensure that proper budget control mechanisms are in place in the District. Submit operational plans and performance reports. Provide advice and guidance to role-players on revenue and expenditure procedures. Undertake revenue, expenditure management, and accounting services as required. Ensure that cashier, banking, debt management, monitoring, and reporting services are rendered. Process payments related to compensation of employees, goods and services, transfers, and subsidies. Render financial administration and

		accounting services such as ledgers/journals and interim and annual financial statements. 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 that performance targets are met. Compile and submit all required reports. Serve on transversal task teams as required. Procurement and asset management for the sub-directorate. Quality assure the work of subordinates. Functional technical advice and guidance.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/163</u>	:	<u>VETERINARY CLINICIAN (LECTURER) REF NO: DRDAR: 187/05/2023</u>
<u>SALARY</u>	:	R811 560 – R952 485. per annum (Level 11)
<u>CENTRE</u>	:	Tardi (Tsolo)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 8 in Veterinary Science (B.VSc or B.VMch) and registration with the SA Veterinary Council. Computer Literacy. Knowledge of OIE prescripts is essential. A valid code 10 driving license with PDP.
<u>DUTIES</u>	:	Didactic and clinical/experiential training of diploma students, interns and experiential learners. Visits to industry as part of preparation for students field exposure and edutour (diary, stud breeder, welfare etc.). Community engagement: rolling out mobile outreach clinics, preparation and attending career exhibitions and seminars, as well as attending traditional horse racing events. Provide training on PAHC and other related health care issues in communities within and outside TARDI. Research: Identification of research areas, conducting research and witting papers. Departmental and Faculty administrative and other duties as delegated by the Academic Head and/or Principal or delegated person.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/164</u>	:	<u>DEPUTY DIRECTOR: PERSAL MANAGEMENT REF NO: DRDAR: 13/05/2023</u>
<u>SALARY</u>	:	R811 560 – R952 485 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Human Resource Management /Public Administration/ Public Management/Industrial Psychology. At least 3-5 years' relevant experience as an Assistant Director in PERSAL Management. Must have obtained the following PERSAL certificates: PERSAL Introduction, Personnel Administration, PERSAL Establishment, and PERSAL Controller Course. Knowledge: A very good understanding of the PERSAL System and in particular PERSAL/BAS Interface, analysis of PERSAL reports, and correcting discrepancies on PERSAL. Knowledge of the Public Service Act, No. 111 of 1994, Public Service Regulations of 2016, Basic Conditions of Employment Act, No. 75 of 1997, Employment Equity Act, No. 55 1998, Promotion of Access to Information Act, No. 2 of 2000, HR Management policies. Performance Management and Development and stakeholder and customer relationships. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). A valid Drivers' License.
<u>DUTIES</u>	:	Ensure adherence to policies and procedures pertaining to Human Resources and Salary Administration. Ensure that high-level decisions pertaining to PERSAL. Ensure that sound and effective personnel and salary management systems and procedures are in place in the Department. Oversee the implementation of PERSAL auditing and control measures. Provide support and guidelines to PERSAL users. Ensure that the PERSAL functions and capabilities are optimally utilized. Ensure that the PERSAL User Group is well-trained and equipped to execute functions. Implement measures to ensure a comprehensive and updated primary information source. Ensure effective PERSAL infrastructure management. Establish comprehensive guidelines and processes in line with Human Resource and Financial Policies including Post Establishment maintenance, Human Resource Utilization, Service Benefits, Budgets, Estimates and Departmental liabilities. Provide strategic advice to Management regarding PERSAL information. Provide accurate reports for the Interim and Annual Financial Statements of the Department. Ensure the

		correctness of HR information for the Annual Report. Conduct quarterly reviews to verify compliance with the User Account Management Procedure Manual. Chair departmental PERSAL Forum meetings. Attend Provincial/National PERSAL forums and give input. Ensure the implementation of instructions issued by National & Provincial Treasury.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
<u>POST 18/165</u>	:	<u>ENGINEER GRADE A/B/C REF NO: DRDAR: 04/05/2023</u>
<u>SALARY</u>	:	R795 147 – R1 197 978 per annum, (OSD)
<u>CENTRE</u>	:	Head Office (Dohne)
<u>REQUIREMENTS</u>	:	Engineering degree (B Engineering/ BSC (Engineering) or relevant qualification at NQF level 7. Six (6) years post qualification experience acquired as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A Programme - or Project Management course will be an added advantage. Knowledge of local government sector/ municipalities and municipal electrification programs would also be an added advantage. Presentation, communication, liaison, coordination, planning, and organizing skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Coordinate and approve the planning, design, and preparation of specifications and tender documents. Perform contract management and construction supervision for the development of agricultural infrastructure as a Professional Engineer. Perform final reviews and approvals or audits on new engineering designs according to the design principle of theory. Coordinate design efforts and integration across disciplines to ensure integration with current technology. Pioneer new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems, and resources. Allocate, control, monitor, and report on all resources. Compile risk logs and manage significant risks according to sound Risk Management practice. Allocate, control, and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation, and utilization of human resources. Manage the key performance areas of staff by setting and monitoring performance standards and taking actions to correct deviations, to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/166</u>	:	<u>SCIENTIST (PRODUCTION) GRADE A: PASTURE (X2 POSTS)</u>
<u>SALARY</u>	:	R687 879 – R739 509 per annum, (OSD)
<u>CENTRE</u>	:	Chris Hani (Komani) – Ref No: DRDAR: 14/05/2023 OR Tambo (Mthatha) – Ref No: DRDAR: 15/05/2023
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Agriculture having majored in Livestock / Pasture Science. Compulsory registration with SACNASP as a Professional. At least 3 years' appropriate experience after having obtained the qualification. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management, and problem solving and analysis. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). A valid Drivers' license.
<u>DUTIES</u>	:	Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

<u>POST 18/167</u>	:	<u>SCIENTIST (PRODUCTION) GRADE A: DAIRY REF NO: DRDAR: 16/05/2023</u>
<u>SALARY</u>	:	R687 879 – R739 509 per annum, (OSD)
<u>CENTRE</u>	:	Tardi (Tsolo)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Agriculture – Animal Science majoring in Dairy Science. Compulsory registration with SACNASP as a Professional scientist. Qualification at NQF 8 will be an added advantage. At least 3 years' appropriate experience after having obtained the degree in the dairy industry or feed industry. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for providing academic support to animal health training, research, and continuing education in the area of Animal Science. Manage the dairy in accordance with prescripts and ensure productivity. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Lecturing of Diploma students. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/168</u>	:	<u>SCIENTIST (PRODUCTION) GRADE A: CROP REF NO: DRDAR: 186/05/2023</u>
<u>SALARY</u>	:	R687 879 – R739 509 per annum, (OSD)
<u>CENTRE</u>	:	Dohne (Stutterheim)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Agriculture – Animal Science majoring in Crop Science. Compulsory registration with SACNASP as a Professional scientist. Qualification at NQF 8 will be an added advantage. At least 3 years' appropriate experience after having obtained the degree. in the dairy industry or feed industry. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for providing academic support to animal health training, research, and continuing education in the area of Animal Science. Manage the dairy in accordance with prescripts and ensure productivity. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/169</u>	:	<u>CONTROL SCIENTIFIC TECHNICIAN GRADE A REF NO: DRDAR: 17/05/2023</u>
<u>SALARY</u>	:	R499 275 – R570 657 per annum, (all-inclusive package), (OSD)
<u>CENTRE</u>	:	Dohne (Stutterheim)
<u>REQUIREMENTS</u>	:	A BSc Degree with 6 years' technical scientific experience after having obtained the degree. Compulsory registration with SACNASP as a Certificated Natural Scientist. Program and project management. Knowledge of scientific

	methodologies and models. Research and development skills. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing skills. Ability to create a high-performance culture. Professional judgment. Data analysis skills. Policy development and analysis skills. Scientific presentation skills. Recognized level of expertise. A valid drivers' license.
<u>DUTIES</u>	: <p>Oversee, develop, and implement methodologies, policies, systems, and procedures: Perform final review and approvals or audits on technical scientific projects, Perform technical scientific functions and establish procedural and regulatory frameworks, Set technical standards, specifications, and service levels according to organizational objectives, Develop and maintain health and safety standards, and monitor and evaluate technical efficiencies. Provide strategic leadership on technical scientific matters: Provide expert support and advice to stakeholders, Manage technical facilities/ units. Develop relationships and collaborations at national, regional, and international levels. Participate at national, regional, and international fora, and play a lead role in the presentation and exchange of technical knowledge and information. Lead the coordination and development of databases, procedures, and regulatory frameworks: Design technical methodology for the acquisition and processing of data. Manage the evaluation, monitoring, and dissemination of data, Design, develop and customize appropriate technical procedures to generate information and knowledge. Formulate and evaluate proposals and compile reports. Research and development: Continuous professional development to keep up with new technologies and procedures, initiate, lead, coordinate, and conduct basic and applied research. Ensure knowledge generation and dissemination. Review technical publications and manage technical support for scientific research. Publish and present research findings (results), and liaise with relevant bodies/councils on technical/science-related matters. Human capital development: Mentor, train and develop technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical work and processes, and manage the performance and development of staff.</p>
<u>ENQUIRIES</u>	: <p>Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za</p>
<u>POST 18/170</u>	: <p><u>ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: DRDAR: 18/05/2023</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R424 104 – R496 467 per annum (Level 09) Amathole District (East London) A qualification at NQF level 6 in Human Resources Management / Public Management. At least 3-5 years' experience in Human Resources, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resources Administration, Performance Management, Human Resources Development, Employee Relations, and Wellness. Good understanding of the Public Service Regulatory Framework. Experience in working on the PERSAL System. People management and empowerment skills. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.</p>
<u>DUTIES</u>	: <p>Provide HRM, HRD, Employee Relations, Employee Health and Wellness, and Auxiliary Services in the District. Facilitate recruitment and selection processes. Process applications for service benefits and terminations in the District. Implement and ensure compliance with HR legislation, policies, and procedures. Customer/stakeholder engagement. Advise management and staff on HR matters. Maintain and administer PERSAL utilization including staff appointments, payment of performance incentives, payment of service benefits, and leave management. Manage staff performance and development. Prepare HR reports. Manage Auxiliary Services in respect of ICT and Office Services.</p>
<u>ENQUIRIES</u>	: <p>Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za</p>

<u>POST 18/171</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT INFORMATION SYSTEMS REF NO: DRDAR: 19/05/2023</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 In Computer Science/ Software Engineering/ Information Technology with Programming / Development Software and Information Systems as major subjects. At least 5 years' relevant experience in the ICT environment of which Minimum 3 years' experience in the ICT field within systems development, database design and development, support, and maintenance, as well as solution design and analysis in the corporate or public sector environment. A valid driver's license. Substantial knowledge of the Windows Development platform, Microsoft .NET Framework, Visual Studio, C++, ASP.Net (C#), Windows SharePoint Services (WSS), Web technologies including HTML5, CSS3. SQL/PL/SQL, SQL Server Reporting Services, System Development Life Cycle (SDLC) Framework. Networking concepts, DNS, DHCP, and TCP/IP. Computer and network security principles. A clear understanding of the public sector legislative framework (PMFA and related Treasury Regulations). Ability to work under pressure and to meet deadlines.
<u>DUTIES</u>	:	Software Development and support service to review, design, develop and maintain the Information System for the Eastern Department of Rural Development and Agrarian Reform. Ensure that standards, procedures and methods for the development and maintenance of database system software is adhered to. Designing of Database schema and ERD's, Assess, analyse database structure and environment as well as performance and make improvements where necessary. Prepare reports for quarterly and year-end reporting. Daily management of subordinates.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/172</u>	:	<u>ASSISTANT DIRECTOR: PAYMENTS/ EXPENDITURE SERVICES REF NO: DRDAR: 20/05/2023</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognized by SAQA in Finance/Financial Management/Internal Auditing/Accounting/Cost and Management Accounting/Taxation/Bachelor of Commerce in Accounting or equivalent qualification majoring in Accounting. 3 years' working experience at supervisory level. Good knowledge of financial systems BAS and LOGIS, government policies and planning systems, government programme of action, policies and procedures, information management and performance management. Must possess a valid driver's license.
<u>DUTIES</u>	:	Facilitate service provider payment and ensure that the correct invoice amount is paid to appropriate banking details within 30 days from the date of receipt of an invoice, and report issues of non-compliance. Monitor creditors' reconciliation to ensure that all departmental contractual obligations are paid on time and report to the relevant authority on monthly, Quarterly and Annually Report identified issues of irregular, unauthorized, fruitless and wasteful expenditure. Ensure filling and safekeeping of payment vouchers in the strong room by implementing access control measures. Attend to audit. Manage performance and conduct of subordinates. Understanding of Financial Statement (IFS and AFS) Skills and Competencies: Facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analyzing, conflict management and working in a team.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/173</u>	:	<u>ASSISTANT DIRECTOR: PRE-AUDIT REF NO: DRDAR: 21/05/2023</u>
<u>SALARY</u>	:	R424 104 – 496 467 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognized by SAQA in Financial Management / Internal Auditing (with Accounting & Auditing as subjects). A minimum of 5 years' experience of which 3 years must be at supervisory level within an Internal Control / Pre-Auditing environment. or Internal Auditing. In-depth understanding of the Public Sector legislative framework (PFMA,

		Treasury Regulations, SCM Prescripts, and Departmental Financial Reporting Framework). Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Knowledge of Government Transversal Systems (BAS, PERSAL, and LOGIS). Good verbal and writing skills. Ability to work under pressure and to meet deadlines. A valid driver's license.
<u>DUTIES</u>	:	Interpret and apply relevant legislation, policies, regulations, frameworks, standards, and guidelines. Receive procurement-related documents for compliance checking to prevent irregular, fruitless, and wasteful expenditure being incurred by the department before an order is generated on LOGIS. Supervise the issuing of Pre-audit certificates for all documents in compliance with the procurement prescripts so that orders could be generated. Supervise the provisioning of reasons for issuing of non-compliance pre-audit certificates for order generation. Receive pre-authorized payment vouchers for compliance checking before final authorization by the Payment Section. Prevent and detect irregular expenditure and report such information to the immediate supervisor. Assist with the compilation of the monthly reports for the Pre-Audit Unit. Maintain a good working relationship with clients and stakeholders including internal and external auditors. Assist with the implementation of internal control systems. Ensure effective utilization of human and material resources allocated to the Unit.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/174</u>	:	<u>SPECIAL PROGRAMME UNIT (SPU) COORDINATOR (X2 POSTS)</u>
<u>SALARY</u>	:	R424 104 – R 496 467 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho): Ref No: DRDAR: 22/05/2023 O.R. Tambo District (Mthatha): Ref No: DRDAR: 23/05/2023
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Developmental Studies Community Development / Social Services or any other related qualification. A minimum of 3 years' experience working with special groups at supervisory level. Knowledge of relevant Public Sector Policies and Procedures. Understanding and practical experience/exposure to Community Development issues. Good organizing, facilitation, and communication skills (verbal and writing). Good interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	Providing an effective coordination and monitoring and evaluation framework of the implementation in the districts and liaise with the Head Office SPU Directorate. Assisting the designed groups in accessing the services offered by the department. Providing support and advice to the District on issues affecting gender, disability, youth, children & elderly. Report on programmes and activities affecting designated groups in the district.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Only Persons Living with Disabilities will be considered for the post with Bhisho As Centre (Ref. DRDAR: 22/05/2023).
<u>POST 18/175</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: DRDAR: 24/05/2023</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Amathole (East London)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Financial Management / Accounting, Cost & Management Accounting with 3-5 years' relevant experience of which 3 years must have been at a supervisory level in the relevant field. Knowledge of and practical experience in the Basic Accounting System, Supply Chain Management, and budget processes in Government. The ability to work extended hours. The ability to work under pressure. Good communication skills. Sound analytical, statistical, and problem-solving skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Manage all budget control duties as specified in the PFMA and Treasury Regulations. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and

		Medium-term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk management.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/176</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DRDAR: 25/05/2023</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Chris Hani District (Komani)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Asset Management/ Supply Chain Management/ Financial Management/ Auditing, with at least 5 years' relevant experience in Asset Management of which 3 years' must have been at the level of State Accountant or equivalent position. Candidates will be subjected to a competency assessment. Thorough understanding of the Standard Chart of Accounts (SCOA). Good understanding of the BAS System. Advanced computer skills. Good writing and verbal communication skills. Problem-solving skills. A clear understanding of the public sector legislative framework (PMFA, Treasury Regulations, and related prescripts. Ability to work under pressure and to meet deadlines. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	Monitor and review the capturing of all physical (moveable and immovable) assets in the Asset Management Registers. Receipt of all moveable assets. Perform quantity and quality control. Allocation of inventory and bar code to assets. Capturing of asset information in the relevant registers. Monitor and review the allocation of assets to asset holders. Determine asset allocation according to furniture and equipment policy and procedures of the Department. Capturing of asset information on the inventory list (room list) of the asset holder. Issuing of asset and inventory list (room list) list to asset holder. The delivery of assets to the asset holder. Approval of the moveable Asset Register updates. Monitor assets for physical condition, utilization functionality, and financial performance. Monitor the performance of asset verification according to prescribed timeframes. Give guidance to employees on Asset Management matters. Develop, implement, and monitor work systems and processes to ensure efficient and effective utilization of resources.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/177</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR: 26/05/2023</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Tardi (Tsolo)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Supply Chain Management / Logistics, Purchasing Management, Accounting/ Business Management with 3-5 years' experience in Supply Chain Management, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Transport, LOGIS and BAS. Good organizing, facilitation, verbal and written communication skills. Good interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Responsible for effective and efficient Procurement Services, Fleet Management Services and Logistics. Ensure compliance with all relevant Supply Chain Management legislation and policies. Management and control of LOGIS. Provide training to staff on the LOGIS System. Prepare Procurement Plans and be responsible for Bid Administration. Monitor commitments and re-commitments on the System. Management and control of departmental assets and transport. Fleet Management: Processing of accidents, damages to vehicles, stolen vehicles, theft, and losses. Management and control of purchasing stores, equipment, and services. Management and control of contract administration and supplier performance.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

<u>POST 18/178</u>	:	<u>ASSISTANT DIRECTOR: HR PROVISIONING & HR REGISTRY SERVICES</u> <u>REF NO: DRDAR: 27/05/2023</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in HR Management / Public Management. At least 3-5 years of relevant experience of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resource Administration, Performance Management, Human Resource Development, Good understanding of the Public Service Regulatory Framework. Experience in working on the PERSAL System. Good people management and interpersonal skills. Proficiency in the Microsoft Office Suite (Microsoft Outlook, PowerPoint, MS Word, and Excel). Candidates will be subjected to a competency assessment. A valid driver's license.
<u>DUTIES</u>	:	Manage human resource provisioning services in relation to appointments, transfers, OSD implementation, transfers, grade progression, translation in rank, secondments, structuring of MMS / SMS packages, etc. Develop and implement best practice policies and models for HR Provisioning. Provide guidance and support to District Offices and line managers on recruitment and HR matters. Ensure compliance with HR legislation and policies. Ensure data acquisition, analysis, information management, and reporting in terms of Employment Practices. Manage HR Registry Services. Manage the resources of the unit.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/179</u>	:	<u>ASSISTANT DIRECTOR: SERVICE CONDITIONS REF NO: DRDAR: 28/05/2023</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in HR Management/ Industrial Psychology/ Public Management. At least 3-5 years' experience of which 3 years must be at supervisory level. Experience in leave management, service benefits, Incapacity Leave and Ill-Health Retirement (PILIR) and service terminations. Understanding of the relevant public service legislation, procedures, and prescripts. Planning, organizing, project management and HR management skills. Good verbal and writing skills. Good interpersonal skills. Knowledge of the PERSAL System. Ability to work under pressure and adhere to strict deadlines. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	Manage and monitor the implementation of service benefits such as leave, allowances, resettlement, medical assistance, long service recognition, and service terminations. Conduct information-sharing sessions on service benefits and conditions. Manage the implementation of the Policy on Incapacity Leave and Ill-Health Retirement (PILIR).
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/180</u>	:	<u>ASSISTANT DIRECTOR: OFFICE SERVICES REF NO: DRDAR: 29/05/2023</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	An appropriate NQF level 6 qualification in Facilities Management/ Supply Chain Management/ Office Management/ Public Management. At least 3 years' supervisory experience. Good planning and organizing skills. Ability to engage with clients and service providers. Problem-solving skills. Understanding of contract management. Good communication skills. Client orientation and Customer Focus. Knowledge of the relevant public service legislative and policy framework and departmental service delivery principles. Knowledge of Occupational Health & Safety. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	Facilitate cleaning and gardening services. Identify properties that require maintenance. Facilitate the procurement of working tools such as cell phones. Ensure that payments are timely made to service providers such as Telkom and municipalities. Manage the supervision and allocation of Cleaners to buildings at Head Office. Compile specifications for service contracts. Compile

		documentation for procurement of goods and services to Supply Chain Management. Monitor contract performance and process payments on time. Manage staff, assets, and financial resources.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/181</u>	:	<u>MONITORING & EVALUATION SPECIALIST REF NO: DRDAR: 30/05/2023</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in M&E/ Public Administration/ Public Policy or Public Finance or other relevant qualification as recognized by SAQA. At least 3-5 years' relevant experience in Strategic Management, Monitoring, and Evaluation. Knowledge of the application of Monitoring and Evaluation systems. A strong research background. The ability to appraise programs and development projects. Good communication, presentation, and report-writing skills. A valid driver's license.
<u>DUTIES</u>	:	Evaluate the implementation of Departmental policies and assess the impact and sustainability of programs. Collect, store, analyze, and disseminate research and M&E information. Ensure the accuracy and integrity of captured information. Monitor the performance through monthly, quarterly, and annual reports submitted. Monitor and evaluate the implementation of departmental programs. Compile and analyze the departmental monthly, quarterly, and annual reports. Provide detailed project reports and documentation. Promote quality assurance of information received to account for development interventions. Conduct verification of projects undertaken in the district. Provide effective liaison communication and consultation with relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel Nol (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/182</u>	:	<u>SENIOR AGRICULTURAL ADVISOR (X10 POSTS)</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Amathole District (Elliotdale): Ref No: DRDAR 31/05/2023 Amathole District (Idutywa): Ref No: DRDAR 32/05/2023 Amathole District (Mdantsane): Ref No: DRDAR 33/05/2023 Amathole District (Middledrift): Ref No: DRDAR 34/05/2023 Amathole District (Komga): Ref. DRDAR: 35/05/2023 O.R. Tambo District (Libode): Ref No: DRDAR: 36/05/2023 O.R. Tambo District (Port St John's): Ref No: DRDAR: 37/05/2023 O.R. Tambo District (Qumbu): Ref No: DRDAR: 38/05/2023 O.R. Tambo District (Lusikisiki): Ref No: DRDAR: 39/05/2023 Tardi (Tsolo) – Ref No: DRDAR: 40/05/2023
<u>REQUIREMENTS</u>	:	An appropriate NQF level 8 qualification in Agriculture as recognized by SAQA. Compulsory registration with SACNASP. At least 3 years' experience in the field of Extension and Advisory Services. Knowledge of Agriculture Extension Methodology and Project Planning. Planning and organizing skills. Change management skills. Conflict management skills. Customer focus and responsiveness. Communication skills, presentation skills and interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Coordinate the implementation of all strategic agricultural and rural development programs. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions. Manage the allocated resources in line with legislative, and departmental policy and directives. Comply with corporate governance and planning imperatives. Maintain high work standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from the manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support to staff members and afford staff adequate training and development opportunities. Management of assets.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

<u>POST 18/183</u>	:	<u>LEGAL ADMINISTRATION OFFICER GRADE 5 REF NO: DRDAR: 58/05/2023 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R373 389 per annum, (OSD) Head Office (Bhisho) An LLB Degree or 4 years recognized legal qualification coupled with 1-2 years' experience in the Legal Administration environment. Knowledge of the South African Legal System, Legal Practice and related spheres. Knowledge and understanding of the Constitution, Public Finance Management Act (PFMA), Public Service Act and Labour Relations Act. Understanding of court processes and related time frames. Law Interpretation and Legal research skills. Ability to work under pressure with strict deadlines and work overtime. Ability to manage and analyze huge volumes of data. The ability to communicate effectively and in an understandable way without defeating the purpose of communication. Proficiency in the Microsoft Office Suite (MS Word, Excel, PowerPoint, and Project Management. Creative thinking, innovation and interpersonal skills. Practical knowledge of Supply Chain Management and Financial Management processes. Excellent communication skills. A valid driver's license.
<u>DUTIES</u>	:	Receipt and distribution of correspondence. Opening & assigning new matters for legal admins. Prepare and process legal payments. Prepare and analyze financial statements in respect of legal claims against the Department. Compile monthly/quarterly reports on legal claims. Updating, managing, and maintaining the register of all legal claims against the Department. Perform basic procurement process. Liaise with various stakeholders including private attorneys, State Attorneys & other service providers. Conduct records and document management.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/184</u>	:	<u>AGRICULTURAL ADVISOR (X12 POSTS)</u>
<u>SALARY CENTRE</u>	:	R359 517 – R420 402 per annum (Level 08) Amathole District (Butterworth): – Ref No: DRDAR: 41/05/2023 (X2 Posts) Amathole District (Mdantsane): – Ref No: DRDAR: 42/05/2023 (X2 Posts) Amathole District (Zwelitsha) – Ref No: DRDAR: 43/05/2023 Chris Hani District (Intsika Yethu) – Ref No: DRDAR: 44/05/2023 Chris Hani District (Emalahleni): – Ref No: DRDAR: 45/05/2023 Chris Hani District (Lukhanji): – Ref No: DRDAR: 46/05/2023 Chris Hani District (Inkwankca): – Ref No: DRDAR: 47/05/2023 O.R. Tambo District (Mthatha): – Ref No: DRDAR: 48/05/2023 O.R. Tambo District (Libode) – Ref No: DRDAR: 49/05/2023 Alfred Nzo District (Maluti) – Ref No: DRDAR: 50/05/2023
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 8 in Agriculture. Compulsory registration with SACNASP. Self-management, People management, Change Management, Conflict management, Customer focus and responsiveness, Planning and organizing, Communication, Presentation and Interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment. Preference will be given to DRDAR bursary holders meeting the qualification requirement.
<u>DUTIES</u>	:	Performs an operational technical role for the Department related to Agriculture and Rural Development. Give practical and technical advice to farmers. Coordination of agricultural activities. Transfer of farming skills to a wide range of producers by focusing on farms, feedlots, and abattoirs/slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Network with key players in the industry such as suppliers, government entities, NGOs, and research establishments towards supporting farmers. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, technologies, and new developments to be able to render an efficient and effective Extension Service.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/185</u>	:	<u>ANIMAL HEALTH TECHNICIAN (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R359 517 – R420 402 per annum (Level 08) Amathole District (Elliotdale) – Ref No: DRDAR: 51/05/2023

	Amathole District (Fort Beaufort): – Ref No: DRDAR: 52/05/2023
	Amathole District (Idutywa): – Ref No: DRDAR: 53/05/2023
	Amathole District (Middledrift): – Ref No: DRDAR: 54/05/2023
	O.R. Tambo District (Qaukeni): – Ref No: DRDAR: 55/05/2023
	Sarah Baartman District (Makhanda): – Ref No: DRDAR: 56/05/2023
<u>REQUIREMENTS</u>	: An appropriate qualification at NQF level 6 in Animal Health with at least 1-2 years' relevant experience. Proof of valid registration with the South African Veterinary Council as an Animal Health Technician as confirmation of day one (1) competencies will be required on the interview day. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act No. 35 of 1984). Ability to work under pressure. Good interpersonal, verbal and written communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	: The successful candidate is expected to plan and implement disease control measures, which will entail administering of vaccinations for animal diseases, collection of specimens, examination and dispatch of samples with regard to animal diseases, and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in awareness campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian and Control Animal Health Technician with regard to animal disease control, reproduction, and production advancement. Sample collection, and law enforcement which would, entail conducting inspections of animals, animal products, vaccine distribution points, and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post-mortems, and animal diseases. Obtaining and processing epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts. Provide extension services on animal health to animal owners.
<u>ENQUIRIES</u>	: Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/186</u>	: <u>SKILLS DEVELOPMENT COORDINATOR REF NO: DRDAR: 59/05/2023</u>
<u>SALARY</u>	: R359 517 – R420 402 per annum (Level 08)
<u>CENTRE</u>	: Head Office (Bhisho)
<u>REQUIREMENTS</u>	: An appropriate qualification at NQF 6 level in Social Science/ Agriculture/ Development Studies/ Education. At least 3 years' relevant experience in the Training field. Facilitator/ Assessor Skills. Clear understanding of the PGDP, AET Strategy of 2005, Department Strategic Plan, Branch Annual Performance Plan and Food Security & Infrastructure Development Programs of the Department. Good Presentation, facilitation and research skills. Sound knowledge of the relevant legislation, policies and regulations in the Public Service. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	: Provide ongoing facilitation/ advice/ liaison with farmer groups, agriculture based projects and AET Service Providers, community projects on agriculture, rural development and soft skills training programs, Design and develop training needs assessment instruments, Facilitate the development of training plans for agriculture and rural development project beneficiaries. Capture and assess training needs of project beneficiaries, Monitor the rollout of training plans. Develop and submit monthly, quarterly and annual training reports. Compile monthly district training activities.
<u>ENQUIRIES</u>	: Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/187</u>	: <u>SENIOR STATE ACCOUNTANT: PRE-AUDIT REF NO: DRDAR: 60/05/2023 (X2 POSTS)</u>
<u>SALARY</u>	: R359 517 – R420 402 per annum (Level 08)
<u>CENTRE</u>	: Head Office (Bhisho)
<u>REQUIREMENTS</u>	: A qualification at NQF level 7 as recognized by SAQA in Financial Management / Internal Auditing (with Accounting & Auditing as subjects) Auditing). A minimum of 2 years' experience within a public service financial management environment. Understanding of the legislative framework (PFMA, Treasury Regulations, SCM Prescripts, and Departmental Financial Reporting

		Framework) that governs Public Sector Financial and Supply Chain Management). Proficiency in the Microsoft Office Suite (Excel, MS Word, and PowerPoint). Knowledge of Government Transversal Systems (BAS, PERSAL, and LOGIS). Good communication skills at all levels (verbal and writing). A valid driver's license.
<u>DUTIES</u>	:	Receive commitment vouchers (order vouchers) for compliance checking (pre-auditing) in order to prevent irregular, fruitless and wasteful expenditure before an order is generated on LOGIS. Issue Pre-audit certificates for all documents that are compliant with the procurement prescripts for the generation of an order. Issue non-compliance pre-audit certificate for all commitment vouchers that are not in line with procurement processes and SCM Prescripts, giving detailed reasons and submit to immediate supervisor. Receive pre-authorized payment vouchers for compliance checking before final authorization by payment section. Issue Non-compliance certificate for payment vouchers deemed to be non-compliant with payment processes. Maintain a good working relationship with clients and stakeholders.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Only Persons Living with Disabilities will be considered for one of the Two Posts.
<u>POST 18/188</u>	:	<u>SENIOR STATE ACCOUNTANT (EXPENDITURE SERVICES) REF NO: DRDAR: 61/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 – R420 402 per annum (Level 08) Head Office (Bhisho) A qualification at an NQF level 7 as recognized by SAQA in Finance/Financial Management/Internal Auditing/Accounting/Cost and Management Accounting/Taxation or equivalent. 2 years' working experience at level 7 (State Accountant). Good knowledge of financial systems BAS and LOGIS, Knowledge of financial and administrative processes, Knowledge of Public sector financial policies and payment processes, Proficiency in MS Suite/Office (MS Word, PowerPoint and Excel) policies and procedures. A valid driver's license.
<u>DUTIES</u>	:	Facilitate service provider payment and ensure that the correct invoice amount is paid to appropriate banking details within 30 days from the date of receipt of an invoice, and report issues of non-compliance. Capture Sundry payments and Pre-Authorize transactions, Facilitate submission of Compliance Certificate, Identify discrepancies in supporting documents submitted and transactions. Monitor creditors' reconciliation to ensure that all departmental contractual obligations are paid on time and report to the relevant authority. Report identified issues of irregular, unauthorized, fruitless and wasteful expenditure. Facilitate proper filing system and safekeeping of payment vouchers in the strong room and implementing access control measures. Retrieve batches requested during audit (both Internal and External Auditing). Manage performance and contract with subordinates. Maintain good working relations with clients and Stakeholders.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/189</u>	:	<u>DATABASE DEVELOPER REF NO: DRDAR: 62/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 – R420 402 per annum (Level 08) Head Office (Bhisho) A qualification at NQF level 6 in Information and Communication Technology or B. Com in Information Systems / Financial Information Systems. MCDBA will be an added advantage. A minimum of 2 years' experience in designing, implementing, and administering Databases (MS SQL/Oracle), SQL Server Reporting Services or Crystal Reports, .NET (C#), ASP, and Microsoft BI Development Studio. Experience with schema design, ERD's, stored procedures, triggers, views, functions, data modelling, and reporting services. Hands-on database development/design experience including logical and physical modelling. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	Administer and Design databases which include administrative and control database access, Database Backup and Recovery, Database maintenance, Database Performance Management, Database Capacity Management, Data

		Integrity, Database System Software Maintenance, Application Software Maintenance, Database Creation, and Database Design. Design database schema and ERD's. Ensure that change control processes are adhered to.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/190</u>	:	<u>SENIOR ADMIN OFFICER: PROJECT MANAGEMENT REF NO: DRDAR: 67/05/2023</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Project Management/ Financial Management/ Public Administration with a minimum of 3 years' relevant experience in general administration, of which at least 2 years' must be in the Project Management environment. Proficiency in the Microsoft Office Suite (Excel, MS Word, MS Project and PowerPoint). A valid driver's license. Competencies: Project Management knowledge and skills. Administration skills. Good communication skills (written and verbal). Organisational, analytical and problem-solving ability. Financial Management. Customer Care. Knowledge of farmer(s) management processes and policies. Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and relevant Government Regulations and Policies. Supervisory skills. Ability to work extended hours and work under pressure. Interpersonal and Conflict management skills.
<u>DUTIES</u>	:	Project Administration. Provisioning Services. Perform a supporting function to other technical staff in Centre. Prepare and submit consolidated financial and non-financial ad-hock, weekly, monthly, and quarterly and annual sub programme as well as performance reports. Provide logistic support functions, such as farmers funding coordination and general support to farmers. Monitor budget expenditure patterns as well as monthly cash-flow projections for the sub-directorate including Districts. Sub-directorate budget implementation and management. Document control and management of files for record keeping and audit purpose. Arrangement of meeting arrangements, facilitate attendance, minute taking, dissemination of minutes thereafter and monitoring implementation of the action items Manage. Supervise administration officers and trainees.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/191</u>	:	<u>SENIOR ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR: 68/05/2023</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum (Level 08)
<u>CENTRE</u>	:	Mpofu Training Centre
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 qualification in Supply Chain Management/ Purchasing Management/ Logistics Management. 2-3 years' working experience in Supply Chain Management Environment. Job related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPFPA). Departmental Supply Chain Management procedures and policy. Broad Based Black Economic Empowerment. Construction Industry Development Board (CIDB) Act and Regulations. Job related skills: Computer literacy. Interpersonal skills. Administration skills. Communication skills (verbal and written). Teamwork. Working under pressure. A valid driver's license.
<u>DUTIES</u>	:	Conduct supply chain compliance monitoring in different supply chain management units. Ensure the pre audit function on a daily basis in each supply chain management request in National Office is done in line with Treasury Regulations on a daily basis. Ensure National Bid Adjudication Committee and Provincial Bid Adjudication Committee comply with supply chain management prescripts. Ensure the conducting of spot checks and site visits to all Provinces. Ensure uniformity of supply chain management practices. Compile reports on supply chain management performance. Ensure compilation of Ministerial reports on supply chain management trends. Ensure National Treasury / Auditor-General / Executive Management reports are compiled in line with supply chain management prescripts. Compile supply chain management risk register and update supply chain management audit file. Ensure the supply chain management risk register is updated and all

Auditor-General, Internal Audit findings are addressed in all Provinces. Ensure all supply chain management queries are addressed. Ensure all supply chain management points are updated as per audit findings. Assist in supply chain 13 management prescripts development and training. Assist in supply chain management policy development. Ensure the training of the supply chain management practitioners and Bid committee members is provided as per requirements.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 18/192 : **SENIOR ADMIN OFFICER: LOGISTICS REF NO: DRDAR: 69/05/2023**

SALARY : R359 517 – R420 402 per annum (Level 08)
CENTRE : O.R. Tambo District (Mthatha)
REQUIREMENTS : A qualification at NQF level 7 in Commerce / Supply Chain Management / Procurement / Logistics coupled with a minimum of 2 years' relevant experience in SCM / Logistics / Procurement environment. Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management policies and practices. Knowledge of Risk Management policies and practices, Financial Accounting, and Financial Management. Good communication skills (verbal & writing). Proficiency in the Microsoft Office Suite (Excel, MS Word, and PowerPoint). A valid driver's license.

DUTIES : Facilitate the requisition, receipt, and issuing of store items. Receive and record requests from departmental clients. Prepare items requested. Draft memorandum requesting replenishment and submit for approval. Assist in drafting budget memorandum for approval and ensure alignment with the available budget. Render support in maintaining inventory stock levels. Analyze inventory levels and ensure that request to replenish is initiated. Provide supervision in the preparation of reports that indicate procurement and adjust re-order levels when placing the order for all the inventory items. Render support in monitoring, recording, and updating bin cards. Update bin cards for all items that are procured. Populate inventory reports on a monthly basis. Render support in managing stock in the department. Facilitate the overall physical count process performed by the inventory unit. Performs spot-checks on all items that are on issue voucher. Prepare reports for obsolete items identified during stock counts. Maintain high work standards. Manage employee performance and development. Project management, planning, organizing, and problem-solving skills.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 18/193 : **CHIEF HUMAN RESOURCE OFFICER REF NO: DRDAR: 70/05/2023**

SALARY : R359 517 – R420 402 per annum (Level 08)
CENTRE : Alfred Nzo District (Matatiele)
REQUIREMENTS : A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration. or relevant qualification. At least 4 years' appropriate experience in conditions of service. Proficiency in the MS Office Package (Word, PowerPoint, and Excel). Ability to work on the PERSAL System. A valid driver's license.

DUTIES : Administer the implementation of service benefits. Ensure accurate and updated capturing of data on PERSAL. Process leave gratuity and discounting applications. Process online withdrawal of pension benefits. Quality assurance of application forms for resigned, retired, and deceased officials. Request PERSAL compliance reports. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Capture and release state guarantees on PERSAL. Administer leave matters. Conduct quarterly leave reconciliation. Facilitate implementation of PILIR in the Department. Draft correspondence on approval of recommendations made by the Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to employees regarding application for incapacity leave. Serve as Departmental representative on the PILIR steering committee. Supervise staff. A valid driver's license.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

<u>POST 18/194</u>	:	<u>SENIOR HR PRACTITIONER: HUMAN RESOURCES DEVELOPMENT REF NO: DRDAR: 71/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 – R420 402 per annum (Level 08) Joe Gqabi District (Aliwal North) A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration or relevant qualification. A minimum of 2 – 3 years' relevant experience in Human Resource Development/ Training environment. Experience in the implementation and management of ABET, Learnerships, Internships, and Career guidance. Skills/ Competencies: Sound knowledge of skills development. Knowledge of relevant legislation and frameworks. Computer skills (MS Word, Excel, PowerPoint) and proven skills in data analysis and report writing. Good verbal and writing skills. Presentation Skills. Planning and organizing skills. Ability to work independently and in a team context. Ability to interpret directives. Ability to work under pressure and adhere to strict deadlines. A valid driver's license.
<u>DUTIES</u>	:	Identify and determine training needs. Manage the implementation of the Workplace Skills Plan. Coordinate online training /development courses and/or meetings/webinars. Coordinate Departmental training programs inclusive of Learnerships and Internships. Conduct workshops, and induction for new entrants into the Public Service. Handle internal and external enquiries related to skills development.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/195</u>	:	<u>ANIMAL HEALTH TECHNICIAN REF NO: DRDAR: 188/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 – R420 402 per annum (Level 08) Amathole District (Centani) An appropriate qualification at NQF level 6 in Animal Health with at least 1-2 years' relevant experience. Proof of valid registration with the South African Veterinary Council as an Animal Health Technician as confirmation of day one (1) competencies will be required on the interview day. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act No. 35 of 1984). Ability to work under pressure. Good interpersonal, verbal and written communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	The successful candidate is expected to plan and implement disease control measures, which will entail administering of vaccinations for animal diseases, collection of specimens, examination and dispatch of samples with regard to animal diseases, and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in awareness campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian and Control Animal Health Technician with regard to animal disease control, reproduction, and production advancement. Sample collection, and law enforcement which would, entail conducting inspections of animals, animal products, vaccine distribution points, and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post-mortems, and animal diseases. Obtaining and processing epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts. Provide extension services on animal health to animal owners.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/196</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A REF NO: DRDAR: 63/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R353 013 – R376 806 per annum, (OSD) Joe Gqabi District (Aliwal North) A National Diploma at NQF level 6 in Civil Engineering/ Engineering or relevant qualification. At least 3 years' post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as Engineering Technician (shortlisted candidates will be

		required to submit a copy of registration on the day of the interview). A valid driver's license. Candidates will be subjected to a competency assessment.
<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 and specifications, and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering Operational Plan. Supervise technical and related personnel. Manage 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 and liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/197</u>	:	<u>SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A REF NO: DRDAR: 66/05/2023</u>
<u>SALARY</u>	:	R353 013 – R376 806.per annum, (all-inclusive package), (OSD)
<u>CENTRE</u>	:	Cradock
<u>REQUIREMENTS</u>	:	A qualification in Science at NQF level 7. Compulsory registration with the SACNASP as a Certificated Natural Scientist. At least 3 years' post-qualification technical scientific experience. Program and project management skills. Scientific methodologies knowledge. Research and development knowledge. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. A valid driver's license.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures: Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys and maintenance. Calibration and operation of scientific equipment. Provide technical support and advice: Develop working relations with client base, promote public awareness of scientific activities, and provide technical/scientific data, information and advice. Perform technical scientific analysis and regulatory functions: Preparation of data and routine interpretation, database and data management, analysis of technical scientific data, and dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge, formulate proposals, compile reports, and develop and customize operational procedures. Research and development: Continuous professional development to keep up with new technologies and procedures. Conceptualization and development of scientific equipment. Equipment review. Research/literature studies to improve expertise. Publish and present technical reports and research findings, and liaise with relevant bodies/councils on technology-related matters. Human capital development: Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes, and manage the performance management and development of staff.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/198</u>	:	<u>VETERINARY PUBLIC HEALTH OFFICER REF NO: DRDAR: 57/05/2023</u>
<u>SALARY</u>	:	R343 815 – R420 402 per annum (Level 08)
<u>CENTRE</u>	:	Chris Hani District (Inxuba Yethemba)
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Environmental Health or Public Health. Registration with the Health Professional Council of South Africa or relevant professional body. Sound knowledge of the Meat Safety Act No. 40 of 2000, Abattoir Inspection, HAS (Hygiene Assessment System) and the Hygiene Monitoring System. Language skills, listening skills, organizational skills, time

		management, communication skills, relationship management and acceptance of responsibility. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	Ensure meat hygiene and food safety. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement (to public, existing and proposed clients regarding food safety). Ensure compliance with legislation, national and international export requirements (individual export or district export facilities and international trade requirements). Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/199</u>	:	<u>ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR: 72/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07) Head Office (Bhisho) A qualification at NQF level 7 in Public Administration/ Supply Chain Management/ Financial Management. Understanding and application of Supply Chain Management and Risk Management policies & practices. Basic knowledge of financial administration and asset management policies & practices. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Knowledge of LOGIS and PERSAL will be an added advantage. Good planning, organizing, interpersonal, problem solving, and communication skills. A valid driver's license.
<u>DUTIES</u>	:	Render Administrative Support Services to the Chief Directorate/Directorate Ensure the effective flow of information and documents to and from the office of the Chief Director/Director. Coordinate Chief Directorate/Directorate Progress Reports, Monthly Reports, and Management Reports. Scrutinize routine submissions/reports and make notes for the Chief Director/Director. Respond to internal and external enquiries. Draft documents as required. Collect, analyze, and collate information as requested. Coordinate travel arrangements. Manage the leave register Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents pertaining to the Chief Directorate/Directorate. Provide Secretariat Support for meetings. Prepare briefing notes for the Chief Director/Director as required. Coordinate logistical arrangements for meetings. Provide Financial Administration Support Services for the Chief Directorate/Directorate. Check and verify BAS reports and ensure that expenditure is allocated correctly.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/200</u>	:	<u>HUMAN RESOURCE OFFICER: CONDITIONS OF SERVICE (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07) Alfred Nzo District (Matatiele) – Ref No: DRDAR: 73/05/2023 (X2 Posts) Amathole District (East London) – Ref No: DRDAR: 74/05/2023 Chris Hani District (Komani) – Ref No: DRDAR: 75/05/2023
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration or relevant qualification. Knowledge of and proven experience in PERSAL will be an advantage. Sound knowledge of the Public Service legislation, i.e., Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, etc. Good verbal and writing skills. Knowledge of the Policy and Procedure on Incapacity leave and Ill-health Retirement (PILIR), leave management, service benefits, and service terminations. Proficiency in MS Office (Excel and Word). A valid driver's license.
<u>DUTIES</u>	:	Administer the implementation of service benefits. Process leave applications, leave gratuity, and leave discounting. Conduct quarterly leave reconciliation. Process online withdrawal of pension benefits. Ensure accurate and updated capturing of data on PERSAL. Quality assure application forms for resignation, retirement, and deceased officials. Request PERSAL compliance reports. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Facilitate the implementation of PILIR in the Department. Draft correspondence for approval of recommendations made by Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to

		employees regarding application for incapacity leave. Serve as Departmental representative on the PILIR Steering Committee.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/201</u>	:	<u>HUMAN RESOURCES OFFICER: HR PROVISIONING (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07) Joe Gqabi District (Aliwal North) – Ref No: DRDAR: 76/05/2023 Sarah Baartman District (Gqebera) – Ref No: DRDAR: 77/05/2023
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration or relevant qualification. Knowledge of PERSAL will be an advantage. A Good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, etc. Proficiency in MS Office (Excel and Word). Good interpersonal and communication (verbal and writing) skills. Ability to work under pressure and meet deadlines. A valid driver's license.
<u>DUTIES</u>	:	Implement and maintain Human Resource administration practices. Render administrative functions including, recruitment and selection of staff, appointments, verification of qualifications, vetting of candidates, secretarial functions for interviews, etc. Coordinate the PMDS. Handle HR enquiries. Assist with the preparation of reports on human resource administration issues and statistics.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/202</u>	:	<u>CHIEF REGISTRY CLERK REF NO: DRDAR: 78/05/2023</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07) Chris Hani District (Komani)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Records Management/ Public Administration/ Office Management or equivalent qualification. At least 3 years' experience in Records Management. Knowledge of Records Management policies, procedures, and practices. Knowledge of document storage, retrieval, and archiving. Good communication skills. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Supervise staff and provide Registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and records management service. Supervise the operation of office machines. Supervise archiving and disposal processes.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/203</u>	:	<u>ADMINISTRATION OFFICER: CONTRACT MANAGEMENT REF NO: DRDAR: 79/05/2023</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07) Chris Hani District (Komani)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 7 level in Law/ Contract Management/ Supply Chain/ Logistics. At least 2-3 years' experience in Contract Management and Supply Chain. Knowledge of supplier database administration. Knowledge of administrative and procurement procedures. Knowledge of public sector Supply Chain policies and prescripts, Treasury Regulations, Public Finance Management Act (PFMA), and LOGIS. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Good communication, organizing, interpersonal, and planning skills. Ability to work with antagonistic clients and resolve conflict. A valid driver's license.
<u>DUTIES</u>	:	Proper administration of contracts. Maintain a list of all transversal contracts. Updating of contracts. Ensure that SLA's are amended according to contract amendments. Effectively monitor the expiry of contracts. Ensure that project managers send in copies of relevant documents upon expiry of contracts. Administration of database. Arrange supplier summits with local suppliers. Do monthly analysis on the rotation of suppliers. Verify BEE scores per request received, supplier banking details on the safety web, and supplier information on LOGIS (LSBD).
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

<u>POST 18/204</u>	:	<u>STATE ACCOUNTANT: SALARIES REF NO: DRDAR 80/05/2023</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07)
<u>CENTRE</u>	:	Amathole (East London)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Financial Management/ Accounting or equivalent relevant qualification. At least 3 years' experience in financial administration. Knowledge of National Treasury budgeting processes, the PFMA and Treasury Regulations. Knowledge of financial and administrative processes. Knowledge of Public Sector finance and budgeting processes, accounting practices, and financial legislation. Knowledge of BAS and PERSAL. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy, and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on PERSAL. Record unauthorized, wasteful, and irregular expenditure, losses, and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face-value forms.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/205</u>	:	<u>ADMIN OFFICER: FLEET MANAGEMENT REF NO: DRDAR: 81/05/2023</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF 6 in Public Administration/ Finance/ Logistics/ Project Management or equivalent. Relevant experience in the Fleet Management environment. A good understanding of the PFMA, SCM prescripts, Treasury Regulations, and Practice Notes. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Manage and render transport services. Determine transport needs. Ensure compliance with all relevant legislation and policies. Maintain cost-effective vehicle management systems in liaison with service providers. Maintenance/adherence to the service level agreement. Optimal utilization of vehicles and drivers. Administer road accidents and maintain the governmental fleet. Administer different schemes i.e., Subsidized and POB Schemes. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/206</u>	:	<u>STATE ACCOUNTANT: PRE-AUDIT REF NO: DRDAR: 82/05/2023</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Internal Audit/ Accounting or Cost & Management Accounting/ or Financial Management. At least 1 to 2 years' experience within the public sector internal control / pre-audit environment. Knowledge of financial systems (PERSAL & LOGIS). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Tender Board Regulations, Preferential Procurement Policy Framework Act (PPPFA), and Financial Regulations. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Good communication, organizing, report writing, interpersonal and communication skills (verbal and writing). Ability to work under pressure and independently. A valid driver's license.
<u>DUTIES</u>	:	Check compliance of goods and services in line with procurement procedures and financial delegations. Check compliance with prescripts and pre-audit checklist. Post-auditing for payment, filing, and reporting on unauthorized, irregular, and fruitless expenditure. Render Pre-Audit support services. Receiving and checking of salary-related payments from the salary section on PERSAL and BAS. Check and verify S&T and fuel allowance claims. Facilitate authorization of payment on the System. Check the correctness of payment vouchers on BAS and LOGIS. Accept payment vouchers from Creditors.

		Authorize committed amounts. Check all relevant supporting documents. Render certification for committed funds. Issue internal control certificates to procure goods/services in duplicate. Attach original certificate to submission. Certification of completed submission. Record keeping of duplicate on file.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/207</u>	:	<u>ARTISAN (PRODUCTION) GRADE A (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R220 533 – R244 737 per annum (OSD) OR Tambo (Mthatha) – Ref No: DRDAR: 64/05/2023 Joe Gqabi District (Aliwal North) Ref No: DRDAR- 65/05/2023
<u>REQUIREMENTS</u>	:	An applicant must be in possession of a mechanical or electrical Trade Test Certificate with 3-5 years' supervisory experience. A valid Driver's license.
<u>DUTIES</u>	:	Render technical services: Undertake building and repair work of all technical components in the district. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/208</u>	:	<u>ACCOUNTING CLERK: SALARIES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05) Joe Gqabi (Aliwal North): – Ref No: DRDAR: 83/05/2023 Amathole District (East London): – Ref No: DRDAR: 84/05/2023
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Financial Management/ Accounting or equivalent relevant qualification. Computer skills (MS Word and Excel). Good administrative, communication (verbal and writing), and interpersonal skills.
<u>DUTIES</u>	:	Perform the following Financial Accounting transactions: Receive invoices. Check and verify invoices for correctness. Process invoices (e.g., capture payments). Collection of cash. Perform Salary Administration support service. Perform bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render the following budget support services: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture virements on budgets.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/209</u>	:	<u>ACCOUNTING CLERK: SUSPENSE ACCOUNT REF NO: DRDAR: 85/05/2023</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05) Alfred Nzo (Matatiele)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Financial Management/ Internal Auditing/ Accounting or Cost & Management Accounting with 0-2 years previous experience. Computer skills (MS Word and Excel). Ability to capture data, operate computers and collate financial statistics. Basic knowledge and understanding of the Public Service financial legislative and policy framework (PFMA, Treasury Regulations, DORA, PPPFA and Financial Manual) and

		procedures. Knowledge of basic financial operating systems (BAS, PERSAL, and LOGIS).
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices. Check and verify invoices for correctness. Conduct internal control. Process invoices (e.g., capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support service. Perform book-keeping support services: Capture financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render budget support services: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture virements on budgets.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040 602 5065 / 5062) e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/210</u>	:	<u>PROVISIONING ADMIN CLERK (X13 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05)
	:	Chris Hani District (Komani) – Ref. DRDAR: 86/05/2023
	:	Chris Hani District (Intsika Yethu) – Ref. DRDAR: 87/05/2023
	:	Chris Hani District (Lukhanji) – Ref. DRDAR: 88/05/2023
	:	Sarah Baartman District (GQEBERA) – Ref. DRDAR: 89/05/2023 (X2 Posts)
	:	O.R. Tambo District (Mthatha - Office Services) – Ref. DRDAR: 90/05/2023
	:	O.R. Tambo District (Mthatha – Supply Chain Management) – Ref. DRDAR: 91/05/2023
	:	O.R. Tambo District (Veterinary Services) - Ref. DRDAR: 92/05/2023
	:	O.R. Tambo District (Land Use Management) – Ref. DRDAR: 93/05/2023 (X2 Posts)
	:	Joe Gqabi District - (Extension & Advisory Services) – Ref. DRDAR: 94/05/2023
	:	Amathole District - (Dutywa) – Ref. DRDAR: 95/05/2023
	:	Amathole District - (Peddie Veterinary Services) – Ref. DRDAR: 96/05/2023 (X2 Posts)
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 with 0-2 years' relevant work experience in administration. A tertiary qualification will be an added advantage. Computer skills. Competencies: Knowledge of general administration in the Public Service. Good understanding of procurement and payment of goods and services. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Conduct records and document management, both manually and electronically. Perform a variety of administrative duties at operational level.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040 602 5065 / 5062) e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Only Persons Living with Disabilities will be considered for the post with Komani as Centre (Ref. Drdar: 86/05/2023) And Mthatha – Office Services as Centre (Ref. Drdar: 90/05/2023)
<u>POST 18/211</u>	:	<u>ADMIN CLERK (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05)
	:	Amathole District (East London) – Ref No: DRDAR: 97/05/2023 (X2 Posts)
	:	Amathole District (Butterworth) – Ref No: DRDAR: 98/05/2023
	:	Joe Gqabi District (Aliwal North) – Ref No: DRDAR 99/05/2023
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 with 0-2 years' relevant work experience in administration. A tertiary qualification will be an added advantage. Computer skills. Competencies: Knowledge of general administration in the Public Service. Good understanding of procurement and payment of goods and services. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Conduct records and document management, both manually and electronically. Perform a variety of administrative duties at an operational level.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/212</u>	:	<u>REGISTRY CLERK (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05)
	:	Alfred Nzo District (Matatiele) – Ref No: DRDAR: 100/05/2023
	:	Sarah Baartman District (Gqebera) – Ref No: DRDAR 101/05/2023
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 with 0-2 years' relevant work experience in administration. A tertiary qualification will be an added advantage. Computer

		skills. Competencies: Knowledge of general administration in the Public Service. Understanding of Records Management. Knowledge of the activities of a Registry. Knowledge of the handling, safekeeping, and disposal of files. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Perform a variety of administrative duties such as opening mail and distribution thereof to relevant offices. Retrieving and distribution of files. Filing of documents. Safekeeping of documents. Maintenance of various registers in accordance with the File Plan and Electronic Document Management System. Operate office equipment.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/213</u>	:	<u>ACCOUNTING CLERK: PRE-AUDIT REF NO: DRDAR: 102/05/2023</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum (Level 05)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Internal Auditing/ Accounting/ Cost & Management Accountant or Financial Management. Knowledge of financial systems (PERSAL & LOGIS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Provincial Treasury Guidelines / Regulations, Public Finance Management Act (PFMA), Tender Board Regulations, Preferential Procurement Policy Framework Act (PPPFA) and Financial Regulations will be an added advantage. Computer skills. Good communication, organizing and communication skills. Ability to work under pressure and independently.
<u>DUTIES</u>	:	Ensure compliance of goods and services according to procurement procedures and financial delegations. Verification of BAS and LOGIS payment vouchers. Ensure compliance with BAS and LOGIS vouchers in accordance with the legislative framework. Check compliance with relevant requirements. Check compliance on salary payments. Check the availability of budget and expenditure allocations for all programs and sub-programs. Check the authenticity of item codes and signatures on expenditure approvals. Record advices and certificates. File data advices and copies of internal control certificates.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/214</u>	:	<u>LABORATORY ASSISTANT REF NO: DRDAR: 103/05/2023</u>
<u>SALARY</u>	:	R171 537 – R199 461 per annum (Level 04)
<u>CENTRE</u>	:	Chris Hani District (Komani)
<u>REQUIREMENTS</u>	:	Qualification at NQF level 4 (Grade 12). Relevant experience in a Laboratory environment will be an added advantage. Competencies: Computer literacy. Potential to learn to prepare materials and reagents for conducting laboratory tests. Be willing to work with animals and animal material. Teamwork ability and good communication skills.
<u>DUTIES</u>	:	The successful candidate will assist the laboratory technologists to carry out laboratory testing, analysis, and preparation of reagents for laboratory testing. Assist in conducting post-mortems and other duties relevant to the laboratory as assigned from time to time.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/215</u>	:	<u>COMMUNITY ANIMAL HEALTH WORKER (X4 POSTS)</u>
<u>SALARY</u>	:	R147 036 – R170 598 per annum (Level 03)
<u>CENTRE</u>	:	Alfred Nzo District (Matatiele) – Ref No: DRDAR: 104/05/2023 Amathole District (Peddie) – Ref No: DRDAR: 105/05/2023 O.R. Tambo District (Lusikisiki) – Ref No: DRDAR: 106/05/2023 O.R. Tambo District (Tsolo) – Ref No: DRDAR: 107/05/2023
<u>REQUIREMENTS</u>	:	Grade 10/Standard 8. Related experience in community dipping functions. Preference will be given to local qualifying candidates.
<u>DUTIES</u>	:	Count and record cattle for dipping. Ensure that the water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tank repairs. Ensure that dipping material is safeguarded. Report to Animal Health Technician any defects and problems that need attention. Assist with

		vaccinations, treatments and restraining of animals during castration and dehorning.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/216</u>	:	<u>SECURITY GUARD REF NO: DRDAR: 108/05/2023</u>
<u>SALARY</u>	:	R147 036 – R171 537 per annum (Level 03)
<u>CENTRE</u>	:	O.R. Tambo District (Mthatha)
<u>REQUIREMENTS</u>	:	A qualification equivalent to Grade 10, Grade C security training. Registration with SIRA. Grade 12 will be an added advantage. Candidates will be subjected to competency assessment. Competencies: Communication Skills, Interpersonal relations.
<u>DUTIES</u>	:	Operational application of prescribed measures for purposes of protection and safeguarding of buildings and premises against unauthorized entry and malicious damage. Application of fire combating and prevention measures.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/217</u>	:	<u>DRIVER REF NO: DRDAR: 110/05/2023</u>
<u>SALARY</u>	:	R147 036 – R170 598 per annum (Level 03)
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	Grade 12. A valid driver's licence is essential. Relevant experience as a driver in the public service/ private sector. Good understanding of routes in-between towns or cities in the Eastern Cape Province as well as nationally. Candidates will be subjected to a compulsory driving competency test.
<u>DUTIES</u>	:	Driving of State vehicles. Routine maintenance of vehicles, garaging of vehicles and the timely reporting of defects. Keep record of trips and goods handled.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No:(040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/218</u>	:	<u>GENERAL ASSISTANT (X7 POSTS)</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 02)
<u>CENTRE</u>	:	O.R. Tambo District (Mthatha – Office Services): – Ref No: DRDAR: 111/05/2023 (X2 Posts) O.R. Tambo District (Mthatha – Land Use Management – Ref No: DRDAR: 112/05/2023 Dohne (Stutterheim) – Ref No: DRDAR 113/05/2023 Amatole District (Peddie) – Ref No: DRDAR 114/05/2023 Chris Hani District (Lukhanji & Inkwanca Municipality) Ref No: DRDAR: 115/05/2023 Joe Gqabi District (Senqu Municipality) – Ref No: DRDAR 116/05/2023
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an ABET certificate equivalent to Grade 10. Good communication skills. Ability to work shifts including weekends and public holidays. Be able to work on a rotation basis. Honest and reliable Be in good health to cope with the physical demands of the position. Be able to work in a team.
<u>DUTIES</u>	:	Perform general assistant work: Off and on loading of furniture, equipment, and any other goods. Cleaning of government vehicles. Cleaning of buildings and offices. Control access to offices. Safeguard building master and spare keys. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all designated areas. Remove office items/furniture from one area to another for effective cleaning. Store and safeguard cleaning materials and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/219</u>	:	<u>TRADESMAN AID REF NO: DRDAR: 117/05/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 02)

<u>CENTRE REQUIREMENTS</u>	:	Sarah Baartman District (Somerset East)
	:	Applicants must be in possession of an ABET certificate equivalent to Grade 10. At least 1 to 2 years' experience in general maintenance and workshop practices. A valid driver's license. Good technical problem-solving abilities. Must be able to communicate in English.
<u>DUTIES</u>	:	Site work, maintenance of office related infrastructure (lights, switch gear), maintenance of water related equipment (pumps, valves, sluices, cranes). Basic knowledge of Health and Safety, First Aid, Crane Operating and rigging will be an advantage.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga (040 602 5065 / 5062) e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 18/220</u>	:	<u>FARM AID (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R125 373 – R145 077 per annum (Level 02)
	:	Dohne: Ref No: DRDAR: 118/05/2023 (X8 Posts)
	:	Dohne (Cradock): – Ref No: DRDAR: 119/05/2023
	:	Mpofu: - Ref No: DRDAR 120/05/2023
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an ABET certificate equivalent to Grade 10. Related exposure to farming functions. Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Rendering support necessary for effective operation of a farm.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040 602 5065 / 5062) e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

GRADUATE INTERNSHIP 2023/2024-2024/2025 (24 MONTHS)

<u>APPLICATIONS</u>	:	Submit applications only via The Provincial E-Recruitment System, which is available on https://erecruitment.ecotp.gov.za .
<u>NOTE</u>	:	The e-recruitment system closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: erecruitment@drdar.gov.za (NB: For Technical Glitches Only – No CVs) with your ID Number, your profile email address, and details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: erecruitment@drdar.gov.za and not as specified above – your application will be regarded as lost and will not be considered.

OTHER POST

<u>POST 18/221</u>	:	<u>GRADUATE INTERNSHIP 2023/2024-2024/2025</u> (24 Months) Workplace experience posts for unemployed graduate interns Various Directorates/ Districts/ Institutions in EC Department of Rural Development & Agrarian Reform
<u>STIPEND CENTRE</u>	:	R6 360-21 per month
	:	Head Office (Bhisho) (ND/ Degree: Law, Policing, Forensic Investigation or B.Com in Finance.) - Ref. DRDAR: 121/05/2023
	:	Head Office (Bhisho) (ND/ Degree in Security Management or Finance/ Internal Audit) - Ref. DRDAR: 122/05/2023
	:	Head Office (Bhisho) (NQF Level 6/7 (Diploma/ Degree): Internal Audit) - Ref. DRDAR: 123/05/2023
	:	Head Office (Bhisho) (Degree informatics/Information Systems/ Computer Science or ND Information Technology) - Ref. DRDAR: 124/05/2023
	:	Alfred Nzo (Degree informatics/Information Systems/ Computer Science or ND Information Technology) - Ref. DRDAR: 125/05/2023
	:	Sarah Baartman (Degree informatics/Information Systems/ Computer Science or ND Information Technology) - Ref. DRDAR: 126/05/2023
	:	Head Office (Bhisho) (ND: Environmental Health/ Safety Management) - Ref. DRDAR: 127/05/2023
	:	Alfred Nzo (ND: Environmental Health/ Safety Management) - Ref. DRDAR: 128/05/2023
	:	OR Tambo (ND: Environmental Health/ Safety Management) - Ref. DRDAR: 129/05/2023
	:	Sarah Baartman – (ND: Environmental Health/ Safety Management) - Ref. DRDAR: 130/05/2023

Amathole (ND: HRM/ BTech: HRM/ BCom HRM) - Ref. DRDAR: 131/05/2023

Joe Gqabi (ND: HRM/ BTech: HRM/ BCom HRM) - Ref. DRDAR: 132/05/2023

Sarah Baartman (ND: HRM/ BTech: HRM/ BCom HRM) - Ref. DRDAR: 133/05/2023

Chris Hani (ND: HRM/ BTech: HRM/ BCom HRM) - Ref. DRDAR: 134/05/2023

Head Office (Bhisho) (NQF Level 6/7: Accounting; Internal Audit; Financial Management; Financial Information Systems; Cost and Management Accounting) - Ref. DRDAR: 135/05/2023 (X3 Posts)

Head Office (Bhisho) (NQF Level 6/7: Supply Chain Management; Logistics Management; Public Management (Majoring in Finance and all Commercial subjects mentioned as above) - Ref. DRDAR: 136/05/2023 (X3 Posts)

Amathole (NQF Level 6/7: Accounting; Internal Audit, Financial Management; Financial Information Systems; Cost and Management Accounting; Supply Chain Management; Logistics Management; Public Management (Majoring in Finance) - Ref. DRDAR: 137/05/2023

Chris Hani (NQF Level 6/7: Accounting; Internal Audit, Financial Management; Financial Information Systems; Cost and Management Accounting; Supply Chain Management; Logistics Management; Public Management (Majoring in Finance) - Ref. DRDAR: 138/05/2023

O.R. Tambo (NQF Level 6/7: Accounting; Internal Audit, Financial Management; Financial Information Systems; Cost and Management Accounting; Supply Chain Management; Logistics Management; Public Management (Majoring in Finance)] - Ref. DRDAR: 139/05/2023

Alfred Nzo (NQF Level 6/7: Accounting; Internal Audit, Financial Management; Financial Information Systems; Cost and Management Accounting; Supply Chain Management; Logistics Management; Public Management (Majoring in Finance) - Ref. DRDAR: 140/05/2023

Joe Gqabi (NQF Level 6/7: Accounting; Internal Audit, Financial Management; Financial Information Systems; Cost and Management Accounting; Supply Chain Management; Logistics Management; Public Management (Majoring in Finance) - Ref. DRDAR: 141/05/2023

Sarah Baartman (NQF Level 6/7: Accounting; Internal Audit, Financial Management; Financial Information Systems; Cost and Management Accounting; Supply Chain Management; Logistics Management; Public Management (Majoring in Finance)] - Ref. DRDAR: 142/05/2023

Head Office (Bhisho) (ND Marketing / ND Public Relations) - Ref. DRDAR: 143/05/2023

Head Office (Bhisho) (NQF L6/7: Public Management / Administration) - Ref. DRDAR: 144/05/2023

Dohne (NQF 6/7: Disaster Management) - Ref. DRDAR: 145/05/2023

Dohne (BSc: Geographical Information System: Remote Sensing) - Ref. DRDAR: 146/05/2023

Dohne (BSc: Agro-meteorology: Agro-meteorologist) - Ref. DRDAR: 147/05/2023

Joe Gqabi (BSc: Geographical Information System) - Ref. DRDAR: 148/05/2023

Joe Gqabi (BSc: Pasture Science) - Ref. DRDAR: 149/05/2023

Sarah Baartman (BSc: Pasture Science) - Ref. DRDAR: 150/05/2023

Sarah Baartman (BSc: Geographical Information System) - Ref. DRDAR: 151/05/2023

Dohne (ND: Environmental Health/ Safety Management) - Ref. DRDAR: 152/05/2023

Sarah Baartman & Nmm District (Western) [4 posts] – [ND: Animal Health at NQF Level 6 (Minimum) and Compulsory registration with South African Veterinary Council (SAVC)] - Ref. DRDAR: 153/05/2023

Amathole (ND: Animal Health at NQF Level 6 (Minimum) and Compulsory registration with South African Veterinary Council (SAVC) - Ref. DRDAR: 154/05/2023 (4 Posts)

Chris Hani (ND: Animal Health at NQF Level 6 (Minimum) and Compulsory registration with South African Veterinary Council (SAVC) - Ref. DRDAR: 155/05/2023 (2 Posts)

OR Tambo (ND: Animal Health at NQF Level 6 (Minimum) and Compulsory registration with South African Veterinary Council (SAVC) - Ref. DRDAR: 156/05/2023 (2 Posts)

Alfred Nzo (Nd at NQF Level 6 (National Diploma in Environmental Health/National Diploma in Animal Health or Equivalent Qualification with Meat

Hygiene) and registration with the relevant South African Statutory Body) - Ref. DRDAR: 157/05/2023

Chris (ND at NQF Level 6 (National Diploma in Environmental Health/National Diploma in Animal Health or Equivalent Qualification with Meat Hygiene) and registration with the relevant South African Statutory Body.) - Ref. DRDAR: 158/05/2023 (2 Post)

Sarah Baartman & Nmmm (Western) (ND at NQF Level 6 (National Diploma in Environmental Health/National Diploma in Animal Health or Equivalent Qualification with Meat Hygiene) and registration with the relevant South African Statutory Body) - Ref. DRDAR: 159/05/2023

Grahamstown (ND: Veterinary Technology and Compulsory registration with South African Veterinary Council (SAVC)) - Ref. DRDAR: 160/05/2023

Middelburg (ND: Veterinary Technology and Compulsory registration with South African Veterinary Council (SAVC)) - Ref. DRDAR: 161/05/2023

Queenstown (ND: Veterinary Technology and Compulsory registration with South African Veterinary Council (SAVC) - Ref. DRDAR: 162/05/2023

Dohne – (BSc Agriculture or National Agriculture Diploma (Animal Science / husbandry) - Ref. DRDAR: 163/05/2023

Cradock – (BSc Agriculture or National Agriculture Diploma (Animal Science / husbandry) - Ref. DRDAR: 164/05/2023

Dohne (NC/ ND/ Degree of Library and Information Science) - Ref. DRDAR: 165/05/2023

Dohne (MSc Agriculture in Crop Science) - Ref. DRDAR: 166/05/2023

Dohne (MSc Agriculture in Horticulture) - Ref. DRDAR: 167/05/2023

Dohne (BSc Pasture Science) - Ref. DRDAR: 168/05/2023

Dohne (BSc Ecology Environmental) - DRDAR: 169/05/2023

Dohne (ND: Analytical Chemistry/ BSc Chemistry) - Ref. DRDAR: 170/05/2023

DOHNE (BSc in Soil Science) - Ref. DRDAR: 171/05/2023

Head Office (Bhisho) – (BSc: Agricultural Economics / B. Agric. Honours Economics) - Ref. DRDAR: 172/05/2023

Amathole - (BSc: Agricultural Economics / B. Agric. Honours Economics) - Ref. DRDAR: 173/05/2023

Sarah Baartman - (BSc: Agricultural Economics / B. Agric. Honours Economics) - Ref. DRDAR: 174/05/2023

Tardi (BSc Animal Science) - Ref. DRDAR: 175/05/2023 (3 Posts)

Tardi (BSc Crop Science) - Ref. DRDAR: 176/05/2023 (2 Posts)

Mpofu (ND/Degree in Human Resources Management/ Public Administration) - Ref. DRDAR: 177/05/2023 (2 Posts)

Head Office (Bhisho) (ND: Management Assistant) - Ref. DRDAR: 178/05/2023 (2 Post)

Head Office (Bhisho) - (BA Social and Economic Studies/ BA Agric. Economics) - Ref. DRDAR: 179/05/2023

REQUIREMENTS : Applicants should be unemployed graduates in possession of the qualifications in the fields specified in the table above, should be between the ages of 18-35 years, residing in the Eastern Cape and entering the Internship Programme in Government for the first time. Women and people with disabilities are encouraged to apply.

ENQUIRIES : Ms. N. Mnyenyevu / Mr. A. April Tel No: (040) 602 5223

ENTREPRENEURIAL GRADUATE INTERNSHIP PROGRAMME FOR THE 2023/24 – 2024/25 FINANCIAL YEARS (37 INTERNSHIPS)

The Programme is meant to provide work exposure to 37 unemployed Agricultural graduates in their fields of studies. Successful applicants will be appointed as Interns for 24 months and will undergo on-the-job development training in technical, professional, business and life skills relevant and crucial for them to start their own enterprises.

APPLICATIONS : Submit Applications Only Via The Provincial E-Recruitment System, Which Is Available On <https://erecruitment.ecotp.gov.za>.

NOTE : The e-recruitment system closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: erecruitment@drdar.gov.za (NB: For Technical Glitches Only – No CVs) with your ID Number, your profile email address, and details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: erecruitment@drdar.gov.za and not as specified above – your application will be regarded as lost and will not be considered.

OTHER POST

<u>POST 18/222</u>	:	<u>ENTREPRENEURIAL GRADUATE INTERNSHIP PROGRAMME FOR THE 2023/24 – 2024/25 FINANCIAL YEARS</u> (37 Internships)
<u>STIPEND CENTRES</u>	:	R87 000 per annum, (all inclusive) Interns will be placed in Farms in the Following Districts: Amathole District - Ref No: DRDAR: 180/05/ 2023 Chris Hani District - Ref No: DRDAR: 181/05/2023 Sarah Baartman District - Ref No: DRDAR: 182/05/2023 Alfred Nzo District - Ref No: DRDAR: 183/05/2023 Joe Gqabi District - Ref No: DRDAR: 184/05/2023 O.R. Tambo District - Ref No: DRDAR: 185/05/2023
<u>REQUIREMENTS</u>	:	National Diploma (ND) in Agriculture (NQF level 6) as recognized by SAQA. Applicants should be between the ages of 18-35 years. Unemployed graduates residing in the Eastern Cape. Women and people with disabilities are encouraged to apply.
<u>DUTIES</u>	:	Perform farm-work duties in relation to the commodity requirements to improve productivity at the commercial farm. Attend training relevant to farm commodity in management skills, business management skills and record keeping. Learn business growth skills and acquire resource management skills and knowledge. Attend and arrange meetings with strategic partners and other stakeholders such as market institutions, supplier production inputs / infrastructure and farmers. Perform overtime duties when required. Write monthly and quarterly reports.
<u>ENQUIRIES NOTE</u>	:	Ms. N. Mnyenyevu / Mr. A. April Tel No: (040 602 5223) Candidates must be entering the Internship Program in Government for the first time. All successful applicants will be mentored and guided by the Commercial Farmer. Be ready to be deployed to any section within the farm to gain more knowledge. Private studying during the 24 months Graduate Internship Program will not be allowed.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : **Head Office (HO)** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: **Gauteng East District (GE)**: Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address Springs: 1560 Enquiries: Mr Mpho Leotlela Tel: (011) 736-0717.
District Gauteng West (GW): Physical Address: Corner Boshoff & Human Street, KRUGERSDORP Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Ms Louisa Dhlamini Tel: (011) 660-4581,
District Johannesburg Central (J)]: Physical Address: Corner Morola & Chris Hani Road Soweto College Pimville Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Mr Linda Mabutho: Tel: (011) 983-2231,
District Tswane North (TN): Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X945, Pretoria, 0001 Enquiries Ms Rejoice Manamela Tel: 012 543 4313.
District Tswane South (TS): Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Mr Thabiso Mphosi Tel: (012 401 6434).
District Johannesburg East (JE): Physical Address: Sandown High School, 1 North Road, Sandown, Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Ms Elizabeth Moloko: Tel: (011) 666-9109
- CLOSING DATE** : 09 June 2023
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

OTHER POSTS

- POST 18/223** : **CHIEF ELECTRICAL ENGINEER GRADE A REF NO: HO2023/05/01**
Directorate: Infrastructure Planning and Property Management
- SALARY** : R1 146 540 - R1 308 036 per annum, (an-all-inclusive package). The Department will award a higher salary depending on the expertise of the applicant.
- CENTRE** : Head Office, Johannesburg

<u>REQUIREMENTS</u>	:	An appropriate Degree in Electrical Engineering. Other Requirements: Registered as a Professional Engineer with ECSA. [Electrical Engineer] Six years' experience post qualification. Valid Drivers' License. Computer literate.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide electrical engineering guidance and inputs to all Infrastructure Delivery Management System deliverables and reports. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Manage sub-ordinates. Undertake research.
<u>ENQUIRIES</u>	:	Ms. Winny Radzilani Tel No (011) 843 6540.
<u>POST 18/224</u>	:	<u>DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES (X3 POSTS)</u> Sub-Directorate: Transversal Human Resource Services
<u>SALARY CENTRE</u>	:	R811 560 per annum, (an all-inclusive package) Gauteng West District Ref No: GW2023/05/11 Tshwane North District Ref No: TN2023/05/12 Tshwane South District Ref No: TS2023/05/13
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management or three-year related equivalent qualification majoring in HR/Personnel Management plus a minimum of 3 years relevant working experience in Human Resources Management environment at a Junior Management/Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.
<u>DUTIES</u>	:	Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfill the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. Louisa Dhlamini (GW District) Tel No: (011) 660 4581 Mr. Ephraim Magakoa (TN District) Tel No: (012) 543 4313 Ms. Winnifred Matlou (TS District) Tel No: (012) 401 6434
<u>POST 18/225</u>	:	<u>DEPUTY DIRECTOR: CERTIFICATION REF NO: HO2023/05/14</u> Directorate: System Admin and Certification
<u>SALARY CENTRE</u>	:	R811 560 per annum, (all-inclusive package) Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Information Computer Technology/ Communication Technology Information Systems/ Public Administration/ Public Management or related equivalent 3 -year qualification plus a minimum of 3 years relevant working experience in Certification Environment at a Junior Management/Assistant

	Director level. Knowledge and understanding of the social dynamics of Communities Knowledge of Public Service Act and Regulations, Employment of Educator's Act, Performance Financial Management Act, SASA, Labour Relation Act, Knowledge of Gazette 31337 as amended and Knowledge of relevant legislation pertaining to Exams and Assessments Processes. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning, Organising, Analytical, Conflict Management, Report writing, Problem Solving, Facilitation and Presentation skills. A valid South African driver's license.
<u>DUTIES</u>	: Manage the development of a credible statement of results and certification archival system. Manage the extraction and collation of examination information from Integrated Examination Computer System (IECS). Manage the distribution of statement of results and certificates in all districts and enforce control mechanisms to eliminate irregularities. Manage the individual help desk for certification relating to combinations, reissue of lost and replacement of damaged certificates. Manage the verification process of all Grade 12 certificates. Manage the process of application for combination of results to a certificate form two or more different examination sittings. Manage the printing of certificates by the accredited SITA and Umalusi institutions. Development of the archival and dissemination of examination results/ Umalusi policies, procedures and guidelines. Participate in the development of the departmental Integrated Examination Computerized Systems (IECS) policies, procedures and guidelines. Ensure compliance on relevant legislation, regulatory framework and reporting requirements. Management and development of Staff. Ensure that all staff are trained and developed in line with the Performance Management and Development System.
<u>ENQUIRIES</u>	: Mr. Linda Xulu Tel No: (010) 601 8009
<u>POST 18/226</u>	: <u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT SUPPORT REF NO: HO2023/05/23</u> Directorate: Auxiliary services and Fleet Management
<u>SALARY</u>	: R424 104 per annum
<u>CENTRE</u>	: Head Office, Johannesburg
<u>REQUIREMENTS</u>	: An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Records Management, Archival Studies /Public Administration /Public Management/Logistic Management/ Supply Chain Management/ or related three- year qualification plus a minimum of 3 years relevant working experience in Auxiliary Services in Records Management at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Finance Management Act. Treasury Regulations. National Archives Act no 43 of 1996 as amended. Financial management & Procurement procedures. Knowledge of Office equipment's administrative procedure relating to files. Registry procedures. Knowledge of Registry processes and services. Assets management. Inventory management. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word, Outlook and PowerPoint. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Conflict management. A driver's license will be an added advantage.
<u>DUTIES</u>	: To manage the GDE Registry. Manage the opening of files, requisitions, return and opening of files. Ensure that Clients reporting to the Registry desk are assisted promptly in line with Batho Pele Principles. Formulate and monitor the monthly and quarterly reports. Manage and operation of office machines. Proper management of the franking machine and bulk printing readings. Supervise and provide administrative support services to the Business Unit. Provide inputs in the compilation of the budget, audit, and financial functions, and monitor expenditure and resources. Quality assures submissions on procurement of goods and services for the Unit. Monitor and report redundant/ stolen assets to the relevant Unit. Coordinate and ensure the provision of activities within the Unit, e.g. stationery, travel claim forms and other requests. Facilitate implementation of Auxiliary Support Service policies within GDE. Ensure that Performance Management System is executed. Ensure the effective, efficient, and economic utilization of allocated resources. Ensure management of leave. Procurement of office equipment, stationery, and distribution thereof. Manage submission of invoices to GDF and tracking on progress. Assist in provision of operational planning services. Ensure all assets

		are listed and barcoded accordingly. Communicate with Asset Directorate regarding damaged and broken assets. Compiling monthly and quarterly reports. Budgeting for the Unit. Prepare Presentations for the Forum meetings. Manage Leave and PMDS.
<u>ENQUIRIES</u>	:	Mr Joe Mokhosi Tel No: 011 355 0761
<u>POST 18/227</u>	:	<u>ASSISTANT DIRECTOR: SMS AND PS PERFORMANCE MANAGEMENT SYSTEMS REF NO: HO2023/05/24</u> Directorate: Performance Management and Development
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree (NQF Level 6/7) in Human Resources Management/Development or related three- year qualification plus a minimum of 3 years' relevant experience and knowledge of the operations of employee performance management at a supervisory level and or at a post equivalent to salary level 8/7. Proven experience in planning and implementing projects. In-depth knowledge and understanding of the different Performance Management Systems in GDE. Proven experience of PMDS-PS & SMS. Knowledge of relevant legislation, collective agreements, policies and circulars. Knowledge of PFMA. Strong computer literacy and PERSAL knowledge is essential. Strong verbal, written communication and facilitation skills required. A valid South African driver's license.
<u>DUTIES</u>	:	The incumbent will be responsible for the effective implementation of Performance Management Systems in Gauteng Department of Education. Co-ordinate and monitor compliance of all performance management policies, regulations and guidelines. Set up systems for implementation of PMDS-PS & SMS. Capturing scores onto PERSAL. Co-ordinate moderation of scores. Consolidate and analyse reports from districts. Facilitate the training of officials on the management, administration and quality assurance of PMDS-PS and SMS processes. Perform other related duties assigned. Co-ordinate Service Excellence Awards.
<u>ENQUIRIES</u>	:	Ms Motshedisi Ramohloki Tel No: 011 843 6656
<u>POST 18/228</u>	:	<u>ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: HO2023/05/25</u> Directorate: Collective Bargaining
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Public Administration/ Labour Relations/ Industrial Psychology majoring in Labour Law or a three-year related qualification plus a minimum of three years' experience in employment relations and collective bargaining environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, knowledge of PSCBC Resolutions, GPSSBC Resolutions, White Paper of Transforming Public Service, Basic Conditions of Employment Act and knowledge of Human Resource Policies. Policy Development and Research skills, Computer literacy, Problem Solving and Conflict Resolution, written and verbal communication. Valid driver's license.
<u>DUTIES</u>	:	Facilitate the process of Coordinating negotiations as part of Collective Bargaining Process. Conduct research and ensure that managers are kept abreast of all new Collective Bargaining matters within the directorate as per Bargaining Chamber resolutions. Coordinate the collation of line function inputs to be incorporated in the Collective Bargaining process. Compile quarterly and annual collective bargaining reports to be presented to management. Advice and support employer and labour representatives as per relevant negotiations mandate. Facilitate the implementation of Collective Agreements as per recommendations provided by Collective Bargaining structures. Public Service Collective Bargaining Council (PSCBC). Education Labour Relations Council (ELRC). General Public Service Sector Bargaining Council (GPSSBC). Coordinating Chamber of the PSCBS Gauteng Province (CCPGP). Research on efficacy on concluded Collective Agreements and suggest areas of review. Conduct research of negotiation agreements that will ensure equitable conditions of service and remuneration for employees. Provide labour relations support to district offices and employees. Facilitate the

review of Collective Agreements to maintain labour peace. Implementation of appropriate corrective measures by management in relation to Collective Bargaining resolution. Compile reports and submissions on audit findings relating to the correct interpretation and implementation of Collective Agreements to the HoD. Mediation of disputes and conflicts relating to organized labour formations and affiliation with the employer. Coordinate the meeting of the employer (GDE) in facilitation of mediation with organized labour. Compile analysis and outcomes reports on organized labour disputes and resolutions. Compile records of departmental mediation resolutions in maintaining labour peace. Collate information for the drafting of submissions to the MEC for mandates on mutual interest matters that are subject of the negotiations at the Public Service Collective Bargaining Council (PSCBC) Participate in the development of Collective Bargaining Policies, Procedures and Guidelines. Participate in the development of the departmental Labour Relations Act policy, procedures and guidelines. Provide input on provincial Collective Bargaining and Labour relations Act policies and procedures. Conduct workshops/ presentations as part of implementation of Collective Bargaining outcomes. Monitor and evaluate compliance with collective agreements, policies, relevant legislation frameworks and reporting requirements. Participate in relevant Sectorial Chambers Chambers/ Stakeholder Engagements Sessions. Coordinate meetings on behalf of the employer in the national Education Labour Relations Council (ELRC) bargaining chambers. Coordinate meetings on behalf of the directorate in the Provincial Educators Labour Relation Council (PELRC), (GPSSBC) bargaining chambers. Coordinate meetings on behalf of the directorate in the Public Service Collective Bargaining Council (PSCBC) bargaining chambers. Supervision and development of staff.

ENQUIRIES : Ms. Ayanda Ngobeni Tel No: (011) 843 6512

POST 18/229 : **ASSISTANT DIRECTOR: EXAMINATION MATERIAL AND SCRIPT**
ARCHIVE REF NO: HO2023/05/26
Directorate: Examination Management

SALARY : R424 104 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) plus minimum 3 years' experience in examination development and production at a supervisory level and or at a post equivalent to salary level 8/7. Good communication (written & verbal) and interpersonal skills. Knowledge of the PFMA, strategic planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict management and customer service management skills. Must be computer literate and have the ability to work under pressure. A valid driver's license will be an added advantage.

DUTIES : Coordinate and facilitate the development of examination material. Liaise with other Provinces regarding examination related matters. Assist in the provision of operational planning services. Communicate with relevant stakeholders on matters relating to examinations policy and development. Oversee the day-to-day management of the directorate with Batho Pele Principles underpinning office systems. Handle and follow the procedures related inbound and outbound candidates both local and international. To provide a specialist administrative function in the safe- area of the unit. Keep track of the flow of material and complete the manual and electronic record. Write weekly reports and have knowledge of PMDS processes and compile composite records thereof. Compile submissions to senior management as and when necessary. Allocate resources (human, physical and financial) for the administration of exams. Liaise with service providers regarding examination related matters / material.

ENQUIRIES : Mr. Harry Culling Tel No: (010) 601 8082

POST 18/230 : **ASSISTANT DIRECTOR: PRINTING, PACKING, STORAGE AND**
DISTRIBUTION REF NO: HO2023/05/27
Directorate: Examination Management

SALARY : R424 104 per annum
CENTRE : Head Office, Johannesburg

<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) plus minimum 3 years' experience in printing, packing, storage and distribution of assessment materials production at a supervisory level and or at a post equivalent to salary level 8/7. An understanding of Computer Systems and administration of data is needed. Experience in database management and statistics specifically related to printing of exact and secure printing of question papers is a requirement. A sound knowledge and understanding of printing cycle, processes and the environment relating to high security question papers in is essential. Hands on experience and knowledge in handling issues related to printing, packing, storage and distribution of high security assessment materials is required. Must be able to work under constant pressure, independently as well as in a team. Must have experience in an education environment where high stakes question papers are printed and must be able to function in an extremely high security and high intensity environment. Good written and verbal communication skills plus the ability to generate reports on a regular basis that will allow the manager to predict and manage printing, packing, storage and distribution of a range of different examinations throughout an academic year. Valid Driver's License essential. Candidates will be subjected to a skills test and the successful candidate will have to undergo security vetting.
<u>DUTIES</u>	:	Oversee the full packing process. Capture timetable onto data base. supervise the section and remain on site. Co-ordinate and planning of packing process regarding dates and staff. Oversee the full distribution process. Co-ordinate and planning of distribution process regarding dates and staff. Attend to special security measures. Monitors progress of packing and distribution processes. Oversee ordering of stock. Liaise with suppliers. Oversee security of packing and distribution. Oversee distribution of any miscellaneous printing to districts. Oversee to the mopping-up and cleaning-up of all material after each examination. Oversee the packing of maps for Geography of all examinations offering Geography. Oversee and co-ordinate the printing and packing of memoranda for marking. Management of Resources. Compile and submit the work plan, performance developments plan, job description and performance agreements of staff. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices.
<u>ENQUIRIES</u>	:	Ms. Linda Madi Tel No: (010) 345 0930
<u>POST 18/231</u>	:	<u>ASSISTANT DIRECTOR: CERTIFICATION REF NO: HO2023/05/28</u> Directorate: System Admin and Certification
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Information Computer Technology/ Communication Technology Information Systems/ Public Administration/ Public Management or related equivalent 3 -year qualification plus a minimum of 3 years relevant working experience in Certification Environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and understanding of the social dynamics of Communities Knowledge of Public Service Act and Regulations, Employment of Educator's Act, Performance Financial Management Act, SASA, Labour Relation Act, Knowledge of Gazette 31337 as amended and Knowledge of relevant legislation pertaining to Exams and Assessments Processes. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning, Organising, Analytical, Conflict Management, Report writing, Problem Solving, Facilitation and Presentation skills. A valid South Africa driver's license.
<u>DUTIES</u>	:	Ensure development of a credible statement of results and certification archival system. Ensure extraction and collation of examination information from Integrated Examination Computer System (IECS). Coordinate and requisition of statement of results and examination certificates from Umalusi and SITA accredited service providers and distribution thereof to respective districts as per examination centers. Supervision of the individual help desk for certification relating to combinations, reissue of lost and replacement of damaged certificates. Ensure verification process of all Grade 12 certificates. Coordinate training, induction and support of IECS system users pertaining to the decentralization of certification services to all districts. Ensure printing of certificates by the accredited SITA and Umalusi institutions. Implement and

enforce directives of Umalusi and National Policy regarding printing and issuing of certificates. Participate in the archival and dissemination of examination results/ Umalusi policies, procedures and guidelines. Participate in the development of the departmental Integrated Examination Computerized Systems (IECS) policies, procedures and guidelines. Provide input on provincial policy on examinations and assessment guidelines and procedures. Attend and report on the unit's activities in the PESAC, and ESAC. Ensure compliance on relevant legislation, regulatory framework and reporting requirements. Supervision and development of Staff. Ensure that all staff are trained and developed in line with the Performance Management and Development System.

ENQUIRIES : Mr. Linda Xulu Tel No: (010) 601 8009

POST 18/232 : **ASSISTANT DIRECTOR: WEBSITE PUBLICATIONS REF NO: HO2023/05/30**
Directorate: External Communication and Media Liaison

SALARY : R424 104 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Communication/ Journalism/ Public Relations or three-year related qualification plus 3 to 5 years' experience within Communications environment at a supervisory level and or at a post equivalent to salary level 8/7. 2 years' experience in Journalism will be an added advantage. Knowledge of Public Service Act and Regulations. Communication policies and practices and Communication theories. Computer literacy, Communication Skills, Change management, Project Management, Good Interpersonal relations, Presentation and Policy development and research skills.

DUTIES : Production of Content for Publication (Content Development). Conduct in-dept research and collect relevant information for publication of posters, brochure, banners and newsletters. Coordinate design/ layout, styles of publications. Develop, update and source photographic content for intranet/ internal platforms. Coordinate proofreading and editing of content for all Publications. Chair the newsroom style editorial team in terms of editing and translation of departmental content intended for communities into 4 Gauteng official languages. Create content for booklets, newspaper adverts, posters & flyers, maintain accuracy and identify errors. Coordinate the drafting of well-constructed newsletters, banners and posters. Coordinate printing and distribution of Departmental Publications. Manage the Printing and Distribution of internal/ external publications. Assist with departmental strategic publications to be in line with Government Communications and Information Systems (GCIS) editorial guidelines. Coordinate online departmental publications. Provide advice on format, length and content of all publications intended for external communication. Supervise and develop Staff. Ensure that staff are assessed in line with the performance management system. Identify the need for training and development of staff.

ENQUIRIES : Mr Jeffrey Mmope Tel No: 011 355 0972

POST 18/233 : **ASSISTANT DIRECTOR: INFRASTRUCTURE CAPEX AND SCHEDULED MAINTENANCE PROJECTS AND PROGRAM IMPLEMENTATION REF NO: HO2023/05/31 (X2 POSTS)**
Directorate: Infrastructure Delivery Management

SALARY : R424 104 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Project Management/Public Administration/ Public Management or related equivalent 3 -year qualification plus a minimum of 3 years relevant working experience in in providing administrative/project support within the infrastructure environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Service Act and Regulations, Infrastructure projects/policies and National and Provincial Frameworks. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning, Organising, Analytical, Report writing and Problem-Solving Skills. A valid South Africa driver's license.

<u>DUTIES</u>	:	Provide secretarial support to the infrastructure capex and schedule Maintenance projects and program implementation Sub-Directorate. Compile the agenda of meetings and circulation of accompanying memoranda. Compile minutes of the meetings, discussions and workshops to relevant stakeholders. Co-ordinate meetings including overseeing the logistics, transport arrangements. Provide support in the development and analyses of projects reports. Collect and compile information regarding projects that needs to be investigated. Liaise and monitor projects reporting from internal and external stakeholders. Analyze infrastructure projects and compile quarterly, annually and monthly reports for internal and external stakeholders. Implement and maintain tracking system for all projects. Plan, implement and monitor the Expanded Public Works Programme Projects. Identify and priorities the need for the EPWP service in schools. Develop a project plan and implementation plans of the EPWP. Collect and analyze information received from the schools on EPWP projects. Monitor the credible non-financial information in the infrastructure reporting model to ensure compliance. Identify the gap in the non-financial information in the infrastructure reporting model and notify the responsible managers/project managers to update the information. Monitor the credibility of information extracted from IRM for preparation of Infrastructure End of Year Evaluation, U-AMP and IPMP. Supervise staff. Co-ordinate the performance agreements/ assessments for the directorate and manage staff leave.
<u>ENQUIRIES</u>	:	Ms. Lerato Machaka Tel No: (011) 843 6532
<u>POST 18/234</u>	:	<u>ASSISTANT DIRECTOR: SCHOOL FINANCIAL GOVERNANCE AND MONITORING REF NO: HO2023/05/32</u> Directorate: School Funding Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum Head Office, Johannesburg An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Financial Management, Accounting, Public Finance, Cost and Management and related qualification majoring in accounting/finance plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations), Financial Circulars, Government budget and expenditure process. Skills: Excellent communication (verbal & written), interpersonal skills, Project Management, Problem Solving, Presentation, Analytical and Financial Management skills. Computer literacy, People management, Report writing and minutes taking, Facilitation, Planning and Organizing skills. A valid South Africa driver's license is required.
<u>DUTIES</u>	:	Monitor financial controls and systems in Public Ordinary Schools, LSEN, Independent Schools and funded Early Childhood Development Sites. Coordinate with the districts to ensure that there are proper financial internal control systems in place in all schools. Ensure that schools have proper financial management systems to maintain financial records as required by SASA. Monitor budget allocated to schools as per Norms and Standards. Ensure that schools have compliant and updated finance policies and provide advice to schools to ensure compliance. Conduct impact assessments on the capacity and awareness programmes. Develop financial management policies and manuals as per SASA. Facilitate and coordinate financial management trainings and workshops to schools. Ensure that schools comply with SASA regarding managing and administering of school funds. Ensure compliance with regards to preparation of and audit of annual financial statements. Analyse and interpret the annual financial statements. Identify, conduct plan inspections and advice schools on the financial management matters. Provide technical support to districts on matters of financial management and reporting. Ensure schools comply with the best asset management practices. Facilitate and manage the process of compensation for fees exempted by schools. Ensure administration and payments of partial section 21 municipal services and accounts. Coordinate monitoring of section 21 municipal services and accounts with the districts. Attend meetings with and queries relating to municipalities. Ensure the effective, efficient and economic utilization of allocated resources. Identify and manage subordinates' development needs. Conduct performance assessments for subordinate personnel.
<u>ENQUIRIES</u>	:	Mr Itumeleng Mogashoa Tel No: 011 355 1034

<u>POST 18/235</u>	:	<u>ASSISTANT DIRECTOR: SCHOOL ICT SUPPORT REF NO: HO2023/05/33</u> Directorate: School System Development and Technical Support
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree (NQF Level 6/7) in Information Technology or related three-year qualification plus minimum of 3 years' experience in providing IT Technical Support in the IT environment at a supervisory level and or at a post equivalent to salary level 8/7). A sound knowledge of LAN/WAN Support. Knowledge of Microsoft Platform/environment: (MS Office suite; Office 365 and Windows), sound knowledge on mobile device support (Android, IOS etc.). Applications support (e.g. SA SAMS, On-line Admission application). Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies and processes. Ability to detect and resolve users' queries on time and have a general strong problem-solving skill. Innovative thinking abilities, Work independently as well as in a team, telephone etiquette, project management, good customer relations, good verbal and written communication skills. Understanding of IT Governance Framework and ITIL Framework is required. Knowledge in Data Management is required. A valid driver's license is essential.
<u>DUTIES</u>	:	To manage and constantly monitor the network connectivity environment e.g. WAN, Broadband, LAN, Wi-Fi, APN, and 3G/4G connectivity. Troubleshoot and ensure the connectivity uptime and functionality. Ensure all Public Schools are accessible electronically e.g.-mails and communications facilities). Manage Technical Desktop Support functions by providing Hardware and software support to Institutions. Ensure the maintenance of the ICT devices. Ensure installation of hardware and software. Maintain IT registers. Provide roll-out Applications Support to Schools (e.g. On-line Admission application system, SA SAMS application support, Principals' Communication platform). Provide support in the implementation of ICT projects in schools. Supervise and provide support to the allocated IT Technicians. Keep abreast with the IT best practices, IT policies and IT standard operating procedures.
<u>ENQUIRIES</u>	:	Ms. Martha Pule Tel No: (011) 355 1234
<u>POST 18/236</u>	:	<u>ASSISTANT DIRECTOR: NETWORK SERVERS & STORAGE MANAGEMENT REF NO: HO2023/05/34 (X2 POSTS)</u> Directorate: IT Support Services
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/ Degree in (NQF Level 6/7) Information Technology (Networks-routing, switching) or related three-year qualification plus a minimum of 3 years relevant working experience in advanced network support and maintenance experience with relevant networking certification e.g. CCNA or equivalent at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of LAN /WAN Support, Microsoft platform, Project Management, knowledge of Legislative Framework within the Public sector. Knowledge of IT Policies, Knowledge of Technical Support. Skills required: Strong IT Technical skills, Ability to detect and resolve users queries on time. Be able to work independently as well as teamwork, telephone etiquette, good customer relationship management. understanding of how the government systems and application operation. Advance network support and maintenance experience with relevant network certificate e.g CCNA or equivalent. A valid driver's license.
<u>DUTIES</u>	:	To provide an efficient and effective management of LAN and WAN at (GDE Schools). Successful candidate will be responsible for administration and maintenance of local area network, keep and maintain the network diagrams and manage all network incidents and report on them. To monitor of WAN availability, reporting and acknowledgement of downtime. Ensure mandatory good practice. To create network procedures, policies and guidelines. To keep records of updated cabling diagrams. Ensures compliance of bandwidth management and farewell policies. To manage network security throughout GDE school's ICT Infrastructure. Ensure network security, patch compliance, report on monthly risk vulnerability and changes, planning, and performance issues. To manage, monitor and report on IT related special projects. Distribute of dongles and manage LAN connectivity at the smart schools.

		Ensure that there is always connectivity at the technology devices to school and Hardware Asset Management.
<u>ENQUIRIES</u>	:	Mr Sipho Kunene Tel No :011 355 1271
<u>POST 18/237</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATIONS ADMINISTRATION REF NO: GE2023/05/35</u> Sub-Directorate: Curriculum Management and Delivery
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Gauteng East District
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration/ Public Management or a three-year related qualification plus a minimum of 3 years relevant working experience within Examination or Assessment environment in the execution of Examinations administration at District or higher levels at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of PFMA, Transport Policy, Strategic Planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid South Africa driver's license.
<u>DUTIES</u>	:	Manage and oversee centre and learner registrations in the district. Ensure that new public and independent centers meet the minimum requirements to be registered as examinations centers. Manage the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Conduct registration mediation policy sessions with all stakeholders. Administer concessions for all Schools during assessment/examinations period. Confirm and clear immigrant candidates on the Integrated Examination Computer System (IECS) and minimize technical irregularities. Establish readiness of centers to conduct the examinations. Audit registered exam centers to establish the readiness to conduct the examinations. Manage and compile examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Oversee and support the induction and training of Chief Invigilators, Invigilators, exam support staff, Candidates on roles and responsibilities during the exam period. Appoint a Script Library Manager (i.e. Senior Admin Officer) to ensure safe storage of scripts in the District. Ensure that Scripts are scanned, packaged and distributed to Marking Venues. Oversee the conduct, administration and management of Examinations (i.e. AET Level 4, NSC and amended Senior Certificate, NCS Preparatory and Final exams). Control question papers received from the Head Office, and the district's control list. Ensure that the Senior Education Specialist, Examination Administration submit a formal report on the conduct of the exams to Head Office. Manage and report on any irregularities experienced during the conduct of exam. Facilitate emergency concessions in collaboration with the Psychologist in the District. Administer result certification distribution and remarking processes. facilitates the application for the issuing of certificates -reissue, replacement and combination of result. Ensure control and collect certificates for external clients (Public). Attend to queries from the public regarding registration, results and certification. To coordinate and monitor the budget, resources and overall management of the unit. General supervision of employees and manage performance. Draft the overtime budget of the unit and ensure approval. Collaborate with other Business Units on exam related issues.
<u>ENQUIRIES</u>	:	Mr. Mpho Leotlela Tel No: (011) 736 0717
<u>POST 18/238</u>	:	<u>ASSISTANT DIRECTOR: OFFICE SERVICE POOL (X2 POSTS)</u> Sub-Directorate: Finance and Administration
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Tshwane South District Ref No: TS2023/05/36 Johannesburg Central District Ref No: JC2023/05/37
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management/ Office Management /Transport management/Archives and Records Management or three-year related qualification plus a minimum of 3 years relevant working experience at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge

DUTIES

of Treasury Regulations and PFMA. Building and office administration. Fleet management. Filing systems. Administration procedures relating to specific working environment, including norms and standards. Skills Planning and organizing. Client service. Interpersonal relations. Problem solving. Conflict resolution. Computer literacy. Report writing skills. Ability to perform routine tasks. A valid South Africa driver's license.

: Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the District. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office. Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene services, Labour Saving Devices Wastepaper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization on of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan.

ENQUIRIES

: Mr. Thabiso Mphosi (TS District) Tel No: (012) 401 6434
Mr. Linda Mabutho (JC District) Tel No: (011) 983 2231

POST 18/239

: **ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT (X2 POSTS)**
Sub-Directorate: Finance and Administration

**SALARY
CENTRE**

: R424 104 per annum
Johannesburg East District Ref No: JE2023/05/38
Johannesburg Central District Ref No: JC2023/05/39

REQUIREMENTS

: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) qualification in Finance / Supply Chain Management / Economics / Business / Purchasing/Logistics or three-year related qualification plus a minimum of 3 years' experience in SCM at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.

DUTIES

: Implementation of financial and procurement policies and procedures. Enquiry office is operating efficiently. Manage/ oversee the capturing of RLS01 on either P. CARD/SRM systems. Ensure that Vendor are registered on EIS System and vendor information forms are copied, recorded, and forwarded to GDF for registration. Receipt of requisitions (RLS01's) and processing thereof. Capturing of GRVs RLS02 on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report.

Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier's office operates efficiently, and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done, and poor performance is identified and addressed. Office administration matters and effective, efficient record keeping. Provide monthly management reports. Attend management meetings.

ENQUIRIES : Ms Elizabeth Moloko (JE District) Tel No: (011) 666 9109
Mr. Linda Mabutho (JC District) Tel No: (011) 983 2231

POST 18/240 : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: GW2023/05/40**
Sub-Directorate: THRS

SALARY : R424 104 per annum
CENTRE : Gauteng West District
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management or three-year related qualification majoring in HR/ Personnel Management plus a minimum of 3 years relevant working experience in human resource management/administration at a supervisory level and or at a post equivalent to salary level 8/7. Experience in structuring of packages for the SMS / MMS members will be an added advantage. Knowledge of SMS / MMS policies and prescripts. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Computer literacy in MS Excel and the ability to be expert level on Microsoft Word usage, MS Access and MS Office and Presentation. PERSAL reporting experience, Ability to be able to solve complex salary related matters and the skill to perform manual salary related calculations will be an advantage. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. A valid South African driver's license.

DUTIES : Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on PERSAL and update records on PERSAL. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on PERSAL. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Support members of the Senior management services, on all service termination payments and benefits. Advise SMS/MMS members on how to structure packages. Verify that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assures the correct capturing of termination on Persal against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel. Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.

ENQUIRIES : Ms. Louisa Dhlamini Tel No: (011) 660 4581

<u>POST 18/241</u>	:	<u>ASSISTANT DIRECTOR: OHS SCHOOL COMPLIANCE REF NO: HO2023/05/42 (X2 POSTS)</u> Directorate: Security Services & Safe School Management
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Safety Management/ Disaster Management/ Environmental Management/ and Public Administration or three-year related equivalent qualification plus a minimum of three years' relevant experience in Safety Management Environment at a supervisory level and or at a post equivalent to salary level 8/7. Experience in understanding, Safety laws and regulations as well as the South African Schools Act. will be an added advantage. Knowledge of Public Service Act and Regulations, Employment Equity Act, Occupational Health and Safety Act, South African Schools Act, Labour Relations Act, Protection of Childers Act and Workplace Ethics. Excellent communication (verbal & written), Investigation and Incident Management skills. Good interpersonal relation skills. Computer literacy, Planning and Organising, Analytical, Conflict Management, Report writing, Problem Solving, Facilitation and Presentation skills. A valid South Africa driver's license.
<u>DUTIES</u>	:	Ensure the provision of Occupational Health and Safety training and implementation thereof in schools. Ensure provision of Occupational Health and Safety training initiatives for educators and learners at schools. Ensure coordination and linking of schools to their local clinics and hospitals within the district. Ensure the establishment and appointment of an Occupational Health and Safety Committees at schools. Ensure implementation of school Occupational Health and Safety emergency response protocols and procedures such as emergency evacuation drills to avert Occupational health disasters. Ensure the conducting of Occupational Health and Hazard exposure audits in schools. Ensure that schools have approved and visible emergency evacuation plan directions and signage on their premises. Conduct investigations and report on potential Occupational Hazards and incidents at schools. Coordinate the establishment and maintenance of sickbays/ isolation rooms at schools. Ensure coordination and provision of emergency and safety equipment to schools . Ensure coordination on procurement and delivery of first aid kits and fire extinguisher equipment for all the prioritised areas at schools. Ensure development of School Occupational Health and Safety policies, procedures and guidelines advocacy (SHE&HIRA). Enforce compliance on relevant Occupational Health and Safety Act legislation, regulatory framework and reporting requirements. Supervision of Staff. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms Michelle Mutarara Tel No: 010 600 6179
<u>POST 18/242</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH COORDINATION REF NO HO2023/05/45 (X2 POSTS)</u> Directorate: Education Research and Knowledge Management
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Education Research / Communication / Library and Information Science / Econometrics or related three- year qualification plus a minimum of 3 years relevant working experience in research environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of statistical analysis such as SPSS or STATA will serve as an advantage. Knowledge of applicable legislation, regulation and policies. Computer literacy (Power Point and Excel at an advance level), Communication skills, Interpersonal skills, Research skills, Presentation Skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordination of student and academic research requests. Process Research requests from Higher Education Institutions. Maintenance of Research Frameworks. Analyze research reports from Higher Education Institutions to inform GDE policies. Disseminates research findings from Higher Education Institutions. Conduct and compile desktop research reports and rapid empirical research studies in response to GDE research needs. Develop Concept documents, Data collection, Data analysis, Write research reports. Dissemination of Research Outputs. Conduct client's satisfaction survey on

		research requests procedures. Document proceedings reports for Summits/Colloquia/Conferences and Round table discussions, Newspaper Content Analysis in relation to GDE research needs, Support Commissioned research projects.
<u>ENQUIRIES</u>	:	Ms Faith Tshabalala Tel No: 011 355 0488
<u>POST 18/243</u>	:	<u>ASSISTANT DIRECTOR: PROVISIONING AND ADMIN FOR INSTITUTION REF NO: JE2023/05/48</u> Sub-Directorate: Finance and Administration
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Johannesburg East District
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting or related three-year qualification plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.
<u>DUTIES</u>	:	Ensure effective financial management in all schools (POS, LSEN & Subsidized. Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.
<u>ENQUIRIES</u>	:	Ms Elizabeth Moloko Tel No: (011) 666 9109
<u>POST 18/244</u>	:	<u>PERSONAL ASSISTANT REF NO: HO2023/05/47</u> Directorate: School Sports and Extra Curricular Coordination
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of

DUTIES

procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.

: Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Manage the diary and coordinate meetings for the Senior Manager. Ensure the effective flow, filing and safekeeping of all information and documents to and from the office of the Senior Manager. Type documentation delegated by Senior Manager. Procure and manage office supplies and equipment. Process claims for the Senior Manager. Provide support to the senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements and documentation for meetings and procure bookings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to the senior manager area of work to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Chief Directorate.

ENQUIRIES

: Ms Mahlodi Ragolane Tel No: 011 843 6858

DEPARTMENT OF HEALTH

ERRATUM: Department of Health: Emergency Medical Services: Kindly note that the following posts were advertised in Public Service Vacancy Circular 16 dated 13 May 2023, Human Resource Officer Level 07(Midrand) (X3 Posts), Administrative Officer Level 07 (Midrand) and Emergency Care Officer Grade 1 BLS (X150 Posts): (All Districts) Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the signed new Form z83 obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. If you have not been conducted within (3) months after the closing date, please accept that your application was not successful. The closing date is still the 26 May 2023

OTHER POSTS

POST 18/245

: **MEDICAL SPECIALIST: CARDIOTHORACIC SURGERY REF NO: REFS/017304 (X1 POST)**
Directorate: Clinical Services

SALARY

: Grade 1: R1 214 805 per annum, (all package inclusive)
Grade 2: R1 386 069 per annum, (all package inclusive)
Grade 3: R1 605 330 per annum, (all package inclusive)

CENTRE REQUIREMENTS

: Dr George Mukhari Academic Hospital

: **Grade 1:** Grade 12. MBCHB or equivalent qualification that allows registration with the HPCSA as Medical Specialist in Paediatrics Surgery. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist in Cardiothoracic Surgery and currently registered for 2023 annual financial year. No work Experience required after registration with HPCSA as a Medical Specialist. **Grade 2:** Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Paediatrics Surgery. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as a Specialist after registration with the HPCSA as Medical Specialist or Sub-Specialist. **Grade 3:** Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal speciality. MMed degree or postgraduate qualification. Registration with the HPCSA as Medical Specialist in a normal speciality and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist or Sub-Specialist.

<u>DUTIES</u>	:	Participate in the delivery of a 24 – hour in-patient cardiothoracic surgery service. Undertake teaching of undergraduate medical students. Develop management protocols for the cardiothoracic surgery service in accordance with the Hospital and Department policies. Provide appropriate surgical care to cardiothoracic surgery patients. Maintain the effective and efficient utilisation of human resource in respect of: overseeing and supervising cardiothoracic surgery staff in the execution of their duties. Training staff and promoting on going staff development in accordance with their individual and departmental development needs. Recruiting and selecting staff in accordance with government prescripts, assessing performance of cardiothoracic surgery staff. Allocating cardiothoracic surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards. Foster collaboration with other hospitals within and outside the district. Exercise costs control over the activities of the department in with the allocated budget. Participate in all academic and clinical meetings of the cardiothoracic surgery Department. Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.
<u>ENQUIRIES</u>	:	Prof. RF Chauke Tel No: 012 521 4232/4992
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/246</u>	:	<u>MEDICAL SPECIALIST REF NO: MRH/2023/45</u> Directorate: Psychiatry
<u>SALARY</u>	:	Grade 1: R1 214 805 - R1 288 095 per annum Grade 2: R1 386 069 - R1 469 883 per annum Grade 3: R1 605 330 – R2 001 927 per annum
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior certificate plus MBChB / MBChB plus FC Psychiatry or MMed (Psychiatry). Registration with HPCSA as a Medical Specialist. Appropriate experience in Psychiatric setting. Grade 1: No Experience after registration with the HPCSA as Medical Specialist in a normal specialty. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA.).

<u>DUTIES</u>	:	Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.
<u>ENQUIRIES</u>	:	Dr EB Mankge Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr. MH Hlophe (HR Manager)
<u>NOTE</u>	:	Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/247</u>	:	<u>MEDICAL SPECIALIST REF NO: SBAH 0035/2023 (X1 POST)</u> Directorate: Critical Care 2 Year Post
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum, plus benefits Grade 2: R1 386 069 per annum, plus benefits Grade 3: R1 605 330 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anesthesiology, General Surgery, Internal Medicine, Emergency Medicine, Obstetrics & Gynaecology or Neurosurgery. Must be committed to complete a 2 year full time fellowship training program in critical care.
<u>DUTIES</u>	:	This will include afterhours work (weekends and weekdays). The Critical Care fellow functions as a member of the multidisciplinary critical care team that manages High Care and Critical Care Unit patients. Specific duties include: Full time clinical service provision within the Unit of Critical Care for the prescribed period. Patient management and supervision of junior medical staff. Participation in the critical care academic program. Completion of the prescribed clinical rotation program. Maintaining and completing a monthly logbook. Participation in departmental research activities. Rotation through the training circuit hospitals.
<u>ENQUIRIES</u>	:	Prof F Paruk Tel No: 012 354 2107
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is

committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
09 June 2023

CLOSING DATE

:

POST 18/248

:

MEDICAL SPECIALIST (INTERNAL MEDICINE) REF NO: HRM/2023/46
Directorate: Clinical

SALARY

:

Grade 1: R1 214 805 - R1 288 095 per annum
Grade 2: R1 386 069 - R1 469 883 per annum
Grade 3: R1 605 330 - R2 001 927 per annum

**CENTRE
REQUIREMENTS**

:

Mamelodi Regional Hospital
National Senior certificate plus MBChB / MBChB qualification. Registration with the HPCSA as Medical Specialist in Internal Medicine. The successful candidates must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in multi-disciplinary team. No experience required.

DUTIES

:

The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff, willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meeting and completing MEDCO Legal Documents timeously (e.g., Death certificate. Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plants. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related department at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Commuted Overtime Is Compulsory.

**ENQUIRIES
APPLICATIONS**

:

Dr EB Mankge Tel No: (012) 841 8305

:

Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

**FOR ATTENTION
NOTE**

:

Mr MH Hlophe (HR Manager)

:

Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE

:

19 June 2023

POST 18/249

:

DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: MSD2023/01
Directorate: Warehouse

**SALARY
CENTRE
REQUIREMENTS**

:

R1 129 116 per annum, plus benefits

:

Medical Supplies Depot

:

B. Pharm or equivalent qualification. Current pharmacist registration with the South African Pharmacy Council (SAPC). 5 years of appropriate experience in management/supervisory in the pharmaceutical environment, preferably at a pharmaceutical store/depot. More than 2-year of record in tutoring pharmacists' assistants will be an added advantage. A good understanding of the relevant legislation, National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, and Good Pharmacy Practice relating to

pharmaceutical services. Good verbal and written communication and presentation skills. Sound leadership, analytic and computer proficiency. Proven problem-solving and project management experience, monitoring and evaluation and risk evaluation skills. Must be achievement-driven and self-motivated. A valid driver's license. Extensive knowledge of Pharmaceutical Services' approaches, policies and procedures. In-depth knowledge and experience in the supervision of Pharmaceutical Services. Understanding of PFMA, Medicines and Related Substances Act, and Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Excellent communication skills (verbal and written). Good team-building, problem-solving and leadership skills. Knowledge and skills in managing quality improvement programs. Sound knowledge and understanding of the mandate of the Medical Supplies Depot. Skills: Knowledge of Standard Operating Procedures and Practices. Knowledge and understanding of Public Services Regulations, Public Services Act, PFMA, Treasury Regulations and related acts and policies. Research, Ethics, Project management, Communication skills (verbal & written), Planning and Organizing, relationship management, Problem Solving & Analytical skills. Policy development and implementation skills. Ability to work independently and as part of a team. Interpersonal skills. Willingness to work irregular hours. Proficient in MS Office packages.

DUTIES

: To perform the duties of a warehouse manager in accordance with the Pharmacy Act, GPP and GWP. Ensure compliance of the warehouse to pharmacy and other relevant legislation. Ensure proper storage of medicines at the depot and distribution to healthcare institutions and facilities. Strengthen stakeholder and warehouse staff engagement to improve performance and service delivery. Facilitate developing and maintaining internal control procedures to mitigate identified risks in the warehouse. Ensure the effective and efficient use of warehouse resources. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in the depot. Coordinate training programmes for Pharmacy assistants, Pharmacist Interns and other support personnel. Develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise pharmacists and pharmacist assistants, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies, and implement Performance Management and Development system. Compiling reports for submission to warehouse management on a monthly and quarterly basis.

ENQUIRIES APPLICATIONS

: Mr Langa Tel No: (011) 628-9173
: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE

: The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications and Proof of current payment of annual fees to SAPC 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.

CLOSING DATE

: 09 June 2023

<u>POST 18/250</u>	:	<u>DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: MSD2023/02</u> Directorate: Monitoring and Evaluation
<u>SALARY</u>	:	R1 129 116 per annum, plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	B. Pharm or equivalent qualification. Current registration with the South African Pharmacy Council (SAPC) as a pharmacist. 5 years of appropriate experience in management/supervisory in the pharmaceutical environment. A postgraduate qualification (NQF 8) in Pharmacy/Healthcare/Supply Chain / Management would be an advantage or 1 year or more proven experience in research/monitoring & Evaluation will be an added advantage. A good understanding of the National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, Good Pharmacy Practice relating to pharmaceutical services, Pharmacy Act, Medicines and Related Substances Act. Good verbal and written communication and presentation skills. Sound leadership, analytic and computer proficiency. Monitoring and evaluation and risk evaluation skills. Must be achievement-driven and self-motivated. Candidates may be asked to bring a letter or certificate of service to prove work experience from their current/previous employer. Failure to attach any of the above-mentioned documents may lead to your disqualification in the process. Extensive knowledge of the Monitoring and Evaluation framework as laid out by DPME. Knowledge of Pharmaceutical Services' approaches, policies and procedures. Computer literacy. Excellent communication skills (verbal and written). Good team building, problem-solving and leadership skills. Knowledge and skills in managing quality improvement programmes. Sound knowledge and understanding of the mandate of the Medical Supplies Depot Skills: Knowledge of Standard Operating Procedures and Practices. Knowledge and understanding of Public Services Regulations, Public Services Act, PFMA, Treasury Regulations and related acts and policies. Research, Ethics, Project management, Communication skills (verbal & written), Planning and Organizing, relationship management, Problem Solving & Analytical skills. Policy development and implementation skills. Ability to work independently and as part of a team. Interpersonal skills. Willingness to work irregular hours. Proficient in MS Office packages.
<u>DUTIES</u>	:	Responsible for performance management of the entity as per its mandate as a wholesale pharmacy for the Gauteng Department of Health. Responsible for planning, monitoring and evaluation of the wholesale pharmacy. Work with relevant units in assessing the level of adherence of the depot to national and provincial contracts; analyze trends of non-compliance and develop strategies to improve compliance. Strengthen stakeholder and staff engagement to improve performance and service delivery. Facilitate the development and maintenance of internal control procedures to mitigate identified risks. Ensure the effective and efficient use of resources. Represent the wholesale pharmacy at relevant meetings or serve on various committees and participate in relevant forums in the depot. Participate in training programmes for Pharmacy assistants, Pharmacist Interns and other support personnel. Develop protocols, standard operating procedures and guidelines for efficient and cost-effective service delivery. Supervise and manage junior staff, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies, and implement Performance Management and Development system. Compiling performance and related reports for submission to management on a monthly, quarterly and annual basis.
<u>ENQUIRIES</u>	:	Mr Langa Tel No: (011) 628-9173
<u>APPLICATIONS</u>	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
<u>NOTE</u>	:	The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications and Proof of current payment of annual fees to SAPC 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.

<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/251</u>	:	<u>MEDICAL OFFICER GRADE 2 REF NO: REFS /KPTH/ 05/03/ 2023</u> Directorate: Emergency Medicine
<u>SALARY</u>	:	Grade 2: R1 034 373 - R1 129 116 per annum, (all inclusive)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	MBChB qualification. Registration with the HPCSA as an Independent Medical Practitioner. Recommendation: Postgraduate training and experience in ultrasound and ECG interpretation, or Dip PEC (SA). At least twelve (12) months experience in Emergency Medicine Unit in the last two (2) years. At least three (3) of the following certificates will be recommended: ACLS, ATLS, BLS and PALS. Recommendation: Full EMSSA ultrasound accreditation, FCEM I exam written and passed.
<u>DUTIES</u>	:	Successful candidates will be responsible for the rendering of clinical services in Emergency unit, which includes after-hours work (weekdays and weekends). Clinical guidance of Emergency unit nurses, community service doctors and interns. Accompaniment and clinical guidance of medical students and clinical associates. Assist with logistic arrangements including waiting times in the Emergency Unit. Participation in the academic programme of the Department of Family & Emergency Medicine.
<u>ENQUIRIES</u>	:	Prof MM Geyser Tel No: (012) 318 6700
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za .
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/252</u>	:	<u>MEDICAL REGISTRAR REF NO: REFS /KPTH/ 05/01/ 2023 (X2 POSTS)</u> Directorate: Anaesthesiology
<u>SALARY</u>	:	Grade 1: R906 540 per annum, (all inclusive)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	MBChB degree Registered as an Independent Medical Practitioner with HPCSA. Postgraduate training and experience in Anaesthesiology are necessary. Twelve (12) months of experience in an Anaesthesiology Unit is preferred. The DA(SA) is required. FCA (SA) part I is recommended. The following certificates will be recommended: ACLS, and PALS.
<u>DUTIES</u>	:	Successful candidates will be responsible for rendering clinical services, including after-hours work (weekdays and weekends). Patient management and full-time clinical service provision is performed within the Anaesthesiology

		department. Participation in administrative duties, teaching and research activities is required. The successful candidates must also rotate through related departments at various hospitals.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. M. Mbeki Tel No: (012) 373 1051
	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za .
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/253</u>	:	<u>MEDICAL OFFICER: REF NO: REFS /KPTH/ 05/04/ 2023</u> Directorate: Internal Medicine
<u>SALARY CENTRE REQUIREMENTS</u>	:	R906 540 per annum, (all inclusive)
	:	Kalafong Provincial Tertiary Hospital
	:	MBChB registration with the HPCSA as an Independent Medical Practitioner. Applicants must have an interest in Internal Medicine. Additional related postgraduate qualification and completion of part 1 of the FCP (SA) examination will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be expected to work in the department of Internal Medicine at Kalafong. Work will include delivering clinical care to all in-patients in the service unit allocated to as well as performing outpatient clinic duties. The main responsibility will be to assess and evaluate patients with internal medicine disorders on calls. Admit and clerk patients to the internal medicine wards and to follow patient care through until discharge. The successful candidate will work independently but will be supervised by a specialist physician. The candidate will be expected to do patient related administrative tasks and schedule follow-up outpatient appointments. A major responsibility will be to keep proper clinical records. The successful candidate will be expected to frequently attend academic meetings and do case and journal presentation at these meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. D. G Van Zyl Tel No: (012) 373 1015
	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za .
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public

		Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/254</u>	:	<u>MEDICAL REGISTRAR: GENERAL SURGERY REF NO: REFS/017305 (X1 POST)</u> Directorate: Clinical Services
<u>SALARY</u>	:	R906 540 per annum, (all package inclusive)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	MBCbB or equivalent qualification that allows registration with the HPCSA as a Medical Practitioner. current registration with HPCSA as a medical Practitioner. A minimum of 2 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner Advanced Trauma Life Support, Basic Surgical Skills and Primaries will be an added advantage.
<u>DUTIES</u>	:	To ensure multi-disciplinary teamwork. To ensure continuous training and education of the interns and students. To assist in departmental cost-efficiency practices. To step into management responsibilities as and when the need arises. To attend to in-patients, outpatients and casualty responsibilities. To provide efficient and effective clinical care within the provision of tertiary hospital service package. To provide optimum quality health care to patients: perform therapeutic management duties. To promote and provide palliative care. To refer patients to appropriate level of care. Guide, support and supervise junior staff towards management of patients. Ensure compliance to all relevant legislation, policies and protocols and proper record keeping. Work as a team with all staff. To perform commuted overtime in order to provide a 24hr clinical service Other: Registrars will be required to register as post-graduate students with the University according to the requirements for the discipline in the yearbook and guidelines.
<u>ENQUIRIES</u>	:	Prof. Z Koto Tel No: 012 521 4153/4150
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	09 June 2023

<u>POST 18/255</u>	:	<u>MEDICAL REGISTRAR: INTERNAL MEDICINE REF NO: REFS/017301 (X1 POST)</u> Directorate: Clinical Services
<u>SALARY</u>	:	R906 540 per annum, (all package inclusive)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB or equivalent qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner. Primaries will be an added advantage.
<u>DUTIES</u>	:	Patient Care: Offer comprehensive medical care to Internal Medicine patients-General/Subspecialties/Outpatients and Inpatients. Deal with referrals and transfers from level 1, 2 and 3 facilities from the Hospital drainage Area. Daily ward rounds in the medical wards, level 1 (problems) and daily inpatient and outpatient care. See consultations from other departments. Writing meticulous discharge summaries for all patients. Run medical outpatient and sub-specialty clinics. Up-referral of properly worked-up, appropriate patients to sub-specialties. Down-referral of all stable patients to level 1 clinics. Teaching: Formal training of junior medical officers, registrars, medical students and allied health workers. Mentorship of Staff (Junior Medical Officers, Registrars, Nurses) in the Medical Wards and Clinics and from facilities that refer to DGM Hospital. Outreaches Level 2 and 3 Hospitals
<u>ENQUIRIES</u>	:	Prof ND Madala Tel No: (012) 521-3276
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/256</u>	:	<u>MEDICAL REGISTRAR: PSYCHIATRY REF NO: REFS/017299 (X2 POSTS)</u> Directorate: Clinical Services
<u>SALARY</u>	:	R906 540 per annum, (all package inclusive)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as an independent medical practitioner. Additional qualifications e.g. Diploma in mental health and or Part 1 of the FC Psych examination will serve as an added advantage.
<u>DUTIES</u>	:	Patient Care: Offer comprehensive medical care to Psychiatry patients. Deal with referrals and transfers from level 1, 2 and 3 facilities from the Hospital

		drainage Area. Daily ward rounds in the Psychiatry wards, level 1 (problems) and daily inpatient and outpatient care. See consultations from other departments. Writing meticulous discharge summaries for all patients. Run Psychiatry patient and sub-specialty clinics. Up-referral of properly worked-up, appropriate patients to sub-specialties. Down-referral of all stable patients to level 1 clinics. Teaching: Formal training of Junior Medical Officers, Psychiatry Students and allied health workers. Mentorship of Staff (Junior Medical Officers, Nurses) in the Psychiatric Wards and Clinics and from facilities that refer to DGM Hospital. Outreaches Level 2 and 3 Hospitals.
<u>ENQUIRIES</u>	:	Dr PS Mazibuko Tel No: (012) 521 4032/4143
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/257</u>	:	<u>REGISTRAR (MEDICAL) REF NO: REFS /KPTH/ 05/02/ 2023</u> Directorate: Obstetrics & Gynaecology
<u>SALARY</u>	:	R906 540 per annum, (all inclusive)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	MBChB qualification. Registration as an Independent medical practitioner with the HPCSA. Recommendations: Successful completion of the Colleges of Medicine Part 1 examination or Diploma OBS (SA) is a strong recommendation. Applicable post graduate diploma or other qualification will be an added advantage. At least six (6) months experience in Obstetrics & Gynaecology.
<u>DUTIES</u>	:	Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Outreach including rotation at satellite and partner hospitals associated with the University of Pretoria. Training in the different sites: Steve Biko Academic Hospital, Tembisa Provincial Tertiary Hospital, Witbank Hospital and 1 Military Hospital. Research project for MMed. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.
<u>ENQUIRIES</u>	:	Prof Snyman Tel No: (012) 373 1002
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand

NOTE

Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

09 June 2023

POST 18/258

DEPUTY DIRECTOR: LOGISTICS REF NO: REFS/017294 (X1 POST)

Directorate: Admin Support and Logistics

**SALARY
CENTRE
REQUIREMENTS**

R811 560 per annum, (all package inclusive)

Dr George Mukhari Academic Hospital

Grade 12. A recognized Degree in Public Management / Administration, Business Management or relevant tertiary qualifications at NQF 7 with at least 10 years experience in the relevant field of which 5 years must be at an Assistant Director level. Strong management, leadership skills and the ability to interpret and implement policies, directives and guidelines of the Department. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem solving skills. Candidates are required to have an understanding of the Support Services such as Cleaning, Laundry, Accommodation, Waste Management, Horticulture, Cleaning of hard surfaces and Property Caretakers, Security, Risk, Transport, Audit and Operational Plan etc. Knowledge and understanding of computer literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook). Knowledge of public service legislation, policies and procedures such as the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act. Prepared to work under pressure and stressful situations. Knowledge on Planning and Organising, Administration Procedures relating to specific working environment including norms and standards, Compilation of Management reports, reporting procedures, research analysing, Programme / Project Planning, Strategic Planning and Career Management. Experience in a Hospital setup will be an added advantage.

DUTIES

Will be responsible for management and the administration of Laundry, Cleaning, Accommodation, Waste Management, Horticulture, Cleaning of hard surfaces and Property Caretakers, Transport and Security Services of the hospital. Ensure that the sub-directorate Comply with the Human Resources requirements with particular emphasis on contracting and evaluating the immediate subordinates annually and quarterly respectively against the departmental and institutional objectives and provision of staff development where and when needed. Maintenance of a well-managed laundry services which is characterised by provision of adequate quantities and quality linen to the end user on request. Maintenance of well-managed internal and external cleaning services, which will bring in clean and neat wards, offices and any other location that is, used by the hospital. Management Waste, Horticulture, Cleaning of hard surfaces and Property Caretakers. Management of Accommodation both residential and workspace. Management of Hospital Fleet/Transport. Maintenance of well-managed Security Services which will bring in a safe and sound environment for staff, clients, visitors and other resources and property in the Hospital. Participate in the drawing of Operational Plans of Administration Support, Logistics and Patient Affairs Directorate. Facilitate and monitor the implementation of the Strategic Plan, Operational Plan and prepare inputs for the Directorate Performance Quarterly

	Reviews. Perform any other duties delegated by the Director, Admin Support, Logistics and Patient Affairs.
<u>ENQUIRIES</u>	: Mr. Phetola Malahlela Tel No: 012 529 3693
<u>APPLICATIONS</u>	: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
<u>NOTE</u>	: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	: 09 June 2023
<u>POST 18/259</u>	: <u>DEPUTY DIRECTOR: PATIENT ADMIN & RECORDS REF NO: REFS/017293 (X1 POST)</u> Directorate: Admin Support and Logistics
<u>SALARY</u>	: R811 560 per annum, (all package inclusive)
<u>CENTRE</u>	: Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	: Grade 12. A recognized degree in Public Management / Administration, Business Management or relevant tertiary qualifications at NQF 7 with at least 10 years experience in the relevant field of which 5 years must be at an Assistant Director level. Experience in a Hospital setup is a requirement. Strong management, leadership skills and the ability to interpret and implement policies, directives and guidelines of the Department. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict, and problem-solving skills. Candidates are required to have an understanding of the hospital Patient Administration, Mortuary Services, Potting and Messenger Services, Posting and Reproduction, Risk and Audit. Knowledge and understanding of computer literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook). Knowledge of public service legislation, policies and procedures such as the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act. Prepared to work under pressure and stressful situations. Knowledge on Planning and Organising, Administration Procedures relating to specific working environment including norms and standards, Compilation of Management reports, reporting procedures, research analysing, Programme / Project Planning, Strategic Planning and Career Management.
<u>DUTIES</u>	: Will be responsible for management and the administration Patient Affairs, Mortuary Services, Potting and Messenger Services and managing of Registry (Posting & Reproductions) Ensure that the Sub-directorate Comply with the Human Resources requirements with particular emphasis on contracting and evaluating the immediate subordinates. Ensuring that the Sub-directorate complies with statutory prescripts such as adherence to Procedure

Manuals, and that the hospital achieve zero percent audit findings. Support Finance Revenue to achieve their yearly projected revenue collections. Ensuring availability of the SOPS (Standard Operating Procedures). Ensuring that the Records & Archives has adequate filing storage and that inactive records are accordingly disposed of. Participate in the drawing of Operational Plans of Administration Support, Logistics and Patient Affairs Directorate. Facilitate and monitor the implementation of the Strategic Plan, Operational Plan and prepare inputs for the Directorate Performance Quarterly Reviews. Perform any other duties delegated by the Director, Admin Support, Logistics and Patient Affairs.

ENQUIRIES
APPLICATIONS

: Mr. Phetola Malahlela Tel No: 012 529 3693
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 09 June 2023

POST 18/260

: **CLINICAL PSYCHOLOGIST REF NO: REFS/017303 (X1 POST)**
Directorate: Clinical Support

SALARY

: Grade 1: R790 077 per annum, (all package inclusive)
Grade 2: R918 630 per annum, (all package inclusive)
Grade 3: R1 063 611 per annum, (all package inclusive)

CENTRE
REQUIREMENTS

: Dr George Mukhari Academic Hospital
: Appropriate qualification that allows registration with the health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with HPCSA as a Clinical Psychologist and current registration. **Grade 1:** (No experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa), **Grade 2:** A minimum of 8 years' relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), **Grade 3:** A minimum of 16 years relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees. Ability to speak local indigenous languages will be an added advantage. Proven experience in the supervision of Intern Clinical Psychologists. A PhD will be an added advantage.
: Offering therapy and treatment for difficulties relating to mental health problems such as anxiety, depression, addiction, social and interpersonal problems, trauma, challenging behaviour and a variety of medical conditions. Assessing

	<p>patient needs, abilities or behaviour using a variety of methods, including psychometric tests, interviews and direct observation of behaviour. Working as a part of the multidisciplinary team alongside doctors, nurses, social workers, psychiatrists, occupational therapists and others. Devising, implementing and monitoring appropriate treatment programs, including individual therapy, group therapy, family therapy and other forms of treatment. Conducting forensic assessments and provision of related reports. Developing and evaluating service provision for patients. Initiating and carrying out applied research, adding to the evidence base of practice in a variety of healthcare settings. Contribute to the department's planning, monitoring and evaluation of service delivery. Ability to speak local indigenous languages.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Dr Mia Kritzinger/Dr Mirriam Kganya Tel No: (012) 529 3558</p> <p>: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.</p>
<u>NOTE</u>	<p>: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.</p>
<u>CLOSING DATE</u>	<p>: 09 June 2023</p>
<u>POST 18/261</u>	<p>: <u>OPERATIONAL MANAGER SPECIALTY (MIDWIFERY) REF NO: REFS/TMH/2023/05/19 (X1 POST)</u> Directorate: Nursing Services</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R627 474 – R703 752 per annum, plus benefits</p> <p>: Tambo Memorial Hospital</p> <p>: Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in General Nursing Science) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post-basic qualification in Midwifery and Neonatal Nursing Science with duration of one year accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate / recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period mentioned above must be appropriate recognizable experience after obtaining 1- year post-basic qualification in Midwifery and Neonatal Nursing Science.</p>
<u>DUTIES</u>	<p>: Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and</p>

		effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.
<u>ENQUIRIES</u>	:	Ms. M Mbele Tel No: (011) 898 8314
<u>APPLICATIONS</u>	:	Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
<u>NOTE</u>	:	Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	09 June 2023, Time: 12H00
<u>POST 18/262</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2023/06/01</u> Directorate: Primary Health Care
<u>SALARY</u>	:	R627 474 – R703 752 per annum
<u>CENTRE</u>	:	Kwa – Thema CHC (ESDR)
<u>REQUIREMENTS</u>	:	Grade 12 with basic qualification accredited with SANC in terms of Government Notice R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government Notice No R48 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy and driver's license is essential. Knowledge of all Legislation relevant to Health Care Services.
<u>DUTIES</u>	:	Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility. Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.
<u>ENQUIRIES</u>	:	Ms T Moeketsi at 079 886 0421
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za.

Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/263</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2023/06/02</u> Directorate: Primary Health Care
<u>SALARY</u>	:	R627 474 – R703 752 per annum
<u>CENTRE</u>	:	Phillip Moyo CHC (ESDR)
<u>REQUIREMENTS</u>	:	Grade 12 with basic qualification accredited with SANC in terms of Government Notice R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government Notice No R48 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy and driver's license is essential. Knowledge of all Legislation relevant to Health Care Services.
<u>DUTIES</u>	:	Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.
<u>ENQUIRIES</u>	:	Ms N.M Xaba Tel No: (011) 422 - 5764
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only

shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/264</u>	:	<u>ASSISTANT DIRECTOR: PHYSIOTHERAPIST REF NO: REFS /KPTH/ 05/05/ 2023</u> Directorate: Physiotherapy
<u>SALARY</u>	:	Grade 1: R578 3676 per annum, (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12 and Degree in Physiotherapy or appropriate qualification that allows registration with the Health Professional council of South Africa (HPCSA) as a physiotherapy. Minimum of five (5) years' experience as a physiotherapy post community services Minimum of four (4) years' experience as a chief physiotherapist. Strong leadership, coordinating and interpersonal skills. Computer Skills. Communication skills (verbal and written). Ability to work under pressure in a changing environment. Have the ability to work independently.
<u>DUTIES</u>	:	Manage the physiotherapy department at Kalafong Provincial Tertiary Hospital. Plan and budget for the physiotherapy programs and services in the Hospital. Ensure the department adheres to set quality standards. Prepare reports for relevant audits and assessments in the public sector. Provide monthly reports to management. Supervision and management of Employee Performance and development.
<u>ENQUIRIES</u>	:	Dr. A Sewanywa, Tel No: (012) 318-6503
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.professionaljobcentre.gpg.gov.za .
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form effective from 1 January 2021 accompanied by a CV highlighting or stating the requirements mentioned above; and Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	9 June 2023
<u>POST 18/265</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 2 REF NO: REFS /KPTH/ 05/06/ 2023</u> Directorate: Nursing Management
<u>SALARY</u>	:	R575 898 per annum, (plus benefit)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital

<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of period referred to above must be appropriate / recognizable experience in Nursing Education. Post Basic Nursing qualification, with a duration of at least one (1) year in Nursing Education. Current (2023) SANC receipt. Diploma in Nursing Administration / Management will be an added advantage and will be given priority. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework in CETU. Manage effectively supervision and utilization of resources Human, Material, and monitoring of the services. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and self-development. Display a concern of patients by promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the Principles of Batho Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing Standards. Demonstrate an ability to perform research work relevant to Nursing education and related subjects to enhance the quality of CETU. Able to apply technology and programmes to enhance the level of education and teaching programmes. Teaching of clinical nursing practice and nursing standards as determined by the relevant facility.
<u>ENQUIRIES</u>	:	Ms K.A Kelembe Tel No: (012) 318-6634/6930
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.professionaljobcentre.gpg.gov.za .
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form effective from 1 January 2021 accompanied by a CV highlighting or stating the requirements mentioned above; and Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/266</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (INTEGRATED SCHOOL HEALTH SERVICES PROGRAMME)</u> REF NO: EHD2023/06/06 Directorate: PHC
<u>SALARY</u>	:	R497 193 – R559 686 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	: :	Ekurhuleni Health District (SSDR) Grade 12 with Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Current registration with SANC. A valid driver's license and computer literacy is essential. Knowledge and understanding of School Health Services. Experience in PHC setting will be an added advantage. Good interpersonal organizing, planning, report writing, presentation skills and communication skills with colleagues and subordinates.
<u>DUTIES</u>	:	Coordinate School Health and Health Promotion services at sub districts level. Ensure implementation of policies and guidelines. Organize and coordinate training for team members. Compile operational plans and monthly reports. Conduct supervisory visits. Organize and coordinate workshops in sub district. Participate in research projects to improve quality of service. Be part of the sub district management teams. Perform any functions as delegated by the Supervisor.
<u>ENQUIRIES APPLICATIONS</u>	: :	Ms P.T Mngomezulu at 082 412 2483 Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION NOTE</u>	: :	Human Resource Manager No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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 department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/267</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: REFS/017178 (X3 POSTS)</u> Directorate: Clinical Support
<u>SALARY CENTRE REQUIREMENTS</u>	: : :	R487 305 per annum, (plus benefits) Dr George Mukhari Academic Hospital Appropriate Qualifications i.e. A Bachelor's degree or Diploma in Diagnostic Radiography. Current registration with the Health Professional council of South Africa (HPCSA) as an independent practitioner in Diagnostic Radiography. A minimum of 3 years appropriate experience in Radiography after registration with the Health Professional council of South Africa (HPCSA) as an independent practitioner. Experience in digital radiography will be an advantage. Knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written). Compliance with budgeting, Radiographic Quality assurance, National Core Standards, Health information management, PMDS, Health and Safety and Infection Control principles.
<u>DUTIES</u>	:	Ensure provisioning of a 24-hour service and high standard of Radiographic imaging is always maintained. Ensure Accurate patient records including recording radiation dose and exposure factors are kept and maintained. Effective and efficient management of resources. Formulate and execute institutional strategic operational plans and ensuring achievements of the said targets. Supervise, develop and train and monitor the performance of the subordinate staff and other related category of staff in all aspects of service delivery whilst adhering and complying with Batho Pele Principles, National Core Standards and other Public Service policies and acts. Ensure timeous

	submission of monthly reports, manage budget and expenditure and submit the performance report to the manager. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed National Core Standards requirements are adhered to.
<u>ENQUIRIES</u>	: Ms. EM Ramaboa Tel No: (012) 529 3123/3035
<u>APPLICATIONS</u>	: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
<u>NOTE</u>	: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	: 09 June 2023
<u>POST 18/268</u>	: <u>LECTURER REF NO: HRM/2023/47</u> Directorate: Nursing
<u>SALARY</u>	: R431 265 – R497 193 per annum, (OSD)
<u>CENTRE</u>	: Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	: National Senior Certificate. Basic R45 equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Diploma/ Degree in Nursing Education and Administration qualification accredited with the South African Nursing Council (SANC) in terms of government notice R.425. Current registration with SANC. Minimum of 4 years appropriate/ recognizable nursing experience after being registered as a Professional Nurse and Midwife/ Accoucheur. Good communication, supervisory, report writing and presentation skills. Candidate to have ability to work as a team and under pressure. Regulations and legislative framework. Computer.
<u>DUTIES</u>	: Facilitate the provision of Education and Training of student nurses during clinical placement. Guide and support student nurses effectively. Support vision and mission of the hospital through participation in meetings, committees and CETU activities. Promote the image of the hospital. Exercise control over student nurses. Render a nursing service within the scope of practice of every category of nurses by ensuring that all wards implement the Nursing care standards and procedures as set out at nursing colleges. Provide direction and supervision for the implementation of the nursing plan, clinical practice, and quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively. Adhere to hospital, and departmental policies, procedures, guidelines, and regulations.
<u>ENQUIRIES</u>	: Ms. S. Mahlangu Tel No: (012) 841 8363

<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION NOTE</u>	:	Mr MH Hlophe
	:	Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/269</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY TRAUMA) REF NO: HRM/2023/48 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital National senior certificate. Basic R425 qualification, diploma/degree in nursing equivalent qualification that allows registration with SANC as a professional nurse. Current registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in trauma speciality. A minimum of 4 years appropriate recognized experience in nursing after registration as a professional nurse with SANC in general nursing and a Minimum of 1 year experience in Trauma after acquiring Trauma Speciality.
<u>DUTIES</u>	:	Perform both clinical and administrative duties as required as per SANC requested. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care, provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the nursing act, occupational health and safety act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance program, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient's complaints and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution and other regulating bodies.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S. Mahlangu Tel No: (012) 841 8363
	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION NOTE</u>	:	Ms RM Tloane. (HR Recruitment Section)
	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment refence check. Jobs Are Not For Sale At Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	19 June 2023

<u>POST 18/270</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS REF NO: REFS/017291 (X1 POST)</u> Directorate: Clinical Services
<u>SALARY</u>	:	R424 104 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. A recognized National Diploma in Public Management / Administration, Business Management or relevant tertiary qualifications NQF 6 with at least 5 years' experience in the relevant field of which 3 years must be at a Supervisory Level. Strong management, leadership skills and the ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem solving skills. Candidates are required to have an understanding of the Support Services such as External Cleaning, Waste Management, Household and Mortuary Services. Knowledge and understanding of computer literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook). Knowledge of public service legislation, policies and procedures such as the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act. Prepared to work under pressure and stressful situations. Knowledge on Planning and Organising, Administration Procedures relating to specific working environment including norms and standards, Compilation of Management reports, reporting procedures, research analysing, Programme / Project Planning, Strategic Planning and Career Management. Experience in a Hospital setup will be an added advantage.
<u>DUTIES</u>	:	Will be responsible for management and the administration of External Cleaning, Garden and grounds, Waste Management, Horticulture services and Property Caretakers. Ensure that the section comply with the Human Resources requirements with particular emphasis on contracting and evaluating the immediate subordinates annually and quarterly respectively against the departmental and institutional objectives and provision of staff development where and when needed. Maintenance of well-managed external cleaning services, garden and grounds, which will make the hospital habitable. Management Waste, Horticulture, Cleaning of hard surfaces and Property Caretakers. Participate in the drawing of Operational Plans of Logistics Sub-Directorate. Facilitate and monitor the implementation of the Operational Plan and prepare inputs for the Sub-Directorate Performance Quarterly Reviews. Perform any other duties delegated by the Deputy Director: Logistics.
<u>ENQUIRIES</u>	:	Mr. Phetola Malahlela Tel No: 012 529 3693
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails

	reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	: 09 June 2023
<u>POST 18/271</u>	: <u>ASSISTANT DIRECTOR: FACILITY MANAGER REF NO: REFS/017289 (X1 POST)</u> Directorate: Clinical Services
<u>SALARY</u>	: R424 104 per annum, (plus benefits)
<u>CENTRE</u>	: Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	: Grade 12. A three-year tertiary qualification in Built Environment, Facilities Management, Property Management/Real Estate or Public Management at NQF level 6. Appropriate relevant experience in Facility Management, Property Management, Project Management. Must have five (5) years' experience in Facility Management environment of which three (3) must be at Supervisory level. Knowledge of Occupational Health and Safety Act, Knowledge of PFMA and National Building Regulation. Knowledge of Government Procurement systems in the general built environment, technical knowledge of key functions related to the best practice within the integrated Facilities Management. Knowledge of Supply Chain Management Framework and Government budget procedure Skills. Computer Literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook), Report writing skills, planning and organising, project management skills, leadership skills, problem solving, facilitation skills, effective communication skills. Be patient, understanding, trustworthy, dependable, innovative, hardworking and analytical thinking, Ability to work under pressure, Self-Motivated, Creative, and have a valid driver's license.
<u>DUTIES</u>	: Overall management of Facility Management Unit (FMU) which includes capital and day to day maintenance of the hospital. Liaison with both resident and external Department of Infrastructure Development (DID). Keep track of all maintenance projects and processes which includes preparation of the sectional procurement plans, budget inputs and management of related registers. Manage day to day maintenance through monitoring of call registers, updating it at predetermined intervals and report such to the Deputy Director. Conduct spontaneous checks on infrastructure status. Management of FMU budget utilization which includes procurement of goods and services, stock control and capital and day to day expenditure registers. Communicate and liaise with resident DID inspectors and external DID staff in matters relating to infrastructure maintenance and development. Ensure the implementation of all FMU practices, guidelines and policies. Responsible for the implementation of Occupational Health and Safety Act. Participate in the development, monitoring and review of operational plans of the unit. Manage staff development and performance (PDMS) against departmental and hospital objectives in line with Strategic, Operational and Turnaround plans. Compile and submit prescribed monthly, quarterly and annual reports. Perform any other duties delegated by Supervisor.
<u>ENQUIRIES</u>	: Mr. Phetola Malahlela Tel No: 012 529 3693
<u>APPLICATIONS</u>	: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
<u>NOTE</u>	: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with

GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

:

09 June 2023

POST 18/272

:

DIAGNOSTIC: RADIOGRAPHER REF NO: HRM/2023/49 (X3 POSTS)

Directorate: Allied

SALARY

:

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

:

Mamelodi Regional Hospital

REQUIREMENTS

:

National Senior Certificate. National Diploma or Degree in Diagnostic Radiography Qualification. Registration with HPCSA as an independent diagnostic radiographer. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills and teamwork necessary. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DOH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to do shifts when required.

DUTIES

:

Select the exposure factor with due cognizance of all factors. Expose and process X-rays and ensure X-rays are taken and meet high professional status. Produce good quality CT scan images, Good knowledge of all contrast media, planning and booking of CT Scan patients. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates. Ensure regular services of X-ray equipment. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health, perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Must be willing to cover a 24 hours' duty roster. Work with covid suspected and confirmed patients. Participate in providing 24-hour Radiographic services in the hospital. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Hospital Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must work harmoniously with other healthcare workers within the Department and Institution. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training for students and others and in CPD activities.

ENQUIRIES

:

Ms. Danke Tel No: (012) 841 0924

APPLICATIONS

:

Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION

:

Ms RM Tloane (HR Recruitment Section)

NOTE

:

Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and

equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital. Male applicants are encouraged to apply.

<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/273</u>	:	<u>OCCUPATIONAL THERAPIST – PRODUCTION LEVEL – GRADE 1 REF NO: HRM 12/23 (X2 POSTS)</u> Directorate: Allied
<u>SALARY</u>	:	R359 622 - R408 201 per annum, (plus benefits)
<u>CENTRE</u>	:	Sterkfontein Hospital
<u>REQUIREMENTS</u>	:	Degree in Occupational Therapy. Registered with HPCSA as an Occupational Therapist (Independent practice). Experience in Psychiatry will be an advantage. Must be computer literate.
<u>DUTIES</u>	:	Render an Occupational Therapy service in allocated areas of work that complies with the standards and norms as indicated by Health Policies. Assessment and treatment of patients in allocated work. Involvement in the assessment of trial awaiting detainees. Be responsible for therapeutic and/ or income generating projects in area of work. Effective report writing skills needed. Working well within the MDT set up. Active participation in Quality Assurance and PMDS process. Supervision of OTTs. Supervision of students. Participate in CPD activities.
<u>ENQUIRIES</u>	:	Ms. L.R. Hendricks Tel No: (011) 951-8364
<u>APPLICATIONS</u>	:	Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<u>NOTE</u>	:	Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za), accompanied by a detailed CV with atleast two contactable references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
<u>CLOSING DATE</u>	:	09 June 2023, Time: 12H00
<u>POST 18/274</u>	:	<u>DIAGNOSTIC RADIOGRAPHER REF NO: REF/017237 (X2 POSTS)</u> Directorate: Clinical Support
<u>SALARY</u>	:	R332 427 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate Qualifications i.e. A Bachelor's degree or Diploma in Diagnostic Radiography. Current registration with the Health Professional council of South Africa (HPCSA) as an independent practitioner in Diagnostic Radiography. Grade 1: 0-9 year's experience. Grade 2: a minimum of 10 years relevant experience and Grade 3 a minimum of 20 years relevant experience after registration with the Health Professional council of South Africa (HPCSA) as an independent practitioner in Diagnostic Radiography in respect of South African qualified employees who performed Community Service as required in South Africa. Knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written). Radiographic Quality assurance, National Core Standards, Health information management, PMDS, Health and Safety and Infection Control principles.

<u>DUTIES</u>	:	Ensure provisioning of a 24-hour service. Provide a high standard of Patient Care. Ensure a high standard of Radiographic Imaging is always maintained. Accurate patient records including recording radiation dose and exposure factors are kept and maintained. Effective and efficient management of resources. Execute QA (Quality Assurance) and student training in the area of work. To supervise, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering and complying with Batho Pele Principles, National Core Standards and other Public Service policies and acts. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed National Core Standards requirements are adhered to.
<u>ENQUIRIES</u>	:	Ms. EM Ramaboa Tel No: (012) 529 3123/3035
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/275</u>	:	<u>FINANCIAL CONTROLLER REF NO: EHD2023/06/07</u> Directorate: Finance
<u>SALARY</u>	:	R294 321 - R343 815 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Grade 12 certificate with accounting as a subject with a minimum of 5 years appropriate experience in the Government Financial Management or Grade 12 with appropriate Degree / Diploma in Accounting or equivalent qualification with a minimum of 3 years appropriate experience in the Government Financial Management working with reconciliation of transversal systems (BAS, PERSAL, MEDSAS, SAP). Computer Literacy is essential. Knowledge of relevant financial prescripts.
<u>DUTIES</u>	:	Reconciliation of BAS/PERSAL and communicate with HR to correct staff establishment misallocation. Reconciliation of BAS/MEDSAS and liaise with District Pharmacy regarding their reconciliation. Reconciliation of BAS/ SAP and liaise with SCM unit. Capturing Journals on SAP system and aligning expenditure against budget. Management of Petty Cash and Revenue. Filing of reconciliations and all finance documents on a daily basis. Compile the Input /Output report and submission of financial Reports to Head Office on time.
<u>ENQUIRIES</u>	:	Ms. S.I Tivani Tel No: (011) 876-1742

<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/276</u>	:	<u>AUXILIARY WORKER REF NO: MSD2023/05</u> Directorate: Warehouse
<u>SALARY</u>	:	R294 321 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 National Certificate, Registration as a Post Basic Pharmacist Assistant with the South African Pharmacy Council. Good leadership and proactive skills are required. Experience In staff management is essential. Both written and verbal communication skills are necessary. Must have an understanding of the Pharmacy Act, Medicines and Related Substances Act, the Public Finance Management Act and waste management. Must have a minimum of 3 - 5 years experience as a Post Basic Pharmacist Assistant in warehousing, stock management, stock-take, distribution and management. A qualification in supply chain management will be an advantage.
<u>DUTIES</u>	:	Management of a store's functions and staff. Supervise the receiving, storage, issuing and distribution of pharmaceuticals within your designated store. Practice stock management according to the FIFO/FEFO principles. Supervision, training and disciplining staff within the store. Preparation of store for the annual and bi-annual stock-take. Assume responsibility for resolving complaints from Demanders, cyclic stock counts and all investigations within the store. Leave planning of staff is essential. Ensure that all Pharmacy Acts, rules, regulations, instructions, procedures and policies are adhered to. Ensure that all SOP'S in the Warehouse are adhered to at all times. Assist with ensuring that the store complies with the GPP and Good warehousing practices. Ensure that the performance of junior staff members is managed and done according to the schedule. Manage time and attendance of junior staff members in the stores. Assist in ensuring that the pharmacy store complies with OHS regulations, including wearing protective clothing at all times. Involvement in the development of staff members in the pharmacy store is essential. Do daily planning for the pharmacy store.
<u>ENQUIRIES</u>	:	Ms N Nama Tel No: (011) 628 9183
<u>APPLICATIONS</u>	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
<u>NOTE</u>	:	The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications and Proof of current payment of annual fees to SAPC

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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.

CLOSING DATE

: 09 June 2023

POST 18/277

: **MATERIAL RECORDING CLERK REF NO: MSD2023/06**
Directorate: Data

SALARY
CENTRE
REQUIREMENTS

: R294 321 per annum (Level 07), plus benefits
: Medical Supplies Depot
: Grade 12 or Equivalent. 3 - 5 years experience in Supply Chain Management and Drug Supply Management. Knowledge and understanding of legislative framework governing the public service e.g. Batho Pele, PFMA, Treasury Regulations, Financial Policies and Procedures. Good Verbal and written Communication with intra and interpersonal skills, typing, planning and organizing, problem-solving, time management and ability to interpret directives. Service Delivery Innovation and Good Customer Relations. Ability to work under pressure and meet deadlines. The following will be added advantages: Experience in a Pharmaceutical environment and understanding of Drug Supply Management, warehousing and/or distribution. Understanding of MEDSAS and RDM computer systems.

DUTIES

: Supervision of all DATA functions. Effective running of the department in line with SOP's, Policies and Legislation. Facilitate timeous Collection of all DATA reports. Follow up on all overdue issues, reversals and cancellations of issues. Timeous processing and management of internal orders. Ensure implementation and compliance with Gauteng Medical Supplies Depot Policies and Standard Operating Procedures. Receiving Green Cards from Facilities (hospitals, clinics, Emergency Medical Services (EMS) and Regional Pharmacies). Loading Green cards into MEDSAS and transfer of RDM orders. Optimal utilization of official working hours. Train, Evaluate and Support Staff. Cost Centre Budget Management. Ensuring Compliance with Deliveries Schedule by timeous Printing, sorting and distribution of Invoices (IV's) for Warehouse Picking and Dispatch of Pharmaceutical Stock. Answer all demander's enquiries, Processing of demander's orders and provide reports to demanders on request. Returning of Post to Hospitals. Filing of Finalized Iv's and Financial reports. Accurate compilation of Statistics and Reporting.

ENQUIRIES
APPLICATIONS

: Ms L. Chiloeane Tel No: (011) 628 9020
: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE

: The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of

		candidates for the post(s). Correspondence will be limited to shortlisted candidates only.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/278</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: MSD2023/07</u> Directorate: Human Resource
<u>SALARY</u>	:	R294 321 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 or Equivalent. 3 - 5 years experience in Human Resource in the Health public environment. The following PERSAL certificates are essential for this post: Introduction to PERSAL, Leave Administration and Salaries Administration. A valid driver's license is required. Skills: supervision, ability to work under pressure and good communication skills, excellent administrative skills (Planning, Organising & coordination), and sound knowledge of the Public Service Act and Regulations, Public Finance Management Act, collective agreements, OSD requirements, Code of Conduct, and other relevant public service prescripts.
<u>DUTIES</u>	:	Supervision of staff. Coordinated and manage all Salaries and Personnel administration on the PERSAL System. Assist in managing reports. Manage recruitment and selection. Manage workforce planning (Staff establishment). Control performance appraisal and the management thereof for the institution. Management of Policy and Procedure on incapacity Leave and Ill-health retirement (PILIR) and absenteeism. Monitor compliance with H R delegations. Management and control of the HR Budget. Provide HR reports for management and annual reports. Attending meetings/workshops/forums. Writing of submission memos, reports and presentations. Ensure quality assurance is adhered to in HR. Assist employees with leave queries Inform and guide employees on Human Resource administration matters to enhance the correct implementation of personnel administration practices, e.g. mobility arrangements, terminations, appointments, leave administration, management of RWOPS, etc. Ability to keep confidential matters pertaining to personal matters. Able to implement Batho Pele Principles in the working environment and resolve employee's problems. Checking, Approval and Authorization of all transactions on the PERSAL system. Manage payroll and salaries administration. Perform all duties as delegated by Human Resource Manager.
<u>ENQUIRIES</u>	:	Mr V.M Maiwashe Tel No: (011) 628 9119
<u>APPLICATIONS</u>	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
<u>NOTE</u>	:	The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/279</u>	:	<u>EMPLOYEE RELATIONS AND WELLNESS REF NO: MSD2023/08</u> Directorate: Labour Relation
<u>SALARY</u>	:	R294 321 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot

<u>REQUIREMENTS</u>	:	Grade 12 or Equivalent. 3 – 5 years' experience in Labour Relation or Human Resource or Public Relations in the Public Services. Knowledge of Misconduct Management, Grievance Management, Collective bargaining, Dispute resolution and other relevant legislation applicable within the public sector. Verbal and Written communication skills. Report writing skills. Be able to work independently. Conflict management, computer literacy, knowledge in MS Office package and Teams online. Knowledge of PERSAL will be added advantage. Basic knowledge of employee Health & Wellness and Skill development will be an advantage.
<u>DUTIES</u>	:	Facilitate Misconduct and Grievance trainings. Investigate allegations of misconduct and/ or grievance. Be able to draft charge sheets, prepare witnesses and represent the Employer in disciplinary and/ or grievance hearings. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for managers, supervisors and employees in the department. Conduct labour relations training. Ensure compliance with the code of conduct. Support and/ or advise management on progressive discipline. Be a link between management and recognised labour unions. Facilitate and chair Bilateral and multi-lateral meetings within the institution. Provision of advice to employees and management on Labour Relations matters. Write reports on EAP (EHWP) programmes and help in the facilitation of events thereof. Facilitate compliance with PMDS policies. Prepare and provide HR reports monthly, quarterly and annual. Staff training and development: To ensure the provision of training development.
<u>ENQUIRIES</u>	:	Ms P Nkosi Tel No: (011) 628 9148
<u>APPLICATIONS</u>	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at HR Department and sign in the register book.
<u>NOTE</u>	:	The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/280</u>	:	<u>SECRETARY REF NO: MSD2023/09</u> Directorate: Office of the CEO
<u>SALARY</u>	:	R294 321 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 with 3 - 5 years of experience rendering secretariat support. Basic knowledge of financial administration. Good verbal and written communication skills and ability to communicate well with people at different levels. Good telephone etiquette. Computer literacy in MS Word, Excel and Powerpoint. Sound organisational skills. Good people skills. High level of reliability. Ability to act with sensitivity and discretion. Ability to do research and analyze documents and situations.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support service to the office of the CEO. Manage telephone Calls in the office of the CEO and ability to exercise discretion. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machine and photocopier are in good working order. Records the engagements of the CEO. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, Based on

the assessed importance and urgency of the matter. Coordinate with and sensitize/advise the CEO regarding the engagements. Compiles realistic schedules of appointments for the CEO. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the CEO. Scrutinizes routine submissions/ reports and make a note and/ or recommendations for the CEO. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Collects, analyzes and collates information requested by the CEO. Clarifies instructions and notes on behalf of the CEO. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the CEO. Handles the procurements of standards like stationary, refreshments etc. for the activities of the CEO. Provide support to the CEO regarding the meetings. Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the CEO to inform his/her of the contents. Records minutes decisions of the meeting of the CEO and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the CEO as required. Coordinates logistical arrangements for meetings when required. Remains up to date with regards to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the CEO. Remains abreast with the procedure and processes that apply in the office of the CEO.

**ENQUIRIES
APPLICATIONS**

: Mr S Langa Tel No: (011) 628 9119
: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE

: The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.

CLOSING DATE

: 09 June 2023

POST 18/281

: **INTERNAL CONTROL & COMPLIANCE OFFICER REF NO: MSD2023/10**
Directorate: Risk Management & Internal Control

**SALARY
CENTRE
REQUIREMENTS**

: R294 321 per annum (Level 07), plus benefits
: Medical Supplies Depot
: Grade 12 or Equivalent. 3 – 5 years of experience in Internal Auditing, Accounting or Finance. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Treasury Practice Notes, Supply Chain Management Knowledge of auditing & Internal auditing standards. Computer literacy. The candidate must be well conversant with the use of Excel, Word and Powerpoint. Good Communication skills both written and verbal Good Interpersonal relations skills.

DUTIES

: Co-ordinate and Facilitate the Audit processes both External and Internal. Track, update and monitor audit action plans. Scheduling of entry and exit meeting on behalf of the Deputy Director: Conduct regular internal control assessments in all units. Conduct and consolidate quarterly Key controls in all units and report to management. Strengthening the Depot's administrative capacity by providing information, guidance, assistance and training on Internal Controls. Assist management to collate and consolidate documentation in preparation for the Audit Committee Meetings from relevant managers. Assist management in reviewing administrative procedures and internal controls

	throughout the Depot. Examining all findings and recommendations by Internal Audit and Auditor General relating to controls and if necessary, intervening to ensure prompt implementation of corrective measures.
<u>ENQUIRIES</u>	: Ms Lee-Ann Doorasamy Tel No: (011) 628 9009
<u>APPLICATIONS</u>	: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
<u>NOTE</u>	: The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.
<u>CLOSING DATE</u>	: 09 June 2023
<u>POST 18/282</u>	: <u>OCCUPATIONAL HEALTH AND SAFETY CLERK REF NO: MSD2023/12</u> Directorate: Human Resource
<u>SALARY</u>	: R202 233 per annum (Level 05), plus benefits
<u>CENTRE</u>	: Medical Supplies Depot
<u>REQUIREMENTS</u>	: Applicants should be in possession of a Grade 12 Certificate. SAMTRAC/SHEMTRAC or programme in safety management will be an added advantage. A valid driver's license. Computer literate (MsOffice). Excellent communication skills (Verbal and written). Good interpersonal skills, Problem-solving skills.
<u>DUTIES</u>	: Maintaining and updating occupational health and safety registers. Administration related to the nomination, election, and appointment of the health and safety representatives. Compiling and distributing agendas for OHS meetings. Coordinate institution injury on duty function, Assist with health and safety awareness. Attending all OHS meetings and taking minutes. Participate in all OHS activities. Reporting accidents to the Department of Labour. General office administration. Perform any Ad Hoc duties or functions as required by management.
<u>ENQUIRIES</u>	: Mr D.H Nemetudi Tel No: (011) 628-9105
<u>APPLICATIONS</u>	: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
<u>NOTE</u>	: The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of

candidates for the post(s). Correspondence will be limited to shortlisted candidates only. First preference will be given to current and former interns that are within Medical Supplies Depot.

<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/283</u>	:	<u>MATERIAL RECORDING CLERK/ASSET CLERK REF NO:</u> <u>PWH/MRC/01/23</u>
<u>SALARY CENTER REQUIREMENTS</u>	:	R202 233 - R235 611 per annum (Level 05), plus benefits Pretoria West District Hospital Grade 12 or equivalent. At least 2-3 years' experience in SCM. Must have 1-year experience In Asset management. 2-3 years in a hospital environment. Asset management and Supply Chain management Will be an added advantage. Knowledge of PFMA, treasury regulation SCM policies, procurement delegation and Asset Management policy. Driver's license and computer literacy will be an added advantage.
<u>DUTIES</u>	:	Barcoding new received assets and sending of barcodes to central office on weekly basis. Update asset register, Replace fallen barcodes. Update location of assets. Conduct Yearly Asset Verification. Check condition of the assets. Ensure that the institution have inventory lists signed by. The end-user, condemning of redundant Assets on weekly basis. (Collecting assets from the units) Compiling the BAS Asset reconciliation on a monthly basis. Doing assets Spot check, compiling Inventory list and updating them. Scribe in disposal meetings. Safeguard all assets in the institution. Records movement of assets complete pass-out and transfer forms, sending requested barcodes to Central office on time. Pre-posting and pricing of VA2. Doing analytic technique, check precautionary Factor and ordering as per average consumption. Compiling of monthly report on stock received and Stock issued. Assist at transit department. Receiving of stock, capturing of GRV and managing of web Cycle. Assist in stocktaking. Rotation in the section. Issuing and posting.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. IM Raseroka Tel No: (012) 380 1227/1284 Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria, West, 0117: The employer reserves the right to fill or not fill the post.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and attach a Copy of a detailed CV. Only Shortlisted candidate Will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General Information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/284</u>	:	<u>ADMINISTRATION CLERK: TRANSPORT SERVICES REF NO:</u> <u>SGL8/2023/05/19</u> Directorate: Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum, (plus benefits) GCON: SG Lourens Campus Grade 12 or equivalent certificate. A recognised Certificate/Diploma/Degree in Transport Management/Public Management/Business Management/Project Management/Office Management. 2 to 5 years' experience in the Public Service administration environment. Sound written and verbal communication. Computer literacy certificate in (MS Package). Ability to manage government vehicles. Ability to plan organise and perform fleet inspection. Good interpersonal and organisational skills. The candidate must be able to work in a team. Have a valid driver's licence and a Professional Driving Permit (PrDP).
<u>DUTIES</u>	:	Coordinate transport services. Ensure availability of drivers and fleet schedules. Pre- and post- trip inspection of vehicles. Allocation of vehicles and keeping files and registers updated. Prepare ordering/replenishment of transport section equipments and materials and the safekeeping thereof. Complete log sheets monthly. Check and update the asset register. Prepare and compile reports. Ensure compliance to National Core Standard on policies and procedures. Perform any other official duties delegated by the supervisor.
<u>ENQUIRIES</u>	:	Ms JE Malobola Tel No: (012) 319 5601

<u>APPLICATIONS</u>	:	Applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpanberg Road & Theodorehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit new Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to submit certified documents 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). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint.NB: Travelling and relocation costs will not be paid.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/285</u>	:	<u>REGISTRY CLERK REF NO: MSD2023/13</u> Directorate: Logistical Support
<u>SALARY</u>	:	R202 233 per annum (Level 05), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Job-related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Knowledge of the File Plan will be an added advantage. 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 the registry. Job-related skills: Planning and organisation skills, Communication skills (verbal and written). Flexibility and work within a team.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Accompany drivers when collecting/delivering mail. Receive and register hand-delivered mail/files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to the record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Effective processing of telephone accounts. Maintain confidentiality.
<u>ENQUIRIES</u>	:	Mr G. Romain Tel No: 011 628 9009
<u>APPLICATIONS</u>	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
<u>NOTE</u>	:	The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.

<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/286</u>	:	<u>ADMINISTRATION CLERK REF NO: MSD2023/14</u> Directorate: Internal Control (Re-advertisement – previous applicants are encouraged to re-apply)
<u>SALARY</u>	:	R202 233 per annum, plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent qualification. Exposure in the internal control and risk management environment will be an added advantage. Priority will be given to the EPWP/ Interns. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations and Treasury Practice Notes, Knowledge of auditing and internal auditing standards, good report writing skills, Good communication skills (verbal & written), Good interpersonal relations skills, Computer literacy in MS office.
<u>DUTIES</u>	:	Assist in coordinating the Strategic Risk Assessments for the institution. Assist in coordinating and facilitating the Control Risk Self-Assessment for Directorates. Assist in coordinating the implementation of action plans for the risks and reporting on any developments regarding the emerging risks identified. Circulate and communicate the Risk Management Documents. Assist in planning for the Risk Awareness Campaigns. Educate employees and ensure that the Risk culture is inculcated /embedded across the Entire Department.
<u>ENQUIRIES</u>	:	Ms L. Doorasamy Tel No: (011) 628 9171
<u>APPLICATIONS</u>	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
<u>NOTE</u>	:	The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/287</u>	:	<u>MATERIAL RECORDING CLERK REF NO: MSD2023/15</u> Directorate: Data (Re-advertisement – previous applicants are encouraged to re-apply)
<u>SALARY</u>	:	R202 233 per annum, plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications. Exposure in the Pharmaceutical services Drug Supply Management, warehousing and/or distribution will be an added advantage. Priority will be given to EPWP/Interns. Computer literacy and Good Communication Skills, verbal and non-verbal, with intra and interpersonal skills. Knowledge of applicable PFMA and Supply Chain related acts, policies and regulations. Understanding MEDSAS and RDM computer systems will be an added advantage. Service Delivery Innovation and Good Customer relations.
<u>DUTIES</u>	:	Ensure implementation and compliance with Gauteng Medical Supplies Depot Policies and Standard Operating Procedures. Receiving Green Cards from Facilities (hospitals, clinics, Emergency Medical Services (EMS) and Regional Pharmacies). Loading Green cards into MEDSAS and transfer of RDM orders. Ensuring Compliance with the Delivery Schedule by timeous Printing, sorting

		and distribution of Invoices (IV's) for Warehouse Picking and dispatching of Pharmaceutical Stock. Answer all demander's enquiries, Process demander's orders and provide reports to demanders on request. Returning of Post to Hospitals. Filing of Finalized Iv's and Financial reports. Accurate compilation of Statistics and Reporting.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.L Chiloane Tel No: (011) 628 9020
	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
<u>NOTES</u>	:	The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only. First preference will be given to current and former interns that are within Medical Supplies Depot.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/288</u>	:	<u>FINANCE CLERK REF NO: MSD2023/16</u> Directorate: Account Payable (Re-advertisement – previous applicants are encouraged to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum, plus benefits
	:	Medical Supplies Depot
	:	Grade 12 Certificate or equivalent qualification. Exposure in accounts payable environment will be an added advantage. Must be computer literate (Microsoft Office), with more emphasis on excel. Knowledge of the acts governing finance in the public service and the ability to interpret them. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle tasks of multidisciplinary nature. Ability to act with tact and discretion and handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to process tasks within the set deadline, organizing, problem-solving and interpersonal relationship skills. Must be self-motivated. Good office management skills. Good telephone etiquette.
<u>DUTIES</u>	:	Suppliers payments, Monthly creditors reconciliation, Filing, communicating with customers, resolving supplier's queries and any relevant other duties delegated by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W.S.M Mputla Tel No: (011) 628 9081
	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
<u>NOTE</u>	:	The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your

application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only. First preference will be given to current and former interns that are within Medical Supplies Depot.

CLOSING DATE

: 09 June 2023

POST 18/289

: **HUMAN RESOURCE CLERK REF NO: MSD2023/17**

Directorate: Human Resource

(Re-advertisement – previous applicants are encouraged to re-apply)

**SALARY
CENTRE**

: R202 233 per annum, plus benefits

: Medical Supplies Depot

REQUIREMENTS

: Grade 12 Certificate or equivalent qualification. Exposure in the human resources management environment will be an added advantage. Must be computer literate (MS Excel, MS Word, etc). Knowledge of the PERSAL system will be an added advantage. Good communication skills and ability to work under pressure. A good interpersonal relation.

DUTIES

: The successful candidate will be responsible for the following: Leave capturing, Salary Administration, Overtime capturing, injury on duty, Appointments, Sessions, capturing of Housing allowance, service conditions, terminations, transfers, staff establishment, recruitment and selection and performing all duties as delegated by the supervisor.

**ENQUIRIES
APPLICATIONS**

: Mr V.M Maiwashe Tel No: (011) 628 9119

: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE

: The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications 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 SAQA. Applications received after the closing date will not be accepted. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only. First preference will be given to current and former interns that are within Medical Supplies Depot.

CLOSING DATE

: 09 June 2023

POST 18/290

: **HUMAN RESOURCE OFFICER REF NO: HRM/2023/53 (X1 POST)**

Directorate: Human Resource Management

**SALARY
CENTRE**

: R294 321 - R343 815 per annum, plus benefits

: Mamelodi Regional Hospital

REQUIREMENTS

: National Senior Certificate and a three-year National Diploma or Degree in Human Resources/Public Management or equivalent qualification with 3 years functional experience in Human Resources environment or National Senior Certificate with 5 years' experience in Human Resources Management in a hospital environment. Knowledge of PERSAL system. Knowledge of PSA, PSR, EEA, BCEA, LRA, SDA, PFMA and other Human Resource related prescripts and policies. Ability to work under pressure. Attention to detail. Ability to interact at a strategic level and implement turn around strategies. Planning and organisational skills, time management, communication skills and leadership skills. Analytical and solution orientated. Knowledge of recruitment process, leave, PILIR and service benefits.

<u>DUTIES</u>	:	Generalist HR functions i.e. recruitment and selection, leave management, PILIR, service benefits. Supervision of juniors. Implementing OSD and non-OSD grade progression, salary, proper control of records. Responsible PMDS contracting and leading juniors. Give advice on procedural policy matters to supervisors, line managers and other stakeholders.
<u>ENQUIRIES</u>	:	Mr. MH Hlophe Tel No: (012) 841 8329
<u>APPLICATIONS</u>	:	must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr MH Hlophe (HR Recruitment Section)
<u>NOTE</u>	:	Applications must be submitted only on the New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full and a CV ONLY. Only shortlisted candidates will be requested to bring certified copies of qualifications. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/291</u>	:	<u>PERIODIC MEDICAL SPECIALIST: ANAESTHESIOLOGY REF NO: REFS/017300 (X2 POSTS)</u> Directorate: Clinical Services
<u>SALARY</u>	:	Grade 1: R585.00 hourly rate Grade 2: R667.00 hourly rate Grade 3: R772.00 hourly rate
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 1: MBCHB or equivalent qualification that allows registration with the HPCSA as Medical Specialist in Anaesthesiology. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. No work Experience required after registration with HPCSA as a Medical Specialist. Grade 2: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthesiology. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as a Specialist after registration with the HPCSA as Medical Specialist. Grade 3: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal speciality. MMed degree or postgraduate qualification. Registration with the HPCSA as Medical Specialist in a normal speciality and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. Form part of the after-hours specialist cover for the General Surgery Department, to provide a 24hr clinical service. Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Must have good interpersonal, leadership, administrative. Communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) will be an added advantage.
<u>DUTIES</u>	:	Participate in the delivery of a 24-hour in-patient Anaesthesia service. Undertake teaching of Registrars, Medical Officer and undergraduate medical interns and students. Provide appropriate surgical care to Anaesthesia patients. Overseeing and supervising Anaesthesia staff in the execution of duties. Accept responsibilities for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.
<u>ENQUIRIES</u>	:	Prof. H Kluyts Tel No: 012 521 4089
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or

NOTE

posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 09 June 2023

POST 18/292

: **DIAGNOSTIC: RADIOGRAPHER (SESSSIONAL) REF NO: HRM/2023/50 (X8 POSTS)**
Directorate: Allied

SALARY

: Grade 1: R237.00 Per Hour; Max 80 Hours per month
Grade 2: R277.00 Per Hour; Max 80 Hours per month
Grade 3: R324.00 Per Hour; Max 80 Hours per month

**CENTRE
REQUIREMENTS**

: Mamelodi Regional Hospital
: National Senior Certificate. National Diploma or Degree in Diagnostic Radiography Qualification. Registration with HPCSA as an independent diagnostic radiographer. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills and teamwork necessary. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DOH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to do shifts as and when required.

DUTIES

: Select the exposure factor with due cognizance of all factors. Expose and process X-rays and ensure X-rays are taken and meet high professional status. Produce good quality CT scan images, Good knowledge of all contrast media, planning and booking of CT Scan patients. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates. Ensure regular services of X-ray equipment. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health, perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Must be willing to cover a 24 hours' duty roster. Work with covid suspected and confirmed patients. Participate in providing 24-hour Radiographic services in the hospital. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Hospital Realisation and

	Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must work harmoniously with other healthcare workers within the Department and Institution. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training for students and others and in CPD activities.
<u>ENQUIRIES</u>	: Mr. A Mphiwe Tel No: (012) 841 0924
<u>APPLICATIONS</u>	: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	: Ms RM Tloane (HR Recruitment Section)
<u>NOTE</u>	: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital. Male applicants are encouraged to apply.
<u>CLOSING DATE</u>	: 19 June 2023
<u>POST 18/293</u>	: <u>PODIATRIST GRADE 1 – GRADE 3 SESSIONS REF NO: EHD2023/06/03</u> Directorate: Therapeutic Services
<u>SALARY</u>	: Grade 1: R237.00 per hour Grade 2: R277.00 per hour Grade 3: R324.00 per hour
<u>CENTRE</u>	: Ekurhuleni Health District
<u>REQUIREMENTS</u>	: Grade 12 certificate with Appropriate Qualification (degree) that allows for the required registration with the health profession council of SA (HPCSA) in the relevant profession as a Podiatrist. HPCSA registration as an independent Practitioner and Current registration with HPCSA. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. A valid drivers' license is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of podiatry services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team. Grade 1: Less than 10 years experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa.
<u>DUTIES</u>	: Render effective and efficient patient centred podiatry service for all patients in need of such services in adherence to the scope of podiatry and health protocols of the department of health. To work within a multidisciplinary team, relieve as and when the need arises. Carry out delegated duties. Implement and maintain the quality assurance and national core standards and norms at departmental level. Adhere to provincial, district and departmental policies, procedures, guidelines and regulations. Knowledge of Batho Pele Principles, Mission and vision of the Gauteng department of health. Perform recordkeeping and data collection. assist with budget control and asset management. Communicate effectively with all stakeholders. Exercise care with consumables and equipment.
<u>ENQUIRIES</u>	: Ms A. Tshivhase/Mr G. Mavimbela Tel No: (011) 876 -1776

<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/294</u>	:	<u>OPTOMETRIST GRADE 1 – GRADE 3 SESSIONS REF NO: EHD2023/06/04</u> Directorate: Therapeutic Services
<u>SALARY</u>	:	Grade 1: R237.00 per hour Grade 2: R277.00 per hour Grade 3: R324.00 per hour
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Grade 12 certificate with an appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Optometrist with Ocular Diagnostic Privilege. HPCSA registration as an independent Practitioner and Current registration with HPCSA. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. A valid drivers' license is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of optometry services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team. Grade 1: Less than 10 years experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa.
<u>DUTIES</u>	:	Rendering of Eyecare Services in a community setting in adherence to the scope of practice and health protocols. Examination, diagnosing and treatment of eye conditions as per Optometry scope of practice Co-ordinate and ensure the promotion and marketing of Optometry Services in the District. Perform record keeping, data collection, assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain Quality Assurance Audits at facility level, Knowledge of Batho Pele Principles, Patients right charter, Ideal clinic and other relevant policies and regulations. Adherence to PMDS. Contribute and participate in continuous professional development activities. Work as part of multi-disciplinary team to deliver better service delivery. Collaborate with stakeholders in Eye care service delivery. Participate in student training and supervision. Participate in research projects of the district. Communicate effectively within the team. Relieve as and when the need arises. Perform any other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Ms A. Tshivhase/Mr G. Mavimbela Tel No: (011) 876 -1776

<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/295</u>	:	<u>MEDICAL TECHNOLOGIST GRADE 1 – GRADE 3 SESSIONS REF NO: EHD2023/06/05</u> Directorate: Laboratory and Blood Services
<u>SALARY</u>	:	Grade 1: R237.00 per hour Grade 2: R277.00 per hour Grade 3: R324.00 per hour
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District Grade 12 certificate National Diploma/BTech degree in Medical Technology/Biomedical Technology that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Three years' experience working independently in the health sector or NGOs will be an added advantage. Grade 1: Less than 10 years of relevant experience after registration with the HPCSA as a Medical Technologist. Grade 2: At least 10 years, but less than 20 years of relevant experience after registration with the HPCSA as a Medical Technologist. Grade 3: 20 years and more relevant experience after registration with the HPCSA as a Medical Technologist. A valid driver's license is essential. Have relevant knowledge of laboratory processes and procedures. Good communication skills, computer literacy, and knowledge of relevant policies, protocols, and guidelines. Report writing skills and problem-solving skills, Valid driver's license. Must be a proactive, innovative, and independent team leader.
<u>DUTIES</u>	:	Render Laboratory and Blood services in the allocated area of responsibility in the Sub-district that complies with the standards and norms of the Gauteng Department of Health. Provide Coordination of Laboratory and blood Services management implementation and contribute to the proper rationale use of laboratory and blood services. Manage the risks involved in rendering laboratory services to Primary Health Care (PHC) facilities in Ekurhuleni Health District. Compile monthly reports on laboratory and blood services and perform other administrative duties as delegated by the supervisor. Establish a good working relationship with other stakeholders within the district i.e., TB program NGO/Development Partners, HAST program, Mother, Child, and Women Program, NCD, Outbreak response Committee and Family Medicine Unit. Manage and distribute COVID-19 stock to facilities. Implement quality assurance policies and develop appropriate quality improvement plans for the laboratory and blood services unit. Ensure adherence to government policies and protocols. Monitor and coordinate Point of Care Testing (POCT) equipment and consumables. Manage laboratory stock and results at PHC facilities and monitor the LABS program in the Sub District. Provide training support on the use of Point of Care Testing equipment and consumables such as blood gas, HB, Syphilis, and other handheld devices.
<u>ENQUIRIES</u>	:	Ms F. Nonyane at 082 558 3483

<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/296</u>	:	<u>SOCIAL WORKER (SESSIONAL) REF NO: HRM/2023/51 (X1 POST)</u> Directorate: Allied
<u>SALARY</u>	:	Grade 1: R194.00 per Hour; Max 80 Hours per month Grade 2: R237.00 per Hour; Max 80 Hours per month Grade 3: R285.00 per Hour; Max 80 Hours per month
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital National Senior certificate plus Bachelor's degree in Social Work. Registration with South African Council for Social Service Profession (SACSSP) as a Social Worker. Applicant must be in possession of valid South African driver's license. Knowledge of mental health legislation and related legal ethical practices, PFMA and public service act and regulations. Good Communication, Interpersonal and analytical thinking, independent decision making and problem-solving skills. Experience in hospital setting will be an added.
<u>DUTIES</u>	:	Provide social work services to mental health care users. Integrate mental health care users with their families and contracted facilities, Assessment. Liaise with NGO and reintegrate them into the community. Render Psychosocial support with the purpose of protecting the vulnerable individual. Renders group work and community work about mental health. To implement policies and legislation pertaining to social work services. Be part of multi-disciplinary team.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr EB Mankge Tel No: (012) 841 8305 Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION NOTE</u>	:	Mr. MH Hlophe (HR Manager) Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	19 June 2023

<u>POST 18/297</u>	:	<u>FOOD SERVICE AID (SESSIONAL) REF NO: HRM/2023/56 (X15 POSTS)</u> Directorate: Admin & Support Services
<u>SALARY</u>	:	R68.54 per Hour; Max 80 Hours per month
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 10 results. A certificate in food safety assurance. 6 months to 2 years exposure in the hospital environment will serve as an added advantage. Ability to work under pressure and willingness to work shifts, weekends and extended hours. Be physically fit for purpose. Good communication skills both verbal and nonverbal.
<u>DUTIES</u>	:	Perform routine tasks in the food service unit and operate machinery. Perform cleaning tasks as assigned to ensure that hygiene and safety standards are maintained in the unit. Washing of pots, equipment, floors, utensils, drains, grids, storerooms, freezers and freezer room. Taking out dustbins/waste and cleaning and sanitizing of dustbins. Unpacking of provisions into fridges, freezers and storage areas. Preparation and portioning of patient meals (normal and specials) as per guidelines. Preparation of function meals and decoration as well as cleaning up. Adhere to set policies and guidelines regulating food service. Perform client satisfaction surveys and plate waste studies in line with the SOP for food services. Be able to rotate to any area in the unit and work shifts as scheduled.
<u>ENQUIRIES</u>	:	Ms. P Raphela Tel No: 012 841 8376
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Ms. H Cele
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies of relevant documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/298</u>	:	<u>CLEANER (SESSIONAL) REF NO: HRM/2023/57 (X35 POSTS)</u> Directorate: Admin & Support Services
<u>SALARY</u>	:	R68.54 per Hour; Max 80 Hours per month
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification, Basic reading, writing skills and basic knowledge of cleaning. Two (2) years experience in government hospital environment. Good communication skills. Be able to work under pressure and shifts.
<u>DUTIES</u>	:	General cleaning of the floors and surroundings by mopping. Ability to use cleaning machinery. Emptying and washing waste bins. Washing and packing of kitchen utensils. Proper waste management and segregation according to colour codes. Safe keeping of cleaning material. Effective and efficient management of resources
<u>ENQUIRIES</u>	:	Mr. P Kgoedi Tel No: 012 842 0909
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Ms. H Cele
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies of relevant documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification,

criminal record check and employment reference check. Jobs are jobs are not for sale at Mamelodi Regional Hospital.
19 June 2023

CLOSING DATE

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DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS

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Applications must be delivered or posted to Gauteng Province Department of Roads and Transport; 45 Commissioner Street, Life Centre Building, Marshalltown, Johannesburg, 2001 or 76 Boeing East Road, Bedfordview 2008 or 1215 Nicol Smith and Blesbok Ave, Koedoespoort, 0183 and via email: gFleeTRecruitment@gauteng.gov.za. For general enquiries please conduct Human Resources at 083 798 7344. NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed and late applications will be considered.

CLOSING DATE

:

09 June 2023

NOTE

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It is our intention to promote representatively (Race, Gender, and Disability) in the Public Service through the filling of this post. Applications must be submitted on form Z83(effective 01 January 2021), obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Please note that all applicants for Senior Management position are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Department reserves the right not to make appointment to the advertised post.

MANAGEMENT ECHELON

POST 18/299

:

CHIEF OPERATIONS OFFICER REF NO: REFS/017207

Branch: g-Fleet Management

Chief Directorate: Operations

Re-advertisement and All applicants who previously applied for REFS/006794 are encouraged to re-apply.

SALARY

:

R1 371 558 per annum, (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

:

Bedfordview

REQUIREMENTS

:

An undergraduate qualification (NQF level 7) in Logistics Management / Operations Management / Finance Management and Business Management as recognized by SAQA and a postgraduate qualification (NQF Level 8) will be an added advantage. 5 years' experience at a senior managerial level. The

successful completion of the Nyukela Pre-entry certificate to Senior Management Services. At least 10 years' experience within the relevant industries and experience in the following areas i.e., corporate services, operations management, fleet management, project management. In depth knowledge of acts, regulations, codes of good practice and practice notes relating to public sector governance, the Public Service Act, the Public Finance Management Act and the Occupational Health and Safety Act. In depth knowledge of the fleet industry. Understanding of the public service environment and implementation of policy and relevant statutes with a clear understanding of organizational development processes and structure. The successful candidate needs to possess the following skills: strategic leadership, advanced financial management, change management, service delivery innovation, customer management, knowledge management and strategic communication, analytical, negotiation, fleet management, project management, interpersonal skills, and contract management. Ability to work in a team and within strong matrix arrangements. Strong computer literacy skills (MS Excel, MS Word, PowerPoint etc.). A valid driver's license.

DUTIES

: Monitor and oversee the provisioning of support and risk services on fleet related matters. Monitor and oversee provisioning of executive class and pool fleet management services to client departments. Monitor and oversee the provisioning of permanent fleet to client's departments. Monitor and oversee Fleet Maintenance Services. Monitor and oversee rendering of Customer Relations Management and Stakeholder Management Services. Render effective and efficient Corporate Services function. Develop and implement system of Internal Control and Risk Management for the Chief Directorate. Manage the resources of the component and perform generic management functions.

ENQUIRIES

: Ms. Noxolo Maninjwa Tel No: (011) 372 – 8660

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

<u>APPLICATIONS</u>	:	Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
<u>FOR ATTENTION</u>	:	Ms. S.S Ngcobo
<u>CLOSING DATE</u>	:	09 June 2023
<u>NOTE</u>	:	Applicants must not submit copies/attachments/ proof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.

OTHER POSTS

<u>POST 18/300</u>	:	<u>DISTRICT COORDINATOR REF NO: CSL30/2023</u>
<u>SALARY</u>	:	R958 824 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful Candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
<u>CENTRE REQUIREMENTS</u>	:	Durban North
	:	A Degree or National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification with a minimum of 3 years junior management experience in crime prevention. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act,1983, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and protocol, Communication skills, Project management skills, Report writing skills, Computer Skills, Financial Management skills, Conflict Resolution skills.
<u>DUTIES</u>	:	To monitor and evaluate the performance of police stations and promote community partnerships within the districts. Develop an integrated, effective and efficient policing system for the district. Develop monitoring and evaluation mechanism of police performance in the district. Coordinate functional initiatives to allow for integrated police service delivery. Monitor indicators which measure the impact of policing in order to positively impact on police practices in the district. Coordinate the management of crime prevention in the district. Ensure effective management of resources for the district.
<u>ENQUIRIES</u>	:	Mrs. K.E Mbongwe Tel No: 033 - 341 9300
<u>POST 18/301</u>	:	<u>ASSISTANT DIRECTOR: POLICE PERFORMANCE, MONITORING AND EVALUATION REF NO: CSL31/2023</u> Re-advertising of post number: CSL03/2023 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Zululand
<u>REQUIREMENTS</u>	:	A 3-year National Diploma (NQF level 6) or higher in Social Sciences / Police science or equivalent qualification recognized by SAQA, together with a

minimum of 3 years relevant experience in crime prevention. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution, Knowledge of public service Act and regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Knowledge of Project Management, Knowledge of Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.

- DUTIES** :
- To monitor and evaluate police stations and address complaints against police stations for the districts. Monitor and evaluate the implementation of policing policies and directives by police stations in the district. Monitor and evaluate the compliance with legislation the service delivery of police stations in the district. Address complaints against police stations in the district. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. Develop and maintain partnerships in crime prevention with relevant organisations within the district.
- ENQUIRIES** :
- Dr A.K Mtshali Tel No: 035 - 8708600

DEPARTMENT OF HEALTH

ERRATUM: Pietermaritzburg Kindly note the post of Deputy Director: Stakeholder Relations- Head Office Pietermaritzburg that was advertised in Public Service Vacancy Circular dated 21 April 2023 with Ref 48/2023 has been withdrawn.

MANAGEMENT ECHELON

- POST 18/302** :
- DISTRICT DIRECTOR REF NO: G59/2023**
Cluster: District Health Services

- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R1 162 200 per annum (Level 13)
Umgungundlovu Health District Office
- An undergraduate qualification (NQF level 7) in Clinical Health Science; current registration with the relevant health professional body; A minimum of Five (5) years' experience in middle management level with five (5) years in Primary Health Care or District Health System. Experience in a clinical programmes and hospital management environment including EMS and FPS; Unendorsed valid driver's license. Computer literacy with proficiency in Microsoft software applications. Recommendations: Post-graduate qualification in Public Health/master's in business management. Project Management. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/> Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Chief Director: District Health Services: Head Office, and will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within UMgungundlovu District (whichever is relevant). The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to: - ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District. Provide strategic direction to Institutions. Mediate processes for the

allocation of resources to Institutions. Build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the District at departmental management and planning fora. Have the ability to assess and manage the performance of the District Health System and directly supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralised management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with a proficiency in MS Office Software applications.

DUTIES

: Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the District. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the District, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the District, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. Facilitate the process of ensuring universal health access (NHI) for Umgungundlovu Health District.

ENQUIRIES APPLICATIONS

Mr J Mdebele Tel No: 033 395 3274
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION NOTE

: Mr. A Memela
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 09 June 2023

POST 18/303

: **DISTRICT DIRECTOR REF NO: G60/2023**
Cluster: District Health Services

SALARY CENTRE REQUIREMENTS

: R1 162 200 per annum (Level 13)
: Umkhanyakude Health District Office
: An undergraduate qualification (NQF level 7) in Clinical Health Science; Current registration with the relevant health professional body; A minimum of Five (5) years' experience in middle management level with five (5) years in Primary Health Care or District Health System. Experience in a clinical

programmes and hospital management environment including EMS and FPS; Unendorsed valid driver's license. Computer literacy with proficiency in Microsoft software applications. Recommendations: Post-graduate qualification in Public Health/Master in Business Management. Project Management. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Chief Director: District Health Services: Head Office, and will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within UMkhanyakude District (whichever is relevant). The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to: - ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District. Provide strategic direction to Institutions. Mediate processes for the allocation of resources to Institutions. Build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the District at departmental management and planning fora. Have the ability to assess and manage the performance of the District Health System and directly supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralised management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with a proficiency in MS Office Software applications.

DUTIES

: Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the District. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the District, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the District, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. Facilitate the process of ensuring universal health access (NHI) for UMkhanyakude Health District.

ENQUIRIES APPLICATIONS

: Mr J Mdebele Tel No: 033 395 3274
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION

: Mr. A Memela

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 09 June 2023

OTHER POSTS**POST 18/304**

: **CLINICAL MANAGER MEDICAL REF NO: OSICM/19/2023 (X2 POSTS)**

SALARY

: Grade 1: R1 288 095 per annum, (inclusive package). Plus 13th cheque / service bonus plus rural allowance 18% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Osindisweni Hospital
: Senior Certificate / Grade 12 or equivalent. An appropriate Tertiary qualification (MBChB). Current registration with HPCSA as a Medical Practitioner. Current registration. With the Health Professions Council of South Africa as an Independent Practitioner. At least six (6) years' experience as a Medical Officer after registration as a Medical Practitioner with the Health Professions Council of South Africa. Current and previous experience endorsed and stamped by Human Resource (Not Z17 Certificate). All the attachments /proof will be submitted by shortlisted candidates only). Recommendation: experience in the Mother and Child. Knowledge, Skills, Training and Competencies Required: Possesses good knowledge of Human Resources Management, budgeting, programme planning, implementation and evaluation, information and quality assurance programmes. Ability to diagnose and manage common medical problems including emergencies in major disciplines. Ability to manage HIV/AIDS comorbidity (including PMTCT). Possess good surgical skills. Ability to develop policies. Good communication skills, leadership, decision making and clinical skills. Good team building and problem solving. Sound knowledge in Obstetrics and Gynaecology. Sound knowledge in Paediatrics. Good research and presentation skills. Sound knowledge of clinical procedures and protocols.

DUTIES

: Clinical duties as per district hospital / departmental requirements including after hour service. Management of common medical, paediatric, obstetrical and gynaecological conditions and procedures performed in a District hospital, and also administration of anaesthesia. Assist with human resource development for medical staff. Provide guidance, training, evaluation and monitoring of junior medical officers, including EPMDS. Assist team members with quality assurance, quality improvement projects, morbidity and mortality reviews and monthly audits. Mainly focusing on reduction of litigations. Ensure the provision and support of outreach/PHC service. Organize the allocation of doctors and clinical services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the institution and referring facilities. Align clinical service delivery plans with hospital plans and priorities. Ensure compliance with National Core Standards (NCS). Participate in the continued medical education programme in the institution. Participate in the extended management activities. Ensure Clinical Governance within the

**ENQUIRIES
APPLICATIONS**

discipline, maintain accurate record and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Participate in patient satisfaction and satisfaction surveys, reducing waiting times, identifying, meeting and surpassing patients' expectations. Maintain and continuously improve professional and ethical standards. Compulsory participation in group 3 commuted overtime.

: Dr. NF Mabusha Tel No: 032 541 9269
: Please forward/deliver applications quoting the reference number to Human Resource Department, Osindisweni Hospital, Private Bag X 15, Veralum, 4340. Hand delivered application may be submitted at Human Resource Office. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us two 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.

**FOR ATTENTION
NOTE**

: Human Resource Department
: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, only shortlisted candidates will submit proof 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. 09 June 2023 at 16H00 afternoon

CLOSING DATE

:

POST 18/305

:

MEDICAL SPECIALIST REF NO: MED SPEC OPHTHAL1/2023
Department: Ophthalmology

SALARY

:

Grade 1: R1 214 805 per annum all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 386 069 per annum all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 605 330 per annum all-inclusive salary package, (excluding commuted overtime)

**CENTRE
REQUIREMENTS**

:
:

Inkosi Albert Luthuli Central Hospital
Specialist qualification in Ophthalmology or equivalent specialist qualifications. Current registration with the Health Professions Council of South Africa as a specialist in Ophthalmology. Recommendations: Management and administration experience. Advantage will be given to specialists that have completed training in retinal surgery. Experience must include the training and supervision of registrars. Candidates involved with research will be at an advantage. Experience Required: **Grade 1:** No experience required. **Grade 2:** Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Ophthalmology). **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Ophthalmology). Knowledge, Skills, Training and

Competencies: Advanced knowledge of ophthalmology care. Ability to work as part of a team. Knowledge of relevant Health and Labour legislation. Strong interpersonal and communication skills. Ability to prioritize issues and work-related matters. Engage in your own research and supervise research of registrars.

DUTIES : Assistance in the provision of a quality cost effective and efficient 24 hour Ophthalmology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, Interns, Medical Officers, Registrars, consultants, optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Development of skills in the department with regards to research and instruction. After hour calls are offered at an average of 16 hours per week. NB: Successful applicants might be required to rotate and work in all state facilities in the greater Durban area, not just Inkosi Albert Luthuli Central Hospital.

ENQUIRIES : Dr C Kruse Tel No: 031 2604292
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 : 09 June 2023

POST 18/306 : **MEDICAL SPECIALIST REF NO: MEDSPECVASCULARSURG/2/2023 (X2 POSTS)**
 Department: Vascular Surgery
 Re-Advertisement

SALARY : Grade 1: R1 214 805 per annum, all-inclusive salary package, (excluding commuted overtime).
 Grade 2: R1 386 069 per annum, all-inclusive salary package, (excluding commuted overtime).
 Grade 3: R1 605 330 per annum, all-inclusive salary package, (excluding commuted overtime).

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Specialist qualification in General Surgery. Current registration with the Health Professions Council of South Africa as a certified vascular specialist or a General surgeon with an intention to train as a vascular surgeon. Preference will be given to candidates without other subspecialty qualifications. **Grade 1:** No experience required. **Grade 2:** Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery). **Grade 3:** Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery). Knowledge, Skills, Training and Competencies Required:

DUTIES

Sound knowledge and experience in surgery. Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills.

- : Provide vascular service to all departments at Albert Luthuli Hospital as well as in the relevant Durban Metropolitan State Hospitals. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training of undergraduate medical students, and allied personnel and participate in formal teaching as required by the department. Promote community orientated services. Conduct outpatient clinics, and provide Expert opinion where required in consultation with senior specialists. Participate in the Quality Improvement Programmes of the Department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. Organise both academic and clinical service functions of the Department, including ward rounds, outpatient's clinics, and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical Department. Train postgraduate students, both bedside training and classroom training at the hospital. Provide academic and clinical administrative leadership. Form part of the senior management in the hospital.

**ENQUIRIES
APPLICATIONS**

- : Dr B. Pillay (Clinical Head) Tel No: 031-240 1000
- : 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

- : 09 June 2023

POST 18/307

- : **MEDICAL SPECIALISTS REF NO: MEDSPECANAESTH/02/2023**
Department: Anaesthetics

SALARY

- : Grade 1: R1 214 805 per annum, all-inclusive salary package, (excluding commuted overtime).
- Grade 2: R1 386 069 per annum, all-inclusive salary package, (excluding commuted overtime).
- Grade 3: R1 605 330 per annum, all-inclusive salary package, (excluding commuted overtime).

**CENTRE
REQUIREMENTS**

- : Inkosi Albert Luthuli Central Hospital
- : Medical Specialist **Grade 1**: No experience required. Medical Specialist **Grade 2**: requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Medical Specialist **Grade 3**: –requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South

Africa as a Medical Specialist in Anaesthesiology. Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. FCA (SA) or MMed (Anaes) Plus Current Registration with the Health Professions Council of South Africa as a “Specialist Anaesthesiologist”. Candidates who have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Additional experience in providing a specialist service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Behavioural Attributes Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES : Provide a specialist anaesthesia service and assist the Anaesthetic head of department and heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide a consultative service and expert opinion on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the commuted overtime contract. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes. Participate in both academic and clinical administrative activities. Participation in commuted overtime is compulsory.

ENQUIRIES : Dr L Cronjé Tel No: (031) 240 1805/1804
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 : 09 June 2023

<u>POST 18/308</u>	:	<u>MEDICAL SPECIALIST: GRADE 1, 2 OR 3 – (OPHTHALMOLOGY) REF NO: PSH 33/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum Grade 2: R1 386 069 per annum Grade 3: R1 605 330 per annum Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions apply)
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Hospital Grade 1: No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist Grade 2: Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist Grade 3: Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Senior certificate, MBChB degree & FCS / Ophthalmology. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Ophthalmology. Current HPCSA Registration card 2023/ 2024. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Ophthalmology. Knowledge, Skills and Experience: Broad sound knowledge and experience in ophthalmology. Ability to teach and supervise junior staff. Good management and administrative skills and research principles. Good communication, decision making, problem solving, leadership and mentoring skills. Knowledge of relevant acts, regulations and policies in regard to medical ethics.
<u>DUTIES</u>	:	Provide a specialist ophthalmology service to Port Shepstone Hospital and the whole of Ugu District on outreach basis and referral. Control and manage these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Provide expert opinion where required. Assist with the supervision, support, training and development of medical officers and interns. Participate in the departmental academic programme and clinical governance. Ensure correct management through implementation of quality standard and practice. Conduct and assist in research.
<u>ENQUIRIES</u>	:	Dr PB Dlamini Tel No: (039) 688 6147 or Dr M Panajatovic Tel No: 039 688 6000 ext. 6267
<u>APPLICATIONS</u>	:	Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240.
<u>FOR ATTENTION NOTE</u>	:	Mr. ZM Zulu Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. (Only short-listed candidates will be requested submit proof) NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/309</u>	:	<u>MEDICAL SPECIALIST: GRADE 1, 2 OR 3 – (RADIOLOGY) REF NO: PSH 34/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum Grade 2: R1 386 095 per annum Grade 3: R1 605 330 per annum
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Hospital Grade 1: No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a

	Specialist Grade 2: Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist Grade 3: Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions apply) Senior certificate, MBChB degree & FCS / Radiology. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Radiology. Current HPCSA Registration card 2023/ 2024. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Radiology. Knowledge, Skills and Experience: Broad sound knowledge and experience in ophthalmology. Ability to teach and supervise junior staff. Good management and administrative skills and research principles. Good communication, decision making, problem solving, leadership and mentoring skills. Knowledge of relevant acts, regulations and policies in regard to medical ethics.
<u>DUTIES</u>	: Provide a specialist ophthalmology service to Port Shepstone Hospital and the whole of Ugu District. Control and manage these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Provide expert opinion where required to consult with specialist radiologic procedures. Assist with the supervision, support, training and development of medical officers and interns. Participate in the departmental academic programme and clinical governance. Ensure correct management through implementation of quality standard and practice. Conduct and assist research
<u>ENQUIRIES</u>	: Dr PB Dlamini Tel No: (039) 688 6147 or Dr M Panajaticovic Tel No: 039 688 6000 ext. 6267
<u>APPLICATIONS</u>	: Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.
<u>FOR ATTENTION NOTE</u>	: Mr. ZM Zulu : Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. (Only short-listed candidates will be requested submit proof). NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	: 09 June 2023
<u>POST 18/310</u>	: <u>MEDICAL SPECIALIST GRADES 1 – 3 (OBSTETRICS & GYNAECOLOGY)</u> <u>REF NO: PMMH/SPEC/O&G/ 01/2023 (X 1 POST)</u>
<u>SALARY</u>	: Grade 1: R1 214 805 - R1 288 095 per annum, (all-inclusive packages) Grade 2: R1 386 069 - R1 469 883 per annum, (all-inclusive packages) Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive packages) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for commuted overtime.
<u>CENTRE REQUIREMENTS</u>	: Prince Mshiyeni Memorial Hospital : Medical Specialist Grades 1 – 3 (Obstetrics & Gynaecology) MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Obstetrics & Gynaecology. Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics & Gynaecology. current (2023) registration as a Medical Specialist with HPCSA. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Experience: Medical Specialist Grade 1: No experience required. The

appointment to grade 1 requires 1 year relevant experience after registration as a Medical Specialist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Specialist **Grade 2:** Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Specialist **Grade 3:** Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year's registration experience after registration with HPCSA as Medical Specialist in a normal specialty. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills Training and Competencies Required: Sound knowledge and skills associated with the practice of Obstetrics & Gynaecology. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.

DUTIES

: Run specialist and general clinics. Provide in-patient and out-patient clinical services. Assist with undergraduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of commuted overtime is a requirement as per the policy on commuted overtime for medical practitioners. (After hours and weekends).

ENQUIRIES APPLICATIONS

: Dr N.R Maharaj Tel No: 031-907 8318
: All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeini; 4060.

FOR ATTENTION NOTE

: Mr. M.F Mlambo
: Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83 e.g. Reference number PMMH/SPEC/O&G/ 01/2023. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. 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). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high 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, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups, African Male and White Male are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

: 19 June 2023

<u>POST 18/311</u>	:	<u>MEDICAL OFFICER GRADE 1-3 (OBSTETRICS & GYNAECOLOGY) REF NO: PMMH/MO/O&G/02/2023 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R906 540 – R975 738 per annum, (all-inclusive packages) Grade 2: R1 034 373.– R1 129 116 per annum, (all-inclusive packages) Grade 3: R1 197 150 - R1 491 627 per annum, (all-inclusive packages) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for compulsory commuted overtime.
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital Medical Officer Grades 1 – 3 (Obstetrics & Gynaecology). MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. current (2023) registration as a Medical Practitioner with HPCSA. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Recommendation Any additional qualification in Obstetrics and Gynaecology will be added advantage. Experience: Medical Officer Grade 1 : No experience required The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2 : 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 3 : 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills Training And Competencies Required: Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Obstetrics and Gynaecology. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits; participate in academic meetings Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N.R Maharaj Tel No: 031-907 8318 All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeni, 4060.
<u>FOR ATTENTION NOTE</u>	:	Mr. M.F Mlambo Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies .The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83 e.g. Reference number PMMH/SPEC/O&G/ 01/2023.All employees in the Public Service that

are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. 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). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high 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, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups, African Male and White Male are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/312</u>	:	<u>DEPUTY DIRTECTOR: CONTRACT MANAGEMENT SERVICES REF NO: G58/2023</u> Cluster: Supply Chain Management Services
<u>SALARY</u>	:	R811 560 per annum (Level 11), (an all-inclusive salary package)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Matric Certificate (Grade 12), Degree/ National Diploma in Supply Chain Management / Public Management/ Business Administration/Finance/Accounting NQF Level 7 PLUS A minimum of Three (3) in junior management experience in a Supply Chain Management environment; Plus Unendorsed valid driver's license Knowledge, Skills, Training and Competencies Required: Job purpose: To provide and manage Supply Chain Management Services in the Department in order to ensure compliance with all relevant SCM Government Prescripts and Guidelines. Functional knowledge and understanding of Contract Management. Knowledge of the legislative and policy framework informing the area of operation. Computer Literacy: MS office Software Applications. Conflict management, Management, Communication skills both Verbal and written, Planning and organising skills, Must be able to communicate with Internal stakeholders (Head: Health, Deputy Director General, Chief Financial Officer, Directors of Head office components and institutions.
<u>DUTIES</u>	:	Administer processes to customize standard contracts and service level agreements ensuring adequate Supply Chain Management security, minimizing Departmental risk for goods and services procured on behalf of the institutions and Head Office Components by the CSCMS; and formally conclude/record contractual arrangements with suppliers and Service Providers. Develop and maintain system for the management of contract non-performance, including early detection systems and consequence management for defaulters. Develop and maintain a central database of all contracts for good and services falling outside the scope of delegation of institutions/Head Office Components. Maintain a system of records Management. Ensure the effective and efficient utilization of resources allocated to the sub-component, including the development of staff.
<u>ENQUIRIES</u>	:	Mr. C.H Buthelezi Tel No: 033 815 8356
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.
<u>FOR ATTENTION</u>	:	Mr B Zungu
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and

citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

<u>CLOSING DATE</u>	:	14 June 2023
<u>POST 18/313</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1, 2 & 3 REF NO: GJGM09/2023 (X1 POST)</u> Component: Clinical Psychology Medical Services
<u>SALARY</u>	:	Grade 1: R790 077 per annum, (all-inclusive package) Grade 2: R918 630 per annum, (all-inclusive package) Grade 3: R1 063 611 per annum, (all-inclusive package) Plus 12% Inhospitable Allowance.
<u>CENTRE REQUIREMENTS</u>	:	General Justice Gizenga Mpanza Regional Hospital Grade 1: Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus. One (1) year of experience after registration as a Clinical Psychologist 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 2: Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Eight (8) years of experience after registration with the HPCSA as a Psychologist & Requires nine (9) experience after registration as a Clinical Psychologist 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: Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Sixteen (16) years after registration with HPCSA as a Clinical Psychologist & Requires seventeen (17) years of experience after registration as a Clinical Psychologist 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. Recommendation: Fluency in IsiZulu. Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills, Planning and organising. Offer outreach services and knowledge of Medico legal work.
<u>DUTIES</u>	:	Assess persons by means of clinical interviews. Administer and write reports on psychometric assessments. Ability to conduct individual, group and family psychotherapy Ability to communicate with patients and relatives. Maintain accurate records and statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Ramkisson Tel No: (032) 4376233 Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human

Resources. Faxed or e-mailed applications will not be considered. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. This is a re-advertisement those who apply previously are free to re-apply

<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/314</u>	:	<u>ASSISTANT MANAGER NURSING (GENERAL WARDS) REF NO: BETH 21/2023</u>
<u>SALARY</u>	:	R627 474 per annum, (all –inclusive package). 13TH Cheque, 12% rural allowance, Medical Aid Optional, Homeowners /Housing Allowance (Employee must meet prescribed requirements).
<u>CENTRE</u>	:	Bethesda District Hospital - (Kwa Zulu - Natal)
<u>REQUIREMENTS</u>	:	Matric Certificate. National Diploma / Degree in General Nursing and Midwifery. A minimum of 8 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing and Midwifery. At least 3 year of the period must be appropriate recognizable experience in management level. Recommendation: A valid driver's license. Computer literacy. Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Knowledge Skills Training and Competencies Required: Knowledge of Nursing Care and procedures. Understand HR policies and practices and staff relations. Leadership, organizational, decision making and problem solving skills. Report writing skills, and time management skills Good communication, interpersonal relations, counseling and conflict management skills. Ability to formulate patient care related policies. Knowledge of public service policies, Acts and regulations. Knowledge on HIV / AIDS plus TB Programme. Strong leadership, planning and organizational skills, advanced project management skills, financial management skills, decision making skills, ability to work independently and under pressure, problem solving, high level of communication skills, both written and verbal, computer skills, human resource management skills, analytical skills and the ability to capture in concise reports, advanced facilitation skills to manage consultation.
<u>DUTIES</u>	:	Administer an evidence results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M& E framework and monitor research activities in the institution. Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Ensure that institution plans are in place and aligned with the District health plan. Ensure planning, M&E supports to all departments in the institution. Ensure the efficient and effective utilization of resources allocated to the component inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws.
<u>ENQUIRIES</u>	:	Mr. M.I Mathe Tel No: (035) 595 3103

<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>	:	09 June 2023
<u>POST 18/315</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY UNIT) REF NO: BETH 22/2023</u>
<u>SALARY</u>	:	R627 474 per annum, (all –inclusive package). 13th Cheque, 12% rural allowance, Medical Aid Optional, Homeowners /Housing Allowance (Employee must meet prescribed requirements).
<u>CENTRE</u>	:	Bethesda District Hospital - (Kwa Zulu - Natal)
<u>REQUIREMENTS</u>	:	Matric Certificate/ Senior certificate, Diploma/ Degree in General Nursing and Midwifery. A post Basic Nursing qualification with duration of at least one year in Child Nursing science accredited with the South African Nursing Council. A minimum of 9 years appropriate/ recognizable experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in Child Nursing Science. 2023 Current Registration with SANC as a Professional Nurse. Recommendations: Degree/ Diploma in Nursing Management will be an advantage Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care delivery approach. Good communication, organizing, leadership, interpersonal, problem solving, conflict management, supervisory and decision making skills. Knowledge and experience in implementation of Batho Pele Principles, Patients Right's Charter and code of conduct. Possess high level of integrity and Professionalism. Teaching and supervisory skills.
<u>DUTIES</u>	:	Coordinate optimal, holistic specialized nursing care provided within set standards and Professional / legal framework. Demonstrate an in-depth knowledge and understanding of nursing legislations and ethical nursing practices including other related health legislation in your practice. Ensure provision of accurate and reliable statistics and reports generated in unit and participate in the information management activities. Participate in quality improvement programs including clinical governance, ideal hospital and regulated norms and standards. Ensure effective, efficient and economic management of allocate resources in the component. Ensure continuous development of staff and the provision of effective training and quality improvement projects. Identify and manage risks in the Paediatric unit. Facilitate development and review of standard operating procedures in the unit. Maintain professional growth, ethical standards and self-development. Provide relief services within the team and provide after-hours cover in cases of staff shortage. Display concern for patients, promoting and advocating for proper management of all patients according to their individual needs. Participate in the multi-disciplinary team to ensure comprehensive care of patients. Provide

		a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all applicable prescripts. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Exercise control over discipline, grievances and all labour related issues.
<u>ENQUIRIES</u>	:	Mr. M.I MathE Tel No: (035) 595 3103
<u>APPLICATIONS</u>	:	The Human Resources Manager, Bethesda Hospital, Private Bag X 602 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>	:	09 June 2023
<u>POST 18/316</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: EMP15/2023</u>
<u>SALARY</u>	:	Grade 1: R520 785 – R578 367 per annum, 13 th Cheque, Home Owners Allowance (employee must meet the prescribed requirements), Medical Aid (optional), 12% In-Hospitable allowance
<u>CENTRE</u>	:	Queen Nandi Regional Hospital (Empangeni)
<u>REQUIREMENTS</u>	:	National Diploma in Radiographer / Bachelor's Degree in Technology, Certified copy of original registration with Health Professions Council of South Africa as a Radiographer, Current registration with the Health Professions Council of South Africa for 2023-2024 In the category Independent Practice, A minimum of three years' experience after registration with HPCSA as a Radiographer: Independent Practice. Recommendation: Added qualification in Ultrasound will be an added advantage (e.g. ultrasound courses/ degree accredited by HPCSA, HPCSA Approval letter for performing ultrasound examinations), Experience performing high risk Obstetric and anomaly scans, Paediatric scans as well as reporting on difficult pathology. Experience Required: A minimum of three years' experience after registration with HPCSA as a Radiographer: Independent Practice. Knowledge, Skills, Competencies Required: Excellent knowledge of high risk obstetrics and gynecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment use and trouble shooting. Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem solving skills. Basic supervisory skills.
<u>DUTIES</u>	:	Provide a high quality ultrasound service in keeping with Woman and Child status of the hospital: Gynaecological scans with complicated pathology, Paediatric and detailed Obstetric anomaly scans. Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Willingness to participate in shift and standby duties including night, weekends and Public Holidays when the need arises. Manage Performance of Staff (EPMDS). Provide assistance, supervision and training to junior staff and students. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programs, standard

	operating procedures, in-service training. Perform other duties as per delegation by radiography management.
<u>ENQUIRIES</u>	: Ms D Moodley Tel No: 035 907 7039
<u>APPLICATIONS</u>	: 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.
<u>FOR ATTENTION</u>	: Deputy Director Human Resources Mr SM Ndabandaba Tel No: 035 9077011
<u>NOTE</u>	: 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 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 prior to the date of the interview.
<u>CLOSING DATE</u>	: 09 June 2023
<u>POST 18/317</u>	: <u>OPERATIONAL MANAGER NURSING GENERAL (SURGICAL) REF NO: MAD 28/ 2023 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R497 139 - R559 686 per annum, plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	: Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	: Basic R425 Degree/ Diploma in General Nursing and Midwifery. Minimum of 7 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Knowledge of nursing care processes and procedures nursing statutes and other relevant legal frameworks. Promote quality of nursing as directed by professional scope of practice and standards as determined by the institution. Sound knowledge of scope of practice Good communication, leadership, interpersonal and problem solving skills. Knowledge of Code of Conduct and Labour Relations. Ability to function well within a team. Conflict management and negotiation skills. Decision making and problem solving skills. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patients Right Charter.
<u>DUTIES</u>	: Supervise and ensure provision of an effective and efficient patient care through adequate nursing care by the unit. Ensure compliance to quality

		assurance, infection prevention and control, and the implementation of ideal Hospital, Norms and standards by the units. Ensure compliance to priorities of the MEC for health by the unit as detailed in a make me look like a Hospital project. Manage information system by ensuring that correct, accurate date is collected and submitted by the unit to prevent information errors thus improving data quality. Monitor and evaluate quality of nursing services in the unit. Manage and control staff absenteeism and maintain staff discipline. Ensure effective management of staff and patients to eliminate grievances and complaints from patients. Ensure implementation of employee performance management system (EPMDS) to monitor staff performance. Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human, human. Financial and physical resources,
<u>ENQUIRIES</u>	:	Mr. R.S.M Ngcobo Tel No: 034 328 8037
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<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. Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. 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, 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. EE Targets: (African Male)
<u>CLOSING DATE</u>	:	15 June 2023
<u>POST 18/318</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL STREAM) – HAST REF. NO: OSIOM/20/2022 (X1 POST)</u>
<u>SALARY</u>	:	R497 193 per annum. Plus 13th cheque /service bonus plus, rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE</u>	:	Osindisweni Hospital
<u>REQUIREMENTS</u>	:	Matric or Senior Certificate. Degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. Current registration with SANC as a General Nurse and Midwifery (2023 receipt). A Minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. Current and previous experience endorsed and stamped by Human Resource (Service Certificate). All the attachments /proof will be submitted by shortlisted candidates only). Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations, Labour Relations Act, disciplinary code and procedures, grievance procedures etc. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes Batho Pele principles and Patient Rights Charter. Insight into procedures and policies pertaining to nursing care. Human Resource Management and Basic financial management skills. Leadership organisational, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Computer skills in basic programmes.

		Recommendation: Training certificate on Nurse initiated and management of ART (Nimart).
<u>DUTIES</u>	:	Plan, organize and monitor the objectives of the unit in consultation with subordinates. To coordinate the services rendered with all stakeholders in the district. To provide a therapeutic environment to staff, patients, and the public. Oversee the implementation of HAST programme in the Clinic and Hospital out Patient Department. To effectively manage the utilization and supervision of resources. Monitor and evaluate the outcomes of HAST programme and Out Patient Department. Monitor the effective management of all the resources allocated in the unit. Implement and management of Infection Control and Prevention protocols. Maintain accurate and complete patient records according to legal requirements. To participate in Quality improvement programmes in Outpatient Department and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Ensure that there is a constant monitoring and evaluation of key indicators of the department and maintenance of appropriate statistics. Assist in the implementation of priority programme e.g. National Core Standards, Infection Prevention Control and all programs related to promoting health. Facilitates orientation and induction and in-service training of staff with the unit (HAST & Out Patient Department).
<u>ENQUIRIES</u>	:	Mrs L.C Mtshali Tel No: 032 5419202
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to Human Resource Department, Osindisweni Hospital, Private Bag X 15, Veralum, 4340. Hand delivered application may be submitted at Human Resource Office. 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.
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	The following documents must be submitted: A detailed New (Z83) Employment Form which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za , updated and fully detailed Curriculum Vitae. In addition, only shortlisted candidates will submit proof of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 02/2022. 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 possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA), attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders (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>	:	09 June 2023 @ 16H00 afternoon
<u>POST 18/319</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PAEDIATRIC) REF NO: EMS/19/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum
	:	Grade 2: R528 696 - R645 720 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
	:	Matric/Senior certificate/Grade 12. Diploma/ Degree in General Nursing Science and Midwifery. Diploma in child nursing science. A minimum 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC. A minimum of 1 year with specialty. Knowledge & Skills Leadership, Management, Planning, Organizing and co-ordination skills. Knowledge of relevant acts, prescripts, policies and procedure governing health care services delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the area under their control, Sound knowledge of priority programs clinical guidelines, protocol, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision-making, procedure and conflict management, counseling, teaching, mentorship and supervisory skills. Knowledge of code conduct, Labour Relations and related policies.
<u>DUTIES</u>	:	Ensure effective utilization of human and material resources. Ensure adherence to prescribed nursing police and procedure. Co-ordinate all services within the hospital. Ensure that all quality and infection control initiative are adhered to i.e OHSC/ Ideal Hospital. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Ensure that clinical governance principles are adhered too and ensure that audits are conducted. Ensure reporting of and within his/ her unit. Ensure effective data management. Do readjustment as required on the shift to provide adequate nursing coverage. Monitor implementation of EPMDS. Ensure that impact indicators are monitored and action plans are developed to improve on the outcomes. Act as junior shift leader on both day and night shift. Assisting in supervising in the absence of the operational manager. To partake in overall specialized unit functions. Audits patient's records and monitoring of results. Utilizes knowledge of development and life stages in the provision of overall care of child delivery. Participates in ethical decisions making within the multidisciplinary team. Utilizes a family centered approach in providing pediatric/child nursing.
<u>ENQUIRES APPLICATIONS</u>	:	Ms T.M Nkabinde Tel No: 036 488 1570 (EXT 8214)
	:	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>	:	Human Resource Manager
	:	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.
<u>CLOSING DATE</u>	:	13 June 2023 at 16:00
<u>POST 18/320</u>	:	<u>PROFESSIONAL NURSE SPECIALTY – PAEDIATRICS REF NO: GJGM31/2023 (X1 POST)</u> Component: Nursing Management Services
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum
<u>CENTRE REQUIREMENTS</u>	:	General Justice Gizenga Mpanza Regional Hospital
	:	Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allow registration with SANC as a Professional Nurse. A post basic qualification in Child Nursing Science or Diploma in Critical Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows

registration with SANC as a Professional Nurse. A post basic qualification in Child Nursing Science or Diploma in Critical Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge, Skills and Competencies: Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Child Nursing Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relation and disciplinary procedures. Basic understanding of HR and Financial policies and practices. Planning, Organizing, Leading, Controlling, Delegation, Supervisory, Communication, motivation, Decision- Making, Problem-Solving, Disciplinary and co-ordination skills.

DUTIES

: Coordination of optimal, holistic specialized nursing care provided within set standards professional/ legal framework. To plan/ organize and monitor the objectives of the specialized unit in consultation with other members. To provide a therapeutic environment for staff, patients and public. To provide a comprehensive quality nursing care as a member of the unit-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To ensure continuity of patient care on all levels i.e. work, book, and handover rounds. To liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintaining professional growth/ ethical standards and self-self-development. Ensure accurate record keeping for statistics purposes. Ensure adherence to the Principles of IPC in the unit. Manage unit in the absence of the Operation Manager. Identify, report and assist Doctors in the management of Paediatric Emergencies.

ENQUIRIES APPLICATIONS

: Matron NG Mntambo (Assistant Nurse Manager) Tel No: (032) 437 6356
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/321</u>	:	<u>PROFESSIONAL NURSE SPECIALTY – SURGICAL REF NO: GJGM32/2023 (X1 POST)</u> Component: Nursing Management Services
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum
<u>CENTRE</u>	:	General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allow registration with SANC as a Professional Nurse. A post basic qualification in Surgical Nursing Science. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Surgical Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge, Skills and Competencies: Basic Computer literacy to enhance service delivery. Appropriate understanding of Nursing scope of practice and nursing standard as determined by the Surgical component. Knowledge of health and public service legislation, regulations and policies. Excellent communication skills, human relations and ability to teach in and train staff within a team. Effective communication with patients, supervisors and other health care professionals. Ability to work as a multi-disciplinary team at all levels and work effectively to maintain high standards of service delivery. Basic understanding of HR and Financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision making, problem solving, disciplinary and co-ordination skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialised nursing care provided within the set standards i.e. professional/obligation. Apply nursing process to patient care in the Surgical Unit. Maintain accurate and complete patient records according to legal requirements. Compilation and analysis of statistics, participate in auditing and clinical charts and develop QIP's. Participate in the implementation of National norms and standards, guidelines, protocols. Manage resources effectively, efficiently and economically with the allocated resources. Provision of effect support to nursing services. Assist is supervision and development of staff. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs and expectations as per Batho Pele principles. Work as part of a multidisciplinary team to ensure good nursing care. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. Ensure that equipment in the unit is adequate and checked that it is in working order. To deliver quality nursing care to Surgical patients in the wards and clinics. To offer patient care by assessing, collecting and interpreting information on surgical clients and prescribing interventions. Monitor and evaluate the care management of all patience and ensure the maintenance of accurate complete patient records. Maintain professional growth/ethical standards of self-development. Promote good working relationships with multidisciplinary team in the provision of quality holistic and individualised patient care. Maintain sterile environment and ensure availability/functionality of surgical equipment.
<u>ENQUIRIES</u>	:	Sir SW Dlamini (Assistant Nurse Manager) Tel No: (032) 437 6183
<u>APPLICATIONS</u>	:	Applications should be directed to: - Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required

information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 09 June 2023

POST 18/322

: **PROFESSIONAL NURSE SPECIALTY – OBSTETRICS & GYNAECOLOGYREF GJGM37/2023 (X2 POSTS)**
Component: Nursing Management Services

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum

CENTRE

: General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS

: **Grade 1:** Diploma/ Degree in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2:** Diploma in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Science (Advanced Midwifery). A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the Obstetric and Gynae specialty after obtaining the one (1) year post-basic qualification in Advanced Midwifery. Knowledge, Skills and Competencies: Knowledge of Nursing Care, Processes and Procedures, Nursing Statutes and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, organizational, decision making, problem solving and interpersonal skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a Professional legal framework. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standards as determined by the relevant health facility. Implement activities aimed at the improvement of women's health. Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMA objectives, ESMOE, KINC, Helping Babies Breath (HBB) and safe Caesarian checklist. Ensure that other antenatal care programmes i.e. BANC are implemented to enhance antenatal care to all pregnant women. Ensure implementation and integration of HAST programmes in O&G departments within the facility. Ensure accurate and proper record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit.

Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Plan, implement, management and monitor according to identified problems. Implement plan of action in obstetric emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Able to identify, report and assist doctors in the management of obstetrics emergencies. Ensure compliance to quality, IPC, Ideal Hospital realization and maintenance (IHRM) and Norms and Standards. Promote, instil and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Maintain a constructive working relationship with multidisciplinary team members.

<u>ENQUIRIES</u>	:	Matron DS Khanyezi (Assistant Nurse Manager) Tel No: (032) 437 6382
<u>APPLICATIONS</u>	:	Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/323</u>	:	<u>CLINICAL NURSE PRACTITIONER (GCUMISA CLINIC) REF NO: APP/09/2023 (X2 POSTS)</u> Component: Nursing-PHC
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits 13 TH Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%
<u>CENTRE REQUIREMENTS</u>	:	Appelsbosch Hospital Appointment Requirements for the posts Degree/National Diploma in General Nursing and Midwifery. Only shortlisted candidate will submit proof of current registration with SANC (2023) as a Professional Nurse and Midwifery. A Post Basic nursing qualification with a duration of at least 1 year in Curative skills in Primary health Care accredited with SANC Grade 1: A minimum of four (04)

years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC in General Nursing **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource as proof of experience. (Only if shortlisted) Recommendations: NIMART Certificate. Computer literacy. Valid Driver's license Code B (08). Knowledge, Skills, Training, and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of conducts labour relations. Good communication and interpersonal skills. Decision making and problem solving skills. Basic Financial management

<u>DUTIES</u>	:	Provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative service for the clients and the community. Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Participate in clinical audits in the facility and ensure implementation of quality improvement plans supported by strong work ethics. Initiate and provide preventive and promotive activities in national priority programmes including MNCWH, non-communicable disease and HAST and quality improvement programs. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide support in the reduction and management of disease burden to ensure better health outcomes. Ensure proper control and effective utilization of all resources including, financial, pharmaceuticals and infrastructure. Always promoting scientific quality nursing care by functioning as therapeutic team coordinating between the clinic and community and preventing micro-legal hazards. Encourage research by assisting in regional and departmental projects ensuring that the community needs are taken into account. Participating and assisting with the according to treatment guidelines, protocols and EDL for PHC. The incumbent will be expected to rotate to different streams in the clinic. Provide comprehensive health care service extended hours, weekends and public holidays Equity Target: African Male
<u>ENQUIRIES</u>	:	Mr. M Zele: Assistant Manager Nursing-PHC Tel No: 032 294 8000
<u>APPLICATIONS</u>	:	Should Be Forwarded To: The Chief Executive Officer, P/Bag X215, Ozwathini, 3242. Applicants are encouraged to hand delivered or courier their applications this office will not be responsible for late or lost applications due to unreliable post office.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>CLOSING DATE</u>	:	23 June 2023
<u>POST 18/324</u>	:	<u>CLINICAL NURSE PRACTITIONER (EMTULWA CLINIC) REF NO: APP/10/2023 (X1 POST)</u> Component: Nursing-PHC
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits: 13 th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%
<u>CENTRE</u>	:	Appelsbosch Hospital
<u>REQUIREMENTS</u>	:	Appointment Requirements for the posts Degree/National Diploma in General Nursing and Midwifery. Only shortlisted candidate will submit proof of current registration with SANC (2023) as a Professional Nurse and Midwifery. A Post Basic nursing qualification with a duration of at least 1 year in Curative skills in Primary health Care accredited with SANC Grade 1: A minimum of four (04) years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC in General Nursing Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource as proof of experience. (Only if shortlisted) Recommendations: NIMART Certificate Computer literacy. Valid Driver's license Code B (08) Knowledge,

	Skills, Training, And Competencies Required Knowledge of SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of conducts labour relations. Good communication and interpersonal skills. Decision making and problem solving skills. Basic Financial management.
<u>DUTIES</u>	: Provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative service for the clients and the community. Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Participate in clinical audits in the facility and ensure implementation of quality improvement plans supported by strong work ethics. Initiate and provide preventive and promotive activities in national priority programmes including MNCWH, non-communicable disease and HAST and quality improvement programs. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide support in the reduction and management of disease burden to ensure better health outcomes. Ensure proper control and effective utilization of all resources including, financial, pharmaceuticals and infrastructure. Always promoting scientific quality nursing care by functioning as therapeutic team coordinating between the clinic and community and preventing micro-legal hazards. Encourage research by assisting in regional and departmental projects ensuring that the community needs are taken into account. Participating and assisting with the according to treatment guidelines, protocols and EDL for PHC. The incumbent will be expected to rotate to different streams in the clinic. Provide comprehensive health care service extended hours, weekends and public holidays Equity Target: African Male
<u>ENQUIRIES</u>	: Mr. M Zele: Assistant Manager Nursing-PHC Tel No: 032 294 8000
<u>APPLICATIONS</u>	: Applications should be forwarded to: The Chief Executive Officer, P/Bag X215 Ozwathini, 3242.
<u>FOR ATTENTION</u>	: Human Resource Manager
<u>NOTE</u>	: NB: Applicants are encouraged to hand delivered or courier their applications this office will not be responsible for late or lost applications due to unreliable post office.
<u>CLOSING DATE</u>	: 23 June 2023
<u>POST 18/325</u>	: <u>CLINICAL NURSE PRACTITIONER (CRAMOND CLINIC) REF NO: APP/11/2023 (X1 POST)</u> Component: Nursing-PHC
<u>SALARY</u>	: Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits :13 TH Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%
<u>CENTRE</u>	: Appelsbosch Hospital
<u>REQUIREMENTS</u>	: Appointment Requirements for the post Degree/National Diploma in General Nursing and Midwifery. Only shortlisted candidate will submit proof of current registration with SANC (2023) as a Professional Nurse and Midwifery. A Post Basic nursing qualification with a duration of at least 1 year in Curative skills in Primary health Care accredited with SANC Grade 1: A minimum of four (04) years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC in General Nursing Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource as proof of experience. (Only if shortlisted) Recommendations NIMART Certificate Computer literacy. Valid Driver's license Code B (08) Knowledge, Skills, Training, And Competencies Required Knowledge of SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of conducts labour relations. Good communication and interpersonal skills. Decision making and problem solving skills. Basic Financial management.
<u>DUTIES</u>	: Provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative service for the clients and the community.

		Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Participate in clinical audits in the facility and ensure implementation of quality improvement plans supported by strong work ethics. Initiate and provide preventive and promote activities in national priority programmes including MNCWH, non-communicable disease and HAST and quality improvement programs. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide support in the reduction and management of disease burden to ensure better health outcomes. Ensure proper control and effective utilization of all resources including, financial, pharmaceuticals and infrastructure. Always promoting scientific quality nursing care by functioning as therapeutic team coordinating between the clinic and community and preventing medico-legal hazards. Encourage research by assisting in regional and departmental projects ensuring that the community needs are taken into account. Participating and assisting with the according to treatment guidelines, protocols and EDL for PHC. The incumbent will be expected to rotate to different streams in the clinic. Provide comprehensive health care service extended hours, weekends and public holidays.
<u>ENQUIRIES</u>	:	Mr. M Zele: Assistant Manager Nursing-PHC Tel No: 032 294 8000
<u>APPLICATIONS</u>	:	Applications should be forwarded to: The Chief Executive Officer, P/Bag X215 Ozwathini, 3242.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	NB: Applicants are encourage to hand delivered or courier their applications this office will not be responsible for late or lost applications due to unreliable post office. Equity Target: African Male
<u>CLOSING DATE</u>	:	23 June 2023
<u>POST 18/326</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: GAM CHC 06/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R559 686 per annum Other Benefits: 13 th Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements and Medical Aid (Optional)
<u>CENTRE</u>	:	Gamalakhe CHC
<u>REQUIREMENTS</u>	:	Senior Certificate (grade 12) Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration Certificate as General Nurse and Primary Health Care Nurse Current registration with SANC (2023 Receipt) Experience: Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Grade 2: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and Counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.
<u>DUTIES</u>	:	Provide quality comprehensive community health care by promoting preventative, Curative and rehabilitative services. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise in assisting clients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team. Coordinating between CHC and community and preventing medico-legal hazards. Conduct outreach services to improve health outcomes. Ensure proper utilization and management of all resources Ensure integration of health services. Encourage research by assisting in departmental projects and always ensuring the

		community needs, are taken into account. Strengthen and ensure implementation of IDEAL clinic strategies. Ability to handle obstetric, emergencies and high risk conditions. Assist unit Manager with overall management and necessary support for effective functioning in the facility. Participate in clinical records audits Advocate for Nursing Ethics and Professionalism. Provide knowledge and understanding of Covid19 precautionary measures and clinical management thereof. Display knowledge on basic computer skills to be able to compile and submit reports.
<u>ENQUIRIES</u>	:	Ms. GB Tshiseka Tel No: 039-318 1113
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The HR Manager Gamalakhe Community Health Centre Private Bag X709, Gamalakhe, 4249
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	FThe 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.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/327</u>	:	<u>PROFESSIONAL NURSE: SPECIALTY GRADE 1/2 REF NO: PSH 31/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Port Shepstone Regional Hospital (Obstetrics Unit)
<u>REQUIREMENTS</u>	:	Grade 1: A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing with one (1) year post basic qualification in Advanced Midwifery Grade 2: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, of which 10 years must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in Advanced Midwifery Grade 12 or Matric certificate. Diploma/Degree in General Nursing science Diploma/Degree in Midwifery nursing science. Diploma/degree in Advanced midwifery science Registration with SANC as General Nurse, midwifery and Advanced Midwifery Nursing Science. SANC Receipt for 2023. Only shortlisted candidates will submit/attaché proof/qualifications Knowledge, Skills and Experience: Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and Counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, Planning and organizational skills.
<u>DUTIES</u>	:	Diagnose and manage obstetric emergencies in the absence of a doctor, i.e. Eclampsia APH, etc Identify high risk clients during ante-partum and post-partum periods, manage them or refer them according to hospital policy. Develop vision and mission and objectives for obstetric unit Develop, implement and review obstetric policies/SOP's. Conduct Perinatal Mortality reviews or meetings. Know SANC rules and regulations pertaining to obstetrics. Develop and implement in-service education and quality improvement programs for the obstetrics dept. Act as an advocate for clients utilizing Batho Pele principles. Form part of the multi-disciplinary team Take part in all obstetrics programs, i.e. PPIP, PMTCT, BBI, BFI, and RHC – reproductive health Identify training needs for the staff. Practice participative management by assisting with relief duties of the supervisor. Maintain and monitor stock and supplies. Attend meetings held in the institution/outside.
<u>ENQUIRIES</u>	:	Mrs MC Maqutu Tel No: (039) 688 6117

<u>APPLICATIONS</u>	:	Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240.
<u>FOR ATTENTION</u>	:	Mr. ZM Zulu
<u>NOTE</u>	:	Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. (Only short-listed candidates will be requested submit proof). NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/328</u>	:	<u>PROFESSIONAL NURSE: SPECIALTY GRADE 1/2 REF NO: PSH 32/2022 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Port Shepstone Regional Hospital (Critical Care)
<u>REQUIREMENTS</u>	:	Grade 1: A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing with one (1) year post basic qualification in Critical Care Nursing Science Grade 2: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, of which 10 years must be appropriate/recognisable experience after obtaining the one (1) year post basic qualification in Critical Care Nursing Science Matric / Senior Certificate, Diploma/Degree in General Nursing Diploma/degree in Midwifery Nursing Science 1 year post basic qualification in Critical Care Nursing Science Current registration with SANC as General Nurse, Midwife/Accoucher and Critical care SANC receipt 2023. Only shortlisted candidates will submit/attaché proof/qualifications. Knowledge, Skills and Experience Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework, Good communication skills verbal and written Co-ordinate and liaison skills. Problem solving skills.
<u>DUTIES</u>	:	Assist in planning/organizing and monitoring of objectives of the specialized unit Provide a therapeutic environment for staff, patients and public. Provide comprehensive quality nursing care. Provide direct and indirect supervision of all Nursing Staff / Housekeeping staff and to give them guidance and ensure continuity of patient care. Demonstrate effective communication patient and families with the multi – disciplinary team, other department within the hospital. Assist with allocation /change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant speciality. To assist with relief duties of supervision and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional nurse in charge in surgical high care / renal unit. Allocation of staff within the directorate on rotational basis. To ensure critically ill patients regardless of diagnoses according to disease profile within the directorate. To nurse a paediatric ventilated / high care patient in ICU for close monitoring. Maintain professional growth / ethical standard and self – development.
<u>ENQUIRIES</u>	:	Mrs MC Maqutu Tel No: (039) 688 6117
<u>APPLICATIONS</u>	:	Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240.
<u>FOR ATTENTION</u>	:	Mr. ZM Zulu

<u>NOTE</u>	:	Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. (Only short-listed candidates will be requested submit proof). NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/329</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: GAM CHC 07/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R559 686 per annum Other Benefits: 13 th Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements) and Medical Aid (Optional)
<u>CENTRE</u>	:	Port Edward Clinic
<u>REQUIREMENTS</u>	:	Senior Certificate (grade 12) Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration Certificate as General Nurse and Primary Health Care Nurse Current registration with SANC (2023 Receipt). Experience: Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Grade 2: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and Counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.
<u>DUTIES</u>	:	Provide quality comprehensive community health care by promoting preventative, Curative and rehabilitative services. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise in assisting clients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team. Coordinating between CHC and community and preventing medico-legal hazards. Conduct outreach services to improve health outcomes. Ensure proper utilization and management of all resources Ensure integration of health services. Encourage research by assisting in departmental projects and always ensuring the community needs, are taken into account. Strengthen and ensure implementation of IDEAL clinic strategies. Ability to handle obstetric, emergencies and high risk conditions. Assist unit Manager with overall management and necessary support for effective functioning in the facility. Participate in clinical records audits Advocate for Nursing Ethics and Professionalism. Provide knowledge and understanding of Covid19 precautionary measures and clinical management thereof. Display knowledge on basic computer skills to be able to compile and submit reports.
<u>ENQUIRIES</u>	:	Mrs. N.O Ndwendwe Tel No: 039-318 1113, Tel No: 039-318 1113
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249
<u>FOR ATTENTION</u>	:	Human Resource Department

<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.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/330</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS REF NO: AD/SYSTEMS1/2023</u>
<u>SALARY</u>	:	R424 104 per annum. Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
<u>CENTRE</u>	:	Addington Hospital: KwaZulu Natal
<u>REQUIREMENTS</u>	:	Matric/Grade 12, Degree/ Diploma in one of the following: Public Management or Public Administration. Minimum of Three (3) years supervisory experience in Systems Management Environment. current and previous work experience endorsed and stamped by Human Resource (Certificate of Service must be attached). Only shortlisted candidates will be required to submit proof of all documents. Knowledge, Skills Training And Competencies Required: Decision making skills, problem solving skills, leadership skills, human resource management and communication skills. Computer literacy skills. Interpersonal skills. Financial management skills. Planning and organizing skills. Quality Assurance awareness. Change management. Ability to perform independently and under pressure. Labour Relations, Risk Management and Control, Stress Management, Occupational Health and Safety and Quality Assurance Management. Develop departmental policies.
<u>DUTIES</u>	:	Manage the following auxiliary services to ensure optimal usage and cost effectiveness: General registry, Porter and cleaning services, Transport management services, Telecommunication services, Laundry services, Staff residence. Full implementation of the monitoring and evaluation of EPMDS. Improve service delivery in line with National Core Standards. Ensure effective, efficient and economical utilization of resources. Management and administration of outsourced services. Develop and implement effective departmental policies. Ensure compliance with legislation and government policies. Contribute as a member of a multidisciplinary team towards the effective management of the Hospital by participating in the following committees:-Occupational Health and Safety, Infection Prevention Control, Loss and Damage, Disposal, Bid Committee, Housing committee.
<u>ENQUIRIES</u>	:	Mr C.H Myeza Tel No: 031 327 2000
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
<u>FOR ATTENTION</u>	:	Mrs P Makhoba
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. 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. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.
<u>CLOSING DATE</u>	:	19 June 2023

<u>POST 18/331</u>	:	<u>ASSISTANT DIRECTOR: STAFF RELATIONS REF NO: GJGM34/2023 (X1 POST)</u> Component: Human Resource Management
<u>SALARY</u>	:	R424 104 per annum. Other Benefits: 13 th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)
<u>CENTRE REQUIREMENTS</u>	:	General Justice Gizenga Mpanza Regional Hospital Senior Certificate (Grade 12). Degree/ Diploma in Labour Law / Labour Relations /Human Resource Management/ Public Management with a minimum 3 – 5yrs supervisory experience in Labour Relations. Recommendation: Unendorsed valid Code B drivers licence (code 8). Knowledge, Skills and Competencies: Computer literacy (knowledge in Ms. Office package), knowledge of collective bargaining arrangements and dispute resolution applicable in Public Service and the jurisdictional role of CCMA over some dispute, demonstrable record of handling discipline, handling and knowledge of referral route of grievances, strikes (including strike management) in Public Service, ability to apply, interpret the legislative framework applicable in Public Service, analytical thinking and research skills, record/document management, knowledge of oversight bodies/structures (Chapter 9, Chapter 10 institutions and the Department of Labour) and their legal responsibilities either on discipline or grievances and or strikes, Must have excellent presentation skills, experience in dealing with the public, sound organizational and planning skills.
<u>DUTIES</u>	:	Manages the day to day functioning of the Labour Relations section in the Hospital in order to ensure that the high quality of services is being provided. Represent the department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the department or hospital. Compile reports/submissions in respect of grievances, disputes, advice, and industrial action matters. Promote sound labour peace within the hospital. Produce monthly mandatory reports and analyse the report to establish trends and develop interventions where necessary. Manage the implementation of policies, resolutions, plans, and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof; further suggest improvements where necessary. Develop internal control measures, guidelines, and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines, and policies. Conduct in-service training and induction of staff in the hospital on labour related matters. Advice management, employees on labour relations practices, procedures, guidelines, and policies, etc. Support the Deputy Director in achieving the strategic objectives of the institution on labour relations and do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the Hospital. Attend and run meetings. Management of personnel performance and review thereof in the sub-division.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Latha (Deputy Director - HRM) Tel No: (032)4376006 Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA,

verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/332</u>	:	<u>ASSISTANT DIRECTOR: HR PLANNING, TRAINING AND DEVELOPMENT</u> <u>REF NO: MAD 29/2023 (X1 POST)</u>
<u>SALARY</u>	:	R424 104 – R508 692 per annum (Level 09). 13 th cheque, Plus Medical Aid (Optional), Plus Housing Allowance (Employee must meet prescribed condition)
<u>CENTRE</u>	:	Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	:	Appropriate Degree / National Diploma in Human Resources Management or Public Management. 3-5 years appropriate supervisory experience in HR Planning, Training and Development. Knowledge, Skills and Competencies required: Strong interpersonal communication. An understanding of "push" factors affecting human resource supply and demand within the health sector. Ability to translate strategic objectives into practical implementation initiatives. High level of accuracy. Computer skills. Verbal and written communication skills. Leadership, Organizational, decision making and problem solving abilities. Financial and budgetary knowledge. Ability to compile and evaluate training material, courses and the results.
<u>DUTIES</u>	:	Develop and implementation of Work Place Skills plan. Develop, monitor and review implementation of the Human Resource Plan. Develop and monitor implementation of Employment Equity Plan. Ensure implementation and management of performance management and development system. Coordination of in-service training plans for all departments/ units.
<u>ENQUIRE</u>	:	Mr. J.M Jele Tel No: 034 328 8148
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<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, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. 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, 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.
<u>CLOSING DATE</u>	:	15 June 2023

<u>POST 18/333</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1, 2 & 3 REF NO: GJGM33/2023 (X1 POST)</u> Component: Allied Health Component
<u>SALARY</u>	:	Grade 1: R359 622 per annum Grade 2: R420 015 per annum Grade 3: R491 676 per annum Plus 12% Inhospitable Allowance.
<u>CENTRE REQUIREMENTS</u>	:	General Justice Gizenga Mpanza Regional Hospital
	:	Grade 1: Experience – No relevant working Experience after with HPCSA as an Occupational Therapist. Grade 2: 10 years actual service and/or recognizable experience after registration with HPCSA as Occupational Therapist. Grade 3: 20 years actual service and/ or recognizable experience after registration with HPCSA as Occupational Therapist. National Senior Certificate / Grade 12. Bachelor of Occupational Therapy Degree or equivalent qualification in Occupational Therapy that allows registration with Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Current registration with the HPCSA as an Occupational Therapist. Knowledge, Skills, and Competencies: Appropriate medical knowledge and sound clinical skills in occupational therapy and rehabilitation services. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good knowledge in Orthopedic, Surgical, Medical, Paediatric, Psychiatric related conditions, and complex upper limb and hand injuries. Skilful use of treatment modalities and therapeutic equipment. Sound knowledge of occupational therapy diagnostic and therapeutic procedures, and equipment/material. Excellent knowledge on splinting and fabrication of pressure garments and other assistive devices. Knowledge and skills in the supervision of rehabilitation services. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Knowledge and skills in conducting department presentations. Knowledge and skills in the assessment and interpretation of data, statistics and performance indicators.
<u>DUTIES</u>	:	To provide high quality diagnostic and therapeutic occupational therapy services according to patients' needs. Execute all clinical procedures and programs competently utilizing available resources efficiently and effectively. Attend ward rounds and work within a multidisciplinary team. Participate in group treatment programs, to implement and run them. Monitor and re-evaluate protocols and procedures to modify and progress treatment as is appropriate. Records and maintains up to date case notes and statistics, in line with professional standards. Participate in in-service training and continuous professional development within the occupational therapy department and other disciplines. Advocate and promote of OT services within the institution and community. Implement and contribute to Quality Improvement initiatives ensuring compliance with National Core Standards. To provide high quality outreach services when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr G Lopez Tel No: (032) 4376001
	:	Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the

applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/334</u>	:	<u>SENIOR FINANCE MANAGEMENT OFFICER REF NO: MAL CHC 15/2023</u> Re-Advertisement
<u>SALARY</u>	:	R359 517 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance.
<u>CENTRE</u>	:	Mfundo Arnold Lushaba CHC
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric /Grade 12; Degree/ National Diploma in Public Management or Financial Management/Cost & Accounting Management/ Financial Accounting/Accounting Science; 3-5 years' experience in the Public Service within Financial Administration component (Budget & Expenditure Management); only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Recommendation: 1-2 years supervisory experience in Budget & Expenditure /SCM; Valid driver's licence. NB: All shortlisted candidates will be required to provide certified copies of educational qualification, Identity Document, Driver's License, Computer Certificate and proof of experience (not Z17) endorsed by HR office indicating clearly in detailed periods of experience and roles. Knowledge, Skills, Training, and Competence Required: In depth knowledge of budgeting control and financial management area of operations and associated processes; Good knowledge of Public Finance Management as well as relevant Acts and Regulations; Interpersonal and problem solving skills; Good knowledge of Departmental Transversal systems (e.g. BAS ,PERSAL & Vulindlela); Good organisational and planning skills, ability to make independent decisions; Ability to plan, build team spirit and meet deadlines; Knowledge of Ms Office Software applications.
<u>DUTIES</u>	:	Authorize commitments, payments, manage debts, receipts and journals on BAS; Draw analyse and present financial reports in Cash Flow; Manage suspense accounts and maintain debt file; Consolidate Financial and SCM monthly and quarterly reports; Identify risks and institute control measures to minimize financial risks in all departments; Monitor and Assess finance and SCM monthly and quarterly reports; Oversee the reconciliation of transactions(interface) on PERSAL with BAS; Ensure fairness and transparency e.g Procurement of goods and services in the institution; 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 that irregular ,wasteful, fruitless and unauthorized expenditure are minimized; Monitor and evaluate staff performance in terms of EPMDS Policy; Attend relevant workshops and in-service training and give feedback to relevant staff members.
<u>ENQUIRES APPLICATIONS</u>	:	Ms N Baai: Assistant Director: Finance Tel No: 039 9728254
<u>FOR ATTENTION</u>	:	Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220
<u>CLOSING DATE</u>	:	Miss S. Pillay 15 June 2023
<u>POST 18/335</u>	:	<u>SENIOR PATIENT SERVICES MANAGEMENT OFFICER REF NO: PMMH/SPSMO/01/2023</u> Sub-Component: Patient Records Administration and Mortuary Services
<u>SALARY</u>	:	R359 517 – R420 402 per annum (Level 08). Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque Medical Aid (Optional)

<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital
	:	senior patient services management officer Qualification: Degree/ National Diploma in Public Management/ Public Administration. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Experience: 3 - 5 years' clerical/ administrative experience in Patient Records Administration Services. Knowledge, Skills Training and Competencies Required: Knowledge of records management policies/ Mortuary standards and directives/ Record keeping/ Knowledge of hospital functions and operations/Ability to work independently and under pressure. Planning and organizational skills/ financial management skills/ Decision making skills/ Problem solving/ High level of communication skills, both written and verbal/ Computer skills/ Human resource management skills. Innovation /Concern for excellence/Courtesy/Drive and Enthusiasm/Interpersonal relations.
<u>DUTIES</u>	:	Ensure maintenance, storing and retrieving of all manual and electronic medical records within the facility's patient records department is done in accordance with applicable policies and guidelines designed to facilitate effective and efficient handling of records. Ensure mortuary department within the hospital complies with recommended standards for Mortuary facilities and Departmental policy directives. Design and ensure implementation of records retention and disposal schedules, also give advice on policies and records classification system. Facilitates the development of the structure of health information management system that is easily accessible, organized, protects patients confidentiality and compliant to policy directives and procedures. Effectively manage all resources allocated to the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. K.N Ngcobo Tel No: 031-907 8516
	:	All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeni; 4060
<u>FOR ATTENTION NOTE</u>	:	MR. M.F Mlambo
	:	Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies . The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83 e.g. Reference number PMMH/SPEC/O&G/ 01/2023. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. 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). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high 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, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups, African Male and White Male are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/336</u>	:	<u>SAFETY OFFICER REF NO: CHC 08/2023</u>
<u>SALARY</u>	:	R359 517 per annum. Other Benefits: 13 th Cheque, Housing allowance (employee must meet prescribed Requirements) and Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Gamalakhe CHC
	:	Senior Certificate (Grade 12) Degree/ Diploma in Health & Safety / Environmental Health / Engineering related field with SAMTRAC Valid code EB Driver's license. Recommendations: 1 year Experience as Health and Safety Officer Knowledge, Skills And Competencies In depth knowledge of prescripts

		governing public service Knowledge of Risk management Good auditing, investigation and report writing skill. Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills. Disaster Management Accident investigation Computer literacy.
<u>DUTIES</u>	:	To ensure Safety Audits functions are carried out for the institution in compliance with Occupational Health and Safety Act, 85 of 1993 To participate in designing the rolling out of Health and Safety training programmes orientation and induction and ensure that safety committees and safety representatives are in place. Oversee and check that training of all staff involved in waste management activities is done. Monitor the management external waste collectors Conduct weekly, monthly and random inspections including satellite clinics. Ensure quality audits and functions are carried out for the institution. Ensure safety statistics are analyzed, interpreted, reported and captured To ensure prevention management of potential situations that could lead to injury / disability or death of staff members or visitors. To identify, measures and control potential hazards and risks in the workplace pertaining to the Health and Safety and the environment aspects. Within the broad context of preventing injuries, diseases and degrading of the environment. To assist in compiling all Health and Safety manuals and Protocols to be used by the Institution. Management and prevention of internal disaster. To ensure the delegated management and administration functions are carried out timeously and correctly in order for Health and Safety to function in the facility. Attend to Disaster Management Committee, building site meetings and all other relevant meetings. Demonstrate a basic understanding of HR and Financial policies and procedures.
<u>ENQUIRIES</u>	:	Mr.I.A. Cele Tel No: 039 318 1113
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X709 Gamalakhe, 4249
<u>FOR ATTENTION</u>	:	Human Resource Department)
<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.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/337</u>	:	<u>SENIOR SCM PRACTITIONER REF NO: GAM CHC 09/2023</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08). Other Benefits: 13 th Cheque, Housing allowance (employee must meet prescribed Requirements) and Medical Aid (Optional)
<u>CENTRE</u>	:	Gamalakhe CHC
<u>REQUIREMENTS</u>	:	Grade 12 (Senior certificate) Standard 10 Degree/Diploma in SCM/Public Management /Public Administration/ Accounting / Financial/Business Management or any equivalent qualification 3-5 years Supervisory Experience in public service within SCM. Recommendations: Valid Code 8 Driver's license Knowledge, Skills and Competencies: Good communication skills (verbal and writing) Good report writing and presentation skills Possess technical knowledge of Supply Chain Management practices. Possess knowledge of the Legislative and policy framework informing the areas of operation Be able to provide inputs in terms of policy analysis and system development. Possess high level of integrity and professionalism. Be computer literate with a proficiency in MS Office software application. Possess good conflict resolution skills. Ability to work under pressure and meet the required deadlines. Knowledge of PFMA.
<u>DUTIES</u>	:	Manage the day to day functioning of SCM. To ensure effective and efficient provision of demand, logistics and warehouse, acquisition and asset management services in SCM unit to support core service delivery. Manage stores or warehouse where all stocks are kept. Ensure the effective, efficient and economical management of allocated resources of the section as well as staff development. Manage and maintain stocktaking process. To ensure goods and services are procured in line with the procurement plan and adhered to budget allocation. Manage submission of monthly reports including RIDV Template. Ensure compliance with Departmental SCM Policy Framework, Practice Notes and Treasury Regulations. Develop and implement risk

		management plan as outlined on the institution risk plan and attend to audit queries timeously. Provide technical support to managers regarding SCM processes. Manage, evaluate and direct performance of supply chain management. Supervise, train and develop staff in line with EPMDS and segregation of duties in order to improve service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. BP Mthembu Tel No: 039 318 1113
<u>FOR ATTENTION NOTE</u>	:	All applications should be forwarded to: The HR Manager Gamalakhe Community Health Centre Private Bag X709, Gamalakhe, 4249
	:	Human Resource Department
	:	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.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/338</u>	:	<u>EMPLOYEE ASSISTANCE PRACTITIONER REF NO: GAM CHC 10/2023</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08). Other Benefits: 13 th Cheque Medical Aid (Optional), GEHS (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Gamalakhe CHC
	:	Grade 12 Certificate or equivalent. Bachelor's Degree in Social Work/Social Science, Psychology or Employee Wellness 3-5 years' experience in employee wellness field. Computer Literacy (MS Word, Excel, PowerPoint, MS Outlook) Recommendation: Valid code 08 driver's license. Knowledge, Skills and Competencies: Extensive knowledge and understanding of Human Resource Management with emphasis on employee health and wellness. Provide assessment, appropriate counselling/intervention, referral, and aftercare services to staff. Sound knowledge of employee wellness, HIV/AIDS and healthy lifestyle programmes. Resource Management with emphasis on staff relations and Human Resource Development Investigating skills. Broad knowledge and understanding of Human Resource Management legislation. Good communication skills (verbal and writing). Presentation, counselling, project management and report writing skills.
<u>DUTIES</u>	:	Establish, maintain, facilitate and monitor wellness programme for the CHC and satellite clinics. Provide assessment, appropriate counselling/intervention, referral, and aftercare services to staff. Market and promote employee wellness programme in the sub-district. Implement special programmes, i.e. HCT, financial wellness, substance abuse and psycho-social interventions. Coordinate health promotion activities including sports, gender based forums, etc. Provide training to staff and managers on EHW. Compile and submit reports to relevant stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Z.A. Mthembu Tel No: 039-318 1113
<u>FOR ATTENTION NOTE</u>	:	All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249
	:	Human Resource Department
	:	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.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/339</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1, 2, OR 3 REF NO: GAM CHC 11/2023</u>
<u>SALARY</u>	:	Grade 1: R359 622 per annum Grade 2: R420 015 per annum Grade 3: R491 676 per annum Other Benefits: 13 th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 17% rural allowance
<u>CENTRE REQUIREMENTS</u>	:	Gamalakhe CHC
	:	Matric or senior certificate or Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with the Health Professions Council of South Africa (HPCSA). Current annual registration practice receipt

	(2023/2024) with the Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer. Experience: Grade 1: No experience required Grade 2: Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employee who perform community service, as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: Minimum of 20 years' experience after registration with HPCSA in the relevant professions in respect of RSA qualified employee who performed community service, as required in South Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. knowledge, skills and competencies Sound knowledge of public services legislations Sound knowledge of Radiation Protection Sound knowledge of Diagnostic Radiography practice and ethos. Sound knowledge of Diagnostic Radiography equipment policies, and protocols, Good communication and interpersonal skills.
<u>DUTIES</u>	: Provide high quality Diagnostic Radiography Service observing safe radiation protection standards. Execute all clinical procedures competently to prevent complications. Provide and participate in Radiographic Service during weekends and Public holidays. Participate in quality assurance and quality improvement programs. Assist clinicians on radiography related matters. Perform clerical duties when necessary. Participate on the implementation of National Core Standard, Quality Assurance and Quality framework. Promote Batho Pele Principles in the execution of duties for service delivery.
<u>ENQUIRIES</u>	: Mr. S.G.D. Ngxola Tel No: 039-318 1113
<u>APPLICATIONS</u>	: All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249
<u>FOR ATTENTION</u>	: Human Resource Department
<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.
<u>CLOSING DATE</u>	: 19 June 2023
<u>POST 18/340</u>	: <u>CLINICAL TECHNOLOGIST GRADE 1/2/3 REF NO: EMP10/2023</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 13 th cheque, home owners allowance (employee must meet the prescribed requirements), Medical Aid (optional)
<u>CENTRE</u>	: Queen Nandi Regional Hospital (Empangeni)
<u>REQUIREMENTS</u>	: National Diploma/Degree in Clinical Technologist, Current registration with the HPCSA as a Clinical Technologist. Recommendation: National Diploma in Electrical Engineering (L/C), with certification in Medical Maintenance. National Diploma in Healthcare Technology Management. Experience Required: Grade 1: None after registration with HPCSA as a Clinical Technologist, Grade 2: Minimum of 10 years' experience after registration with HPCSA as a Clinical Technologist, Grade 3: Minimum of 20 years' experience after registration with HPCSA as a Clinical Technologist Knowledge, Skills, Competencies Required: Good Computer literacy, Good communication skills, Good Technical Skills, Ability to plan & organize resources, Ability to work independently and under supervision, within hospital and departmental policies, Availability to be on call and work overtime if required.
<u>DUTIES</u>	: Effectively perform ICU and Anesthesia patient monitoring and ventilation in critical care areas, Perform quality control measures for medical equipment ,Provide assistance in performing diagnostic and therapeutic procedures, Effectively perform stock control and maintenance of medical equipment and associated consumables, Conduct trainings, Implement Policies within the sphere of Clinical Technologist, Facilitate the maintenance, service and repairs of medical equipment, Develop and maintain medical equipment maintenance / service plan, Liaise with HTS and service providers about the service and repairs of Medical Equipment, Basic fault finding and troubleshooting on

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

medical equipment, Perform basic repairs / services to medical equipment , Develop measures to improve turnaround time for repairs / service of medical equipment.

can be directed to: Dr M Samjowan Tel No: 035 907 7008

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 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 prior to the date of the interview.

CLOSING DATE

09 June 2023

POST 18/341

HUMAN RESOURCE PRACTITIONER: STAFF RELATIONS REF NO: GJGM35/2023 (X1 POST)

Component: Human Resource Management

SALARY

R294 231 per annum. Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)

CENTRE
REQUIREMENTS

General Justice Gizenga Mpanza Regional Hospital

Senior Certificate / Matric (Grade 12). Degree/ Diploma in Human Resource Management / Human Sciences / Public Administration / Public Management / Labour Law. 3 – 5 years' experience in staff/ Labour relations. Recommendations: Unendorsed valid Code B drivers licence (code 8), PERSAL Certificate. Knowledge, Skills and Competencies: Sound knowledge of Human Resource Management with emphasis on Staff Relations. In-depth knowledge on relevant prescripts. Good verbal communication, presentation and report writing skills. Computer literacy with knowledge of the PERSAL system. Sound analytical thinking, good interpersonal, problem solving and decision making skills. Ability to maintain a high level of confidentiality.

DUTIES

Maintain the functioning of staff relations in the institution to ensure the provision of high quality services. Participate in the formulation and review of Staff Relations Standard Operating Procedures and strategies to ensure that current SOP's used in line with the latest Acts, Policies and Regulations.

	Maintain a database for Staff Relations and an efficient administration system. Provide efficient conflict management resolution. Assist with the identification of training gaps and ensure the implementation of in- service training programmes. Attend to all referred grievances, misconducts, conflicts and dispute resolutions. Investigate and preside over disciplinary hearings when need arise. Update HR Staff Relations records and registers and maintain a proper filing system. Prepare staff relation reports. Collect and analyse staff relations statistics and conduct staff satisfaction surveys. Promote orderly collective bargaining within the institution.
<u>ENQUIRIES</u>	: Mr T Latha (Deputy Director - HRM) Tel No: (032) 437 6006
<u>APPLICATIONS</u>	: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>NOTE</u>	: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.
<u>CLOSING DATE</u>	: 09 June 2023
<u>POST 18/342</u>	: <u>FOOD SERVICES MANAGER REF NO: GJGM36/2023 (X1 POST)</u> Component: Systems Management Component
<u>SALARY</u>	: R294 231 per annum. Other Benefits: 13 th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)
<u>CENTRE</u>	: General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	: National Senior Certificate / Matric (Grade 12) Three (3) years National Diploma in Food Services Management / Food and Beverage Management / Catering Management with 1 – 2 years supervisory experience in Food Service or catering management. Recommendations: Unendorsed valid Code B drivers licence (code 8). Computer Literacy (MS Office programmes). Knowledge, Skills and Competencies: Operation of Food Services System, Nutrition, Menu Planning and recipe development. Different types of therapeutic diets. Stock control procedures. Production Management. Food service equipment and kitchen floor layout Food safety and HACCP principles. Infection prevention and control. Risk Management. Budgeting and cost control. Strategic and operational planning.

<u>DUTIES</u>	:	Control shrinkage of stock. Over / false ordering of meals by wards. Compile and implement operational plan, Quality Improvement Plan, and develop operational policies. Manage and control the food service budget utilization. Develop business and procurement plans that will guide the facility. Verify quality and quantity of procured received goods and products at all times and practice FIFO System. Verify contractors and suppliers performance against Service Level Agreements that are submitted for cleaning before the processing of payments by the Finance department. Implement HACCP (food safety) principles. Ensure acceptance and nutritionally balanced diets that will enhance optimal health status of patients are provided. Ensure the safe, efficient, effective and economical utilization of resources allocated to the sub-Component including the development of staff. Manage EPMDS. Conduct trainings and workshops. Ensure a healthy and safe working environment by controlling infections, food contamination, staff personal hygiene, wearing of protective clothing and proper utilization of equipment and cleaning chemicals. Ensure the equipment and machinery is appropriately operated, maintained, replaced and safely kept. Make inputs in planning and upgrading the floor layout and equipment of the unit to achieve service efficiency.
<u>ENQUIRIES</u>	:	Mr SS Goba (Deputy Director - Systems Management) Tel No: (032)4376156
<u>APPLICATIONS</u>	:	Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form(Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/343</u>	:	<u>SUPPLY CHAIN PRACTITIONER REF NO: EMS/ 17/2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07). Plus 13 th Cheque, Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
<u>CENTRE</u>	:	Emmaus Hospital
<u>REQUIREMENTS</u>	:	Senior certificate/ Grade 12. A minimum of 3-5 years' clerical administrative experience in SCM. Computer literacy. NB: Only shortlisted candidates will be required to submit: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Before or on the day of interview. Recommendation Unendorsed valid Code B driver's

	license (Code 8/10) Relevant Experience in SCM within the Hospital environment. Knowledge & Skills Possess technical knowledge of supply chain management – demand management and logistic. Knowledge of the legislative and policy framework informing the areas of operation. Be able to provide inputs in terms of policy analysis and system development. Possess high quality level and integrity and professionalism. Be computer literate with a proficiency in MS Office software application. Possess good conflict resolution skills. Ability to work under pressure and meet the required deadlines.
<u>DUTIES</u>	: Supervise demand management and logistics management. Maintain a proper record of all inventory items of the Hospital (RIVD template). Ensure that payment is done within 30 days. Compile SCM Report and ensure that is submitted on time. Consolidation and monitor procurement Plan for the institution. Ensure that bidding document with adequate information for prospective bidder are in line with SCM prescript and policies. Ensure that Market research done. Ensure in evaluation of Quotation. Ensure that there is an effective provision of Good and Service for Hospital and Clinic. Provide support to wards and clinics in terms of Stock Management. Ensure that all stock taking is conducted on regular basis.
<u>ENQUIRES APPLICATIONS</u>	: Mr S.W Mfuphi Tel No: 036 488 1570 EXT: 8213 : 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>	: Human Resource Manager : 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.
<u>CLOSING DATE</u>	: 13 June 2023 at 16:00
<u>POST 18/344</u>	: <u>PRINCIPAL SECURITY OFFICER REF NO: SAP 11/2023 (X1 POST)</u>
<u>SALARY</u>	: R241 485 - R281 559 per annum. Other Benefits: 13th Cheque, medical Aid (Optional), Homeowner's allowance employee (Must Meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	: St Apollinaris Hospital : Senior Certificate (Grade 12) or equivalent PLUS at least 3 years' experience in the Security Department. Grade C Security Guard Certificate. Current Registration with PSIRA and A valid Driver's License. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Knowledge, Skills and Competencies Required: Ability to work under pressure. Ability to work in a team. Interpersonal skills. Sound knowledge of the Public Service Labour relations. Handling fire arms, safety management, and communication skills. Training skills, team building and motivation. Conflict resolution, maintaining discipline, Public relations. Sound knowledge of health and safety measures.
<u>DUTIES</u>	: To execute all security service management duties, functions and responsibilities to the best of ability within all applicable legislation. Implement security measures in order to protect and safeguard premises, people and equipment. Plan, implement and evaluate emergency reactionary service such as firefighting. Identify and report safety hazards such as defects. Provide information and direction to visitors, patients and clients of the Hospital. Co-ordinate escorting of visitors and contactors. Conduct security investigation and write reports. Develop protocols to ensure that the security services comply with the legislation. Formulate policy relating to safety standards within the security risk areas in the institution. Supervise, organize and allocate duties

**ENQUIRIES
APPLICATIONS**

to the Security personnel. Actively participate in security committee meetings. Prepare, implement and review security plan. Develop security investigation and access control manuals in order to maintain high quality service. Train and develop personnel in the Security Department. Maintain sound labour relations. Exercise control over the safekeeping of keys. Establish and maintain internal control to ensure timeous communication of decisions and policies.

: should be directed to Mr MR Nyide Tel No: 039 833 9001-8
: Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth .gov.za or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.

**FOR ATTENTION
NOTE**

: Human Resources Section
: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (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 qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. 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) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, 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". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
: 09 June 2023

CLOSING DATE

POST 18/345

LAUNDRY MANAGER REF NO: SAP 13/2023 (X1 POST)

SALARY

: R241 485 - R281 559 per annum. Other Benefits: 13th Cheque, medical Aid (Optional), Homeowner's allowance employee Must Meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: St Apollinaris Hospital
: Senior Certificate/Grade12/Standard 10.1-2 years administrative experience preferably laundry experience. Certificate of Service from previous and current employer endorsed and stamped by Human Resource Management. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Knowledge, Skills and Competencies Required: Good communication and interpersonal relations. Labour relations practices. Basic computer literacy. Report writing. Basic hygiene principles. Ability to operate machinery. Batho Pele principles.

DUTIES

: Oversee day to day smooth running of the laundry services. Implement and monitor laundry services guidelines compliance. Ensuring availability of adequate clean linen and clothing. Required to draw and implement plans for effective utilization of resources. Assess linen and patients clothing need, identify items for replacement, order and control stock. Conduct stock take and compile monthly reports and report missing items. Communicate challenges with other heads of section and regional laundry services. Responsible to compile EPMDS documents and submit timeous including staff performance assessment. Identify staff training needs and close gaps. Ensuring IPC guidelines are practiced at all times. Ensuring servicing of all equipment. Implement strategies to improve service delivery. Order, monitor and reconcile stock consumables. Conduct audits/ assessment and draw/ implement improvement plans. Compile and review SOP. Communicate with inter/intra-

	government stakeholders. Ensuring functionality of equipment leasing with maintenance department for repairs and other jobs to be rendered. Participate effectively on all departmental programs. Actively participate at laundry committee meetings.
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	: should be directed to Mr MR Nyide Tel No: 039 833 9001-8
	: Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth .gov.za or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.
<u>FOR ATTENTION</u>	:
<u>NOTE</u>	: Human Resources Section
	: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (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 qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. 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) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, 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". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	: 09 June 2023
<u>POST 18/346</u>	: <u>ARTISAN PLUMBER REF NO: GJGM07/2023 (X1 POST)</u> Component: Maintenance Management Services
<u>SALARY</u>	: R220 533 per annum. Other benefits: 13 TH Cheque, Medical Aid (Optional) Housing Allowance (Employee must meet the prescribed requirements).
<u>CENTRE</u>	: General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	: Grade 12 / Matric, Valid Driver's licence, Trade test certificate in plumbing as per terms of section 13(2) of the manpower training act of 1998, as amended. Recommendation: At least Three (3) years working experience. Knowledge, Skills, and Competencies: Project Management. Use of tools and plumbing equipment. Ability to read relevant drawings and equipment. Identification of spares and equipment. Occupational Health and Safety. Problem solving analysis. Teamwork and creativity. Customer focus and responsiveness.
<u>DUTIES</u>	: Perform operational and maintenance functions within the institution and designated clinics. Assume overall responsibility for ensuring that planned and unplanned maintenance and repairs is carried out timeously. Compile reports and motivations for new work, personnel, services etc and for the Maintenance Manager. Assume overall control and responsibility for supervision and guidance of all subordinates in the maintenance division. Be responsible for cleaning of workplace/workshop is carried out properly. Exercise control of handyman. Exercise control over equipment/tools and keep it in good working order. Keep up to date and current equipment register. Be responsible for material issue and completion of the jobs. Always adhere to safe working practice (according to the O, H & S Act 85/1993). Attend safety and practical orientated training courses and lectures. To perform stand by duties and after hours call outs. These duties at times can include the duties associated with the other trades such as fitter, electrician and carpenter. Working overtime with remuneration when considered and with the approval of the maintenance supervisor. Daily reporting of faulty, job progress and daily completion of job card /time sheet as per auditor's instruction. Be prepared to visit clinics to

**ENQUIRIES
APPLICATIONS**

NOTE

CLOSING DATE

POST 18/347

SALARY

**CENTRE
REQUIREMENTS**

perform maintenance duties when required. This is the essential parts of the conditions of employment. Must be prepared in times of crisis such as strike, floods etc to perform other essential services. Take responsibility for in-house training and the advancement of subordinates. Be responsible to submit monthly report as per template given.

- : Mr S.S Goba Tel No: (032) 4376156
- : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. This is a re-advertisement those who apply previously are free to re-apply.

09 June 2023

ARTISAN PLUMBER GRADE A REF NO: EMS/18/2023

- : R220 533 – R244 737 per annum. Other benefits: Medical optional 13th cheque. Homeowners allowance (employee must meet prescribed requirements) Medical Aid (Optional)
- : Emmaus Hospital
- : Grade 12/Standard 10 Certificate.N3 in Electrical engineering or Mechanical engineering. Appropriate trade test in certificate Electrical, Mechanical in terms in certificate of section 13 (2) of the Manpower Act of 1981 as amended Plus. 10 Years appropriate/ recognizable experience as an Artisan/Artisan Foreman after obtaining the relevant trade test certificate. Valid Driver's License Recommendation Computer literacy. Basic knowledge of other Trades (Plumbing, Mechanical, Building). Expertise in drawing up specifications and relation to bill of quantities. Knowledge & Skills Knowledge of Occupational Health and Safety Act. Technical analysis knowledge and Computer aided technical applications. Report writing and product process knowledge and skills. Customer focus and responsiveness. Problem solving, communication and written skills. Planning and organizing, computer skills. Decision making, team work, creativity, Self-Management and analytical skills. Knowledge of Legal Compliance. Product process knowledge and skills. Public Finance Management Act with Treasury Regulations and Practice notes.

<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in the field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide production services in the absence of Artisan or when there is a shortage of staff. Control and Monitor expenditure according to the budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure a competent knowledge base for the continued success of technical services according to organizational needs and requirements. Ensure continuous individuals development to keep up with new technologies and procedures. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Liaise with relevant bodies/council on technical/engineering related matters. Advice management on technical issues. Provide inputs for operation plan, compile and submit reports.
<u>ENQUIRES APPLICATIONS</u>	:	Mrs. M. Maseko Tel No: 036 488 1570 (ext. 8209)
	:	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>	:	Human Resource Manager
	:	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 Subsistence and Travelling Allowance will be paid for interview attendance.
<u>CLOSING DATE</u>	:	13 June 2023 at 16:00
<u>POST 18/348</u>	:	<u>SECURITY OFFICER REF NO: SAP 12/2023 (X1 POST)</u>
<u>SALARY</u>	:	R171 537 - R199 461 per annum. Other Benefits: 13th Cheque, medical Aid (Optional), Homeowner's allowance employee (Must Meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	St Apollinaris Hospital
	:	Junior Certificate (Grade 10) an Equivalent qualification. Grade C Security Certificate. Registration with PSIRA. A valid Driver's license (Code 8). Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Recommendations: 2 Year's Experience in Security Environment. Knowledge, Skills and Competencies Required: Knowledge of incident handling procedures. Knowledge of Safety, Health and Safety Measures. Organizing skills. Leadership skills. Problem solving skills. Good verbal and written communication skills. Ability to operate security equipment including firearms. Ability to recognize safety hazards. Knowledge of firefighting. Interpersonal skills.
<u>DUTIES</u>	:	To ensure safety and security is maintained within the institution. Ensure that visitors coming in are properly controlled. Direct security guards to do regular patrols. Direct security Guards to search vehicles coming in and going out of the Hospital. Supervise all work done by security guards and report to principal Security Officer. Ensure that security regulations and relevant acts are being carried out as per security Act. Escorts Government monies from allocated points within the Hospital to and from the bank. Be prepared to work shifts. Control the issuing of admission controls cards to visitors before they are allowed to enter the premises. Do internal investigations and take statements when requested to do so. Do any other tasks as allocated by the Supervisor.

should be directed to Mr MR Nyide Tel No: 039 833 9001-8
Direct your application quoting the relevant reference number to: The Assistant
Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za or to be
Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton
on or before the closing date before 16:00.

Human Resources Section

Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (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 qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. 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) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, 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". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

09 June 2023

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MEDICAL	SPECIALIST	SESSIONAL	REF	NO:
<u>MEDSPECCARDIOTHORSURG/1/2023 (X2 POSTS)</u>				
Department: Cardiothoracic Surgery				
No of Sessions Per Week: 20hours/week				

Grade 1: R585.00 Hourly Rate Per Session
Grade 2: R667.00 Hourly Rate Per Session
Grade 3: R772.00 Hourly Rate Per Session

Grade 3: R772:00 Healthy Rural Hospital/King DinuZulu Hospital
: Allose Albert Luthuli Central Hospital/King DinuZulu Hospital
: Applicants must be registered as a Specialist -Cardiothoracic Surgery with the Health Professions Council of South Africa. Current registration as Specialist Cardiothoracic Surgery with the Health Professions Council of South Africa. Experience Required: **Grade 1:** No experience required. Registrars who have completed Registrar training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist in Cardiothoracic Surgery. **Grade 2:** Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery). **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery) Skills, Knowledge, Training and Competence Required: The incumbent should have a comprehensive knowledge of the specialty discipline of Cardiothoracic Surgery including all aspects of General Thoracic Surgery, and Surgery for Acquired & Congenital Cardiovascular Disease. Surgical skills in the operative management of diseases within the specialty are an absolute prerequisite. In addition, teaching and computer literacy are essential requirements. The applicant must have undergone training in a cardiothoracic unit in an accredited academic center either within the country or elsewhere. Competence in the clinical evaluation of the cardiothoracic surgical patient, interpretation of special investigations, especially radiological, operative intervention and post-operative management are of paramount importance.

- : Provide a clinical service encompassing the diagnosis, investigation, Peri-operative care and surgical management of cardiothoracic patients. Actively

participate in the academic programme run by the department for the post-graduate training of Registrars. Teaching of undergraduate and postgraduate students. To engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Achieve a level of theoretical knowledge and surgical skills requisite to the training of a Cardiothoracic Surgeon. Participate in afterhours services when required.

**ENQUIRIES
APPLICATIONS**

: Dr R. Madansein Tel No: 031-2402114
:
: 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

: 09 June 2023

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS

: KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg, 3200

FOR ATTENTION

: Ms SL Ngema

CLOSING DATE

: 15 June 2023

NOTE

: The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. Application must be accompanied by a detailed CV Only the shortlisted applicants will be requested to submit their foreign qualifications verified with SAQA. Non-South African citizens or permanent residency holders will be required to submit proof of the status of their residency should they get shortlisted. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. The department also will not be responsible for late applications due to Post Office delays. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. African Males, African Females and people with disabilities who meet the requirements.

OTHER POST

<u>POST 18/350</u>	:	<u>STRATEGIC PROCUREMENT SPECIALIST REF NO: KZNPT 23/02</u>
<u>SALARY</u>	:	R424 104 per annum, (a remuneration package)
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A 3 year NQF Level 7 qualification in Financial Management/Commerce/SCM. A minimum of 3 years' experience in an SCM Strategic Procurement environment. A valid driver's license and applicants with disabilities who are without a valid driver's license will be assisted by the department to meet work related travel commitments. Skills, Knowledge And Competencies: Knowledge of Public Finance Management Act; Municipal Finance Management Act; Preferential Procurement Policy Framework Act (PPPFA) and Regulations; National Treasury practice notes and guidelines; KwaZulu-Natal Procurement Policy Framework; Treasury Regulations; Provincial Treasury policies, practice notes, instruction notes and guidelines; Commercial Law principles/procedures; Public Service Regulatory Framework; Broad Based Black Economic Empowerment Act (BBBEE), SCM Practices and Procedures, BEE Code of Good Practice, Public Service Regulations □ Knowledge of project management methodologies. Communication, Computer literacy, Financial Management, Strategic planning and management, Leadership, Management, Human resource management, Project planning and management, Analytical, Conflict Management, Business process management, Good inter-personal relations, Problem solving, Risk management, Change management, Presentation, Contract management, Policy analysis and development, Good inter-personal relations. Problem solving. Risk management. Change management. Presentation. Contract management. Policy analysis and development.
<u>DUTIES</u>	:	Develop and design Strategic Procurement Framework and Strategy Monitor the implementation of strategic procurement risks Monitor, evaluate and report on suppliers development in the province provide advice and guidance to the stakeholders.
<u>ENQUIRIES</u>	:	Ms NP Kubheka Tel No: (033) 897 4407

**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.

<u>CLOSING DATE</u>	:	09 June 2023
<u>NOTE</u>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. 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. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) ERRATUM: Kindly note that the posts were posted in Public Service Vacancy Circular 15 dated 05 May 2023, the post of an Administrative Officer: Patient Administration (Tonga Hospital, Ehlanzeni District) with Ref No: MPDoH/April/23/87 and an Administrative Officer: Revenue (Barberton Hospital, Ehlanzeni District) with Ref No: MPDoH/April/23/90 and its closing date of 19 May 2023 has been withdrawn.

OTHER POSTS

<u>POST 18/351</u>	:	<u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: ANAESTHESIOLOGY REF NO: MPDOH/MAY/23/289</u>
<u>SALARY</u>	:	R1 887 363 - R2 252 583 per annum, (Depending of years of experience in terms of OSD)
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology (2023). A minimum of five (5) year appropriate experience as Medical

Specialist after registration with HPCSA as a Medical Specialist in Anaesthesiology. At least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.

DUTIES : Clinical management of the Anaesthesiology department, supervision and training of clinical staff, teaching of clinical staff, Assessment and immediate care of all Health patients. Provide support for other clinical departments, ensure departmental administration is in order. Participate in clinical governance. Ensure that there is clinical improvement plan. Develop clinical protocols for the department. Provide leadership and promote effective working environmental clinical audits, sign performance management contract with the Clinical Manager and subordinates, ensure continuous professional development. Establish research programme to facilitate generation of new knowledge.

ENQUIRIES : 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.

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

POST 18/352 : **SENIOR CLINICAL MANAGER (MEDICAL) GRADE 1 (REPLACEMENT)**
REF NO: MPDOH/MAY/23/290

SALARY : R1 491 627 - R1 779 417 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Shongwe Hospital (Ehlanzeni District)
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2023). A minimum of ten (12) years appropriate experience after registration with HPCSA as a Medical Practitioner will serve as recommendation and be an added advantage. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's licence. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's licence. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the

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

<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 18/353</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1 (REPLACEMENT) REF NO: MPDOH/MAY/23/291</u>
<u>SALARY</u>	:	R1 288 095 - R1 427 352 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Barberton Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2023). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner will serve as recommendation and be an added advantage. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's licence. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's licence. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues. Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES

: 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.

APPLICATIONS

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

POST 18/354

: **MEDICAL SPECIALIST GRADE 1-3: OPHTHALMOLOGY (REPLACEMENT)**
REF NO: MPDOH/MAY/23/292

SALARY

: R1 214 805 - R1 2 001 927 per annum, (Depending of years of experience in terms of OSD).

CENTRE

: Witbank Hospital (Nkangala District)

REQUIREMENTS

: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist (Ophthalmology) (2023). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Ophthalmology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one

	1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Ophthalmology) for foreign qualified employees. Grade: 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Ophthalmology) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Ophthalmology) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	: Supervising the management of and managing ophthalmic patients and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews 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 18/355</u>	: <u>DEPUTY DIRECTOR: CORPORATE SERVICES (REPLACEMENT) REF NO: MPDOH/MAY/23/293</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R958 824 per annum, (all-inclusive remuneration package). : Ermelo Hospital (Gert Sibande District) : An undergraduate qualification (NQF Level 7) in Administration or Public Management as recognized by SAQA. A minimum of three (3) years' relevant experience at supervisory / management level (ASD). Experience in health and hospital environment will be an added advantage. Knowledge of Human Resources, Administrative support services, sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.
<u>DUTIES</u>	: Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic

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

<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 18/356</u>	:	<u>MEDICAL OFFICER GRADE 1-3: (REPLACEMENTS) REF NO: MPDOH/MAY/23/296 (X3 POSTS)</u>
<u>SALARY</u>	:	R906 540 - R1 491 627 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Shongwe Hospital (Ehlanzeni District)
	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes:

<u>DUTIES</u>	:	Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<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 18/357</u>	:	<u>MEDICAL OFFICER GRADE 1 (REPLACEMENT) REF NO: MPDOH/MAY/23/297</u>
<u>SALARY</u>	:	R906 540 - R975 738 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Amajuba Memorial Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<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 18/358</u>	:	<u>MEDICAL OFFICER GRADE 1: ANAESTHESIA (REPLACEMENT) REF NO: MPDOH/MAY/23/298</u>
<u>SALARY</u>	:	R906 540 - R975 738 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Amajuba Memorial Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<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 18/359</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL REPORTING (REPLACEMENT) REF NO: MPDOH/MAY/23/299</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an undergraduate relevant qualification (NQF Level 7) in Finance / Financial / Accounting Management as recognized by SAQA. A minimum of three (3) years' relevant experience at supervisory / management level (ASD). A valid driver's licence. Knowledge: Departmental policies and procedures. Project Management. General management. Strategic management. Treasury Regulations. Skills: Leadership. Negotiating. Facilitation. Computer literacy. Presentation. Innovative. Analytical. Planning and organising. Verbal and written communication. Analysing and understanding Budgets. Ability to function independently and work under pressure.
<u>DUTIES</u>	:	To support the Director: Financial Accounting in managing the provision of fast, accurate financial accounting and reporting processes of the Department. Preparation of monthly, quarterly, and annual financial statements including related notes and disclosures relating to the Department. To Prepare In Year Monitoring report. To provide support to departmental programme managers. Collect, analyses and interpret financial data in order to provide financial

		management information for decision making, provide timely, relevant and reliable accounting and financial information and responses to relevant stakeholders. Ensure that all supporting working documents are prepared in accordance with the relevant Treasury Guidelines, frameworks and statutory requirements. Compile and submit reports to legislature, Audit Committee, Auditor General and Treasury. Compile financial statements. Coordinate responses internal and external audit queries. Monitor implementation of audit recommendations. Compile conditional grants reports (interim and annual). Render expenditure reporting services.
<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 18/360</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (REPLACEMENT) REF NO: MPDOH/MAY/23/300</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Ermelo Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an undergraduate relevant qualification (NQF Level 7) in Finance / Financial / Accounting Management as recognized by SAQA. A minimum of three (3) years' relevant experience at supervisory / management level (ASD) in financial management. A valid driver's licence. Excellent in computer 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 SCA (Standard Chart of Accountants). Analytical skills. Knowledge: Supply Chain Framework. Preferential Procurement Policy Framework. Departmental policies and procedures. Project Management. General management. Strategic management. PFMA. PPPFA. Treasury Regulations. Skills: Leadership. Negotiating. Facilitation. Computer literacy. Presentation. Innovative. Analytical. Verbal and written communication.
<u>DUTIES</u>	:	Responsible to ensure sound financial accounting which includes: Preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. 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. Undertake human resource and other related administrative functions.
<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 18/361</u>	:	<u>ASSISTANT MANAGER NURSING AREA (PN-B4): ADVANCED MIDWIFERY AND NEONATOLOGY REF NO: MPDOH/MAY/23/301</u> (Re-Advertisement)
<u>SALARY</u>	:	R683 838 – R767 184 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery (2023). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery and Neonatology Nursing. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing (2023). At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining

the one (01) year post basic qualification in Advanced Midwifery and Neonatology Nursing .At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework .Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles nursing and clinical governance are implemented Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of PMDS, monitor implementation of NCS and Ideal Hospital framework and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : 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.

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

POST 18/362 : **ASSISTANT MANAGER NURSING AREA (PN-B4): ADVANCED MIDWIFERY (REPLACEMENT) REF NO: MPDOH/MAY/23/302**

SALARY : R683 838 – R767 184 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery (2023). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery Nursing. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing (2023). At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery Nursing .At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework .Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles nursing and clinical governance are implemented Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of PMDS, monitor implementation of NCS and Ideal Hospital framework and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<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 18/363</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENTS)</u> <u>REF NO: MPDOH/MAY/23/307 (X5 POSTS)</u>
<u>SALARY</u>	:	R627 474 – R724 278 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Diepdale Clinic (Gert Sibande District) Lefisoane Clinic Thembaletu CHC Kwaggafontein CHC Phake Clinic (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 Primary Health Care. 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 Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

<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 18/364</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): HAS (REPLACEMENT) REF NO: MPDOH/MAY/23/308</u>
<u>SALARY</u>	:	R497 193 – R559 686 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Pixley Ka Seme Sub-District (Gert Sibande District) Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2023). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma / Degree in Nursing Administration and Management or Post-graduate qualification in Health Management / Health Leadership will be an added advantage. At least three (3) years minimum experience in Clinical Health Programmes Coordination or Supervision. Training in HIV management, NIMART and or project management will be an added advantage. Valid driver's licence. Computer literacy. Required Skills and Competencies: Effective planning and organisation. Good communication, interpersonal and coordination skills. Proficiency in English and any of the other South African official languages, preferably spoken local languages. Ability to work with and lead teams. Sound knowledge, and ability to monitor and evaluate the performance of health programmes. Excellent verbal and written communication skills. Ability to work independently and under pressure. Knowledge of the DHIS and TIER.NET systems is recommended.
<u>DUTIES</u>	:	Plan and coordinate HAST programme activities in the sub-district. Provide technical support to facilities on integrated HAST programmes. Monitor and provide mentorship on HAST clinical guidelines and policies. Provide mentorship to NIMART-trained nurses. Liaise with the multidisciplinary team and track programmes on integrated HAST programme performance. Conduct periodic audits and ensure HAST programmes performance data is reconciled across all data sources, monthly. Provide periodic reports to the districts. Liaise and build partnerships with stakeholders within the sub-district. Ensure integration of HAST programmes, TB and other programmes. Ensure efficient use of the resources allocated to HAST programmes in the sub-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 18/365</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): TB (REPLACEMENT) REF NO: MPDOH/MAY/23/309</u>
<u>SALARY</u>	:	R497 193 – R559 686 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Emalahleni Sub-District (Nkangala District) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2023). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Experience in TB and Ototoxicity management will be an added advantage. Professional competence and knowledge of the TB data collecting tools, EDR web and Tier.Net (TB module in Tier). Excellent written and verbal communication. Presentation, Facilitation, problem solving, conflict management and time management skills. Willingness to travel and work overtime, when required. Valid driver's licence.

<u>DUTIES</u>	:	Coordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in Health care facilities and in the Community. Plan and coordinate all TB, TB and HIV management and TB Data management capacity building activities within the sub-district. Oversee implementation of the TB Control Programme in the sub-district in line with the National Guidelines and Protocols. Provide support to all facilities to implement TB Control Guidelines correctly. Monitoring and evaluation of programme performance and outcomes through data management and oversight electronic reporting systems i.e. TB Phase 6 in Tier .net and the Electronic DR-TB Register (EDRweb). Facilitate the implementation of the National strategy for finding the missing TB patients. Coordinate laboratory services and communication with the laboratories. Conduct supervisory support visits to health facilities, NGOs laboratory services, private health care facilities, mining industry to provide guidance and exercise oversight in TB management. Collate and validate TB performance data from facilities and private sector health care services (mines, DCS etc). Support health care facilities to obtain the necessary supplies for diagnosis and treatment of TB at all times. Support facilities to implement and sustain TB and HIV integration service. Facilitate collaboration with all Stakeholders within the district in the provision of quality TB management services.
<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 18/366</u>	:	<u>OPERATIONAL MANAGER (PN-A5): MEDICAL (REPLACEMENT) REF NO: MPDOH/MAY/23/310</u>
<u>SALARY</u>	:	R497 193 - R559 686 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Matikwana Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2023). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
<u>DUTIES</u>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Medical. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

<u>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 18/367</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MOTHER, CHILD, WOMAN, YOUTH & HEALTH (MCWYH) REF NO: MPDOH/MAY/23/311</u>
<u>SALARY</u>	:	R497 193 - R559 686 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Dr JS Moroka Sub-district (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2023). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management.
<u>DUITES</u>	:	Coordinate Mother, Child, Women, Youth and Health (MCWYH) programme in the Sub-District and liaise with Districts and other sectors on issues related to the programme. Develop strategic plans, policies and protocols on implementation of MCWYH programme. Support Sub Districts with the implementation of national and provincial policies. Render technical support, advices and capacity building of personnel. Manage the MCWYH services in the Sub-District. Support the implementation of norms and standard for MCWYH programme. Manage the programme's finances and budget. Monitor and evaluate the impact of the programme. Compile reports.
<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 18/368</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/MAY/23/312</u> (Re-Advertisement)
<u>SALARY</u>	:	R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Phola CHC (Nkangala District)
<u>REQUIREMENTS</u>	:	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 Primary Health Care 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 Primary Health 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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/369</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY (REPLACEMENT) REF NO: MPDOH/MAY/23/313</u>
<u>SALARY</u>	:	R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Witbank 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 Advanced Midwifery 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 Advanced Midwifery 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, labor 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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/370</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE (REPLACEMENT) REF NO: MPDOH/MAY/23/314</u>
<u>SALARY</u>	:	R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Piet Retief Hospital (Gert Sibande 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 Operating Theatre 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.

<u>DUTIES</u>	: Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
	: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Operating Theatre 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, labor 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.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/371</u>	: <u>PROFESSIONAL NURSE GRADE 1-2 (PN-B1): CRITICAL CARE REF NO: MPDOH/MAY/23/319 (X5 POSTS)</u>
<u>SALARY</u>	: R431 265 – R645 720 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	: Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	: 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 an Critical Care Science. Grade 1: Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Grade 2: Minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. At least ten (10) years of the period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in relevant speciality. 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 Critical 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, labor 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.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/372</u>	: <u>PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA & EMERGENCY (REPLACEMENT) REF NO: MPDOH/MAY/23/321 (X2 POSTS)</u>
<u>SALARY</u>	: R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	: Standerton Hospital (Gert Sibande District) Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	: 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 Trauma and Emergency 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 Trauma and Emergency 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.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/373</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC (REPLACEMENTS) REF NO: MPDOH/MAY/23/326 (X5 POSTS)</u>
<u>SALARY</u>	: R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	: Valschfontein Clinic (Nkangala District) Msogwaba Clinic Hazyview Clinic Mbonisweni Clinic Mbombela Mobile (White River) (Ehlanzeni District)
<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) 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 Primary Health Care 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 Primary Health 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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/374</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 MALARIA REF NO: MPDOH/MAY/23/334 (X8 POSTS)</u> (Three Year Contract) (Re-Advertisement)
<u>SALARY</u>	:	R359 622 – R408 201 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Ehlanzeni District Office (X1 Post) Nkomazi Malaria Sub-district (X3 Posts) Bushbuckridge Malaria Sub-district (X4 Posts)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: SA Qualified employees: No experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in South Africa. Foreign Qualified employees: Minimum of one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<u>DUTIES</u>	:	Plan and manage the implementation of Indoor Residual Spraying activities. Conduct malaria surveillance activities within malaria communities, Manage and monitor Human Resources activities within the malaria sector, Conduct training of malaria spray teams, Conduct Health Education and training within the sector's localities and facilities, implement relevant strategies for malaria case investigations, foci investigation and clearing by implementing, vector surveillance, epidemiology surveys, breeding site identification and management. Monitor and manage malaria data within scope of duties and assist with data quality checks.
<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 18/375</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/MAY/23/335</u>
<u>SALARY</u>	:	R359 622 – R408 201 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Ermelo Hospital (Gert Sibande District)
	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2023) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and pediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is be expected. Clinical experience in these fields will be beneficial.
<u>DUTIES</u>	:	To provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.
<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 18/376</u>	:	<u>RADIOGRAPHER GRADE 1 (REPLACEMENT) REF NO: MPDOH/MAY/23/336</u>
<u>SALARY</u>	:	R359 622 – R408 201 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	H A Grove Hospital (Nkangala District)
	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2023). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<u>DUTIES</u>	:	Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation

		equipment and report faults, apply reject analysis, Adhere to policies and protocols.
<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 18/377</u>	:	<u>SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 (REPLACEMENT)</u> <u>REF NO: MPDOH/MAY/23/337</u>
<u>SALARY</u>	:	R359 622 – R408 201 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the required registration with the HPCSA in relevant profession (where applicable) (2023). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in South Africa.
<u>DUTIES</u>	:	Render effective patient centered speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.
<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 18/378</u>	:	<u>DIETICIAN GRADE 1 (REPLACEMENT) REF NO: MPDOH/MAY/23/338</u>
<u>SALARY</u>	:	R359 622 – R408 201 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	KaBokweni CHC (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (2023). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<u>DUTIES</u>	:	Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.

<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 18/379</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: MPDOH/MAY/23/339</u> (Re-Advertisement)
<u>SALARY</u>	:	R359 517 per annum, (plus service benefits)
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus six (6) years' relevant experience in Human Resource Management and at least three (3) years' relevant experience must be at supervisory (Level 7) within Human Resource Management Environment or Diploma / Degree (NQF Level 6/7) in Public Administration / Management / Human Resource Management plus three (3) years relevant experience in Human Resource Management and at least three (3) years' relevant experience must be at supervisory (Level 7) within Human Resource Management Environment Extensive knowledge of PERSAL system and at least must have three (3) PERSAL courses. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Manager / Chief Executive Officer.
<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 18/380</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER (REPLACEMENT) REF NO: MPDOH/MAY/23/340</u>
<u>SALARY</u>	:	R294 321 per annum, (plus service benefits)
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) in Finance / Logistic / Accounting / Management. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Sound interpersonal and

	communication skills. Computer literacy. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
<u>DUTIES</u>	: To render provisioning services. Maintain sound provisioning and logistical systems and processes. Maintain updated provisioning records. Manage and maintain the logistical and warehouse administration systems. Maintain and control consumable stores. Issuing of consumable store items. Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Knowledge of legal frame work and any other policies. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, projections and provide meaningful interpretation reports. The incumbent will be expected to assist in the budget formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.
<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 18/381</u>	: <u>ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/MAY/23/341</u>
<u>SALARY</u>	: R294 321 per annum, (plus service benefits)
<u>CENTRE</u>	: Sabie Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Management or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospitals multidisciplinary committees. A valid driver licence will serve as an added advantage.
<u>DUTIES</u>	: Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
<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 18/382</u>	: <u>ADMINISTRATIVE OFFICER: REVENUE REF NO: MPDOH/MAY/23/342</u>
<u>SALARY</u>	: R294 321 per annum, (Plus service benefits)
<u>CENTRE</u>	: Bernice Samuel Hospital (Nkangala District)
<u>REQUIREMENTS</u>	: Senior certificate / Grade 12 with Mathematics / Accounting plus three (3) years experience in Revenue collection and Patient Administration or Diploma / Degree (NQF Level 6/7) in Financial / Accounting Management or Auditing. Knowledge and understanding of government prescripts and procedures related to financial management. Clear understanding of the PFMA, Treasury Regulations, Division of Revenue Act, PPPFA Act, PPPFA Regulations, Uniform Patient Fees Schedule and ICD 10 Codes, Public Service Act, PSR Regulations. Computer certificate in MS Word, Excel and PowerPoint. Good communication and presentation skills. Conflict resolution. Knowledge of PMDS and supervision skills. Report writing skill and ability to interact with people at all levels. Valid driver's licence. Knowledge of PERSAL may serve as an advantage. Ability to function both independently and in a multi-

		disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.
<u>DUTIES</u>	:	To manage and render Revenue management, bookkeeping and administration services. Establish and implement internal control systems to enhance revenue collection and debt management. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure effective compliance with the best practices in revenue management. Update and enhance norms and standard in Revenue Section. Manage and monitor implementation of financial systems and control. Provide accurate information in preparation of financial statements. Facilitate internal and internal auditing. Management financial management quality control and systems. Maximise and coordinate revenue collection in terms of various sources of revenue in the hospital. Supervision of subordinates.
<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 18/383</u>	:	<u>ADMINISTRATIVE OFFICER: HEALTH TECHNOLOGY REF NO: MPDOH/MAY/23/343</u>
<u>SALARY</u>	:	R294 321 per annum, (plus service benefits)
<u>CENTRE</u>	:	Nkangala Clinical Engineering Workshop (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Management or equivalent qualification. Good interpersonal and communication skills (verbal and written). Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Must have Experience on Government systems (BAS & LOGIS), excellent interpersonal relations, good communication skills. Valid driver's licence.
<u>DUTIES</u>	:	Monitor incoming and outgoing of medical equipment. Manage the stock in the Clinical Engineering (C.E) Workshop. Keep the electronic and manual filling of information for the C.E Workshop. Compile and capture requisitions for C.E Workshop. Facilitate the process of issuing purchase orders for repairs and services to medical equipment and stores related items.
<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 18/384</u>	:	<u>CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION REF NO: MPDOH/MAY/23/344</u>
<u>SALARY</u>	:	R294 321 per annum, (plus service benefits)
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Management or equivalent qualification. Knowledge of administration procedures relating to Patient Administration including norms and standards, planning and organizing, Reporting procedures and procurement directives and procedures. Knowledge of computer. Good written and verbal communication skills. Good interpersonal relations and the ability to work independently and under pressure. Computer literate. Sound Knowledge of patient's fee and relevant Acts, Regulations, Policies, Rules and other applicable regulations. Knowledge of PEIS/PAAB, PPPFM and UPFS. A valid driver licence will serve as an added advantage.
<u>DUTIES</u>	:	Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and

		mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
<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 18/385</u>	:	<u>HEALTH PROMOTION PRACTITIONER (REPLACEMENT) REF NO: MPDOH/MAY/23/345</u>
<u>SALARY</u>	:	R294 321 per annum, (plus service benefits)
<u>CENTRE</u>	:	Legogote Clinic (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus an appropriate and recognized National Diploma in Health Promotion or equivalent qualification. At least three years appropriate experience in the field of health promotion. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.
<u>DUTIES</u>	:	Implement health promotion programmes, strategies, interventions and campaigns at facility and community level. Plan and provide information, education and communication activities. Promote community, inter-sectoral and non-governmental participation in health promotion programmes and interventions. Establish household community components of integrated management of childhood illness, healthy lifestyle interventions and health promoting schools. Participate in Local forums to build relationships across sectors and to identify opportunities for health advocacy. Distribute IEC materials and resources within the sub-district. Support health sector initiatives in the sub-district, including those initiated by local authorities, schools, workplaces and other settings. Submit reports.
<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 18/386</u>	:	<u>PROFESSIONAL NURSE GRADE 1-2 (PN-A2): GENERAL NURSING WITH MIDWIFERY REF NO: MPDOH/MAY/23/359 (X14 POSTS)</u>
<u>SALARY</u>	:	R293 670 – R409 275 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<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 and Midwifery (2023). Grade 1: A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of ten (10) years appropriate/ recognizable 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 18/387</u>	:	<u>PROFESSIONAL NURSE GRADE 1-2 (PN-A2): GENERAL NURSING WITH MIDWIFERY (REPLACEMENTS) REF NO: MPDOH/MAY/23/368 (X9 POSTS)</u>
<u>SALARY</u>	:	R293 670 – R409 275 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	(Gert Sibande District): Glenmore Clinic (X1 Post) Dundonald Clinic (X1 Post) Mayflower Clinic (X1 Post) (Nkangala District): Kameelpoortnek Clinic (X1 Post) Witbank Hospital (X4 Posts) (Ehlanzeni District): Mbonisweni Clinic (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 and Midwifery (2023). Grade 1: A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of ten (10) years appropriate/ recognizable 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 18/388</u>	:	<u>PROFESSIONAL NURSE GRADE 1-2 (PN-A2): GENERAL NURSING (REPLACEMENTS) REF NO: MPDOH/MAY/23/370 (X2 POSTS)</u>
<u>SALARY</u>	:	R293 670 – R409 275 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	(Nkangala District): Middelburg Hospital Witbank TB Specialised Hospital
<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 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.

DUTIES

: 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.

ENQUIRIES

: Mr. Emmanuel Makoropo 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.

APPLICATIONS

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

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:
The Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand delivered to MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 14 June 2023
- NOTE** : 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 (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. The Department reserves the right not to make any appointment(s) to the above post. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. 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 note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required 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).

OTHER POST

- POST 18/389** : **DEPUTY DIRECTOR: LEGAL SERVICES AND LABOUR RELATIONS REF NO: NCDEDAT/2023/14**
(Re-advertisement, applicants who previously applied must re-apply).
- SALARY** : R811 560 – R952 824.per annum, (inclusive salary package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Kimberley Office
- REQUIREMENTS** : LLB/Honours in Labour Law. 3-5 Years relevant experience at Assistant Director Level. Proven Experience in Legal Administration and Labour Relations. Valid driver's licence.

- DUTIES** : Manage and monitor the labour relations functions in the department. Manage and monitor the legal services function. Management and supervision of the sub-directorate. Prepare legal advice and opinions. Draft SLA's. Liaise with the office of the State Attorney. Manage the relationship with organized labour within the department and other external stakeholders. Skills & Knowledge: Ability to communicate ideas and issues in a tactful, influential manner, verbally and in writing, both formally and informally. Problem solving, Computer Literacy, analytical, organizing and planning, report writing, decision making, negotiation, facilitation and conflict management skills. Knowledge: Policy analysis and development, Monitoring systems and procedures, relevant legislations and related policies, Labour Relations and Law.
- ENQUIRIES** : Mr T. Ngamole Tel No: (053) 839 4013

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** : 09 June 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.

OTHER POST

- POST 18/390** : **DEPUTY DIRECTOR: MONITORING AND COMPLIANCE: NORMS & STANDARDS (PFMA) REF NO: NCPT/2023/08 (X2 POSTS)**
- SALARY** : R811 560 – R952 485 per annum (Level 11), (TCE package)
- CENTRE** : Kimberley
- REQUIREMENTS** : NQF level 7: Bachelor of Commerce in Enterprise/Commercial law and Economics, LLB Degree will be an added advantage. 3-5 year's Public Sector Finance experience at Junior Management level (ASD). A valid driver's license. Knowledge of Strategic Management. Knowledge in Public Finance

Management Act and Treasury Regulations. Report writing and communication skills at both high and lower levels. Planning and organizational skills. Computer literacy in MS Office. Analytical problem solving skills. Policy development. Financial management. Formal presentation. Interpersonal skills. Project and change management and Team work.

DUTIES

: Advice SCOPA and monitor implementation of oversight structures recommendation: Develop, maintain and update weekly legislature committee and plenary programmes (especially SCOPA). Keep a database of all SCOPA resolutions to be implemented by provincial departments. Tracking progress on the SCOPA resolution. Provide support/ information on any matter that require Treasury involvement. Compile / Provide inputs to the final SCOPA memo. Manage and assist with the development of provincial policies and procedures to comply with the minimum requirements. Initiate research and draft provincial instruction notes and policy papers. Monitor legislative alignment of financial management instruction notes and policies: Compile and maintain a database of all financial norms and standards and associated instructions or directives applicable to departments and public entities. Managing the provisioning of support on the interpretation of the PFMA and Treasury regulations to PFMA compliant institutions: Engage stakeholders on the analysis and interpretation disputes of financial management legal matters. Monitor records of cases and rulings on PFMA and its regulations. Respond to enquiries pertaining to legislative and policy interpretation, comment on various sector legislation impacting financial management. Maintain and monitor financial management delegations. Asses the continued relevance of issued financial norms and standards for departments and public entities, and response amendments thereto where appropriate. Manage priority areas in compliance with the PFMA, its regulations and instructions notes.

ENQUIRIES

: N. Asiya at (067) 398 0083

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

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

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

ERRATUM: Kindly note that the advert for the Post of 17/358: Senior Administrative Officer: Support Services, Karl Bremer Hospital, Chief Directorate: Metro Health Services, Salary: R359 517 per annum advertised in the Public Service Vacancy 17 dated 19 May 2023 with reference number: Post 17/358, has been withdrawn

OTHER POSTS

POST 18/391 : **PSYCHOLOGIST (CLINICAL) GRADE 1 TO 3**
Central Karoo District

SALARY : Grade 1: R790 077 per annum
Grade 2: R918 630 per annum
Grade 3: R1063 611 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Comprehensive Health Central Karoo, Beaufort West District Office
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a professional council: Registration with the Health Professions Council of South Africa with the HPCSA in the category: Clinical Psychologist (Independent Practice). Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA-qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A Minimum of 16 years relevant experience after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. A Minimum of 17 years relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients and attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Availability to work after hours when required. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field, and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint, and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations, and effective conflict resolution. Adaptable and innovative in a high-pressure environment and to work independently and in different clinical settings.

DUTIES : Ensure that mental health services include treatment, prevention, promotion, and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders.

		Include Suicide and Substance use disorders prevention. Inter-sectoral and inter-disciplinary collaboration and coordination. Provide supervision, mentoring, and support to lay health workers and Registered Counsellors, as part the sub-district and district mental health teams.
<u>ENQUIRIES</u>	:	Ms J Nel Tel No: (023) 414-3590
<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>	:	19 June 2023
<u>POST 18/392</u>	:	<u>PSYCHOLOGIST (CLINICAL) GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R790 077 per annum Grade 2: R918 630 per annum Grade 3: R1063 611 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration as a Clinical Psychologist with the Health Professions Council of South Africa (HPCSA). Experience: Grade 1: None after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A Minimum of 8 years relevant experience after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A Minimum of 16 years relevant experience after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. A Minimum of 17 years relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with a professional council: Registration with the Health Professions Council of South Africa in the category: Clinical Psychologist (Independent Practice). Inherent requirement of the job: Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's license (manual). Willingness to travel. Competencies (knowledge/skills): Strong individual and group therapeutic skills. Experience in working with a multi-disciplinary team and with conducting support groups. Computer literacy in MS Office (Word, Excel, Outlook).
<u>DUTIES</u>	:	Responsible for the development and management of a comprehensive and effectively managed psychological service in the Sub-district. Effective provision of a psychological service at the PHC Clinics and in the Hospital. Teaching and training of general and mental health practitioners to deliver appropriate psychological interventions. Promote mental health to all service users in the Sub-district.
<u>ENQUIRIES</u>	:	Dr JE Eygelaar Tel No: (027) 213-4070
<u>APPLICATIONS</u>	:	The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
<u>FOR ATTENTION</u>	:	Ms ME Tangayi
<u>NOTE</u>	:	Shortlisted candidates could be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirement may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the HPCSA and proof of payment of the prescribed registration fees to the Council are submitted if shortlisted, on the day of the interview. This is only applicable to professionals who apply for the first time for registration as a Psychologist.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/393</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: ICU)</u>
<u>SALARY</u>	:	R627 474 per annum

<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital, Observatory
	: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General in terms of R212. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e., MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.
<u>DUTIES</u>	: Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. -Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
<u>EQUIRIES APPLICATIONS</u>	: Mrs R. Sutcliffe Tel No: (021) 404 2092
	: 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>	: 19 June 2023
<u>POST 18/394</u>	: <u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Overberg District
<u>SALARY</u>	: Grade 1: R431 265 (PN-B1) per annum Grade 2: R528 696 (PN-B2) per annum
<u>CENTRE REQUIREMENTS</u>	: Barrydale Clinic (Swellendam Sub-district)
	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic qualification with a duration of at least a 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment, and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a 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 of appropriate/recognisable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willing to travel and work extended hours. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Knowledge of information management.
<u>DUTIES</u>	: Assess, diagnose and clinically manage patients and their families as per the scope of practice and in line with Departmental Clinical protocols and policies. Render an effective and comprehensive nursing treatment and care to patients.

		Provide continuous holistic and comprehensive nursing care, manage financial and administrative duties and manage human resources. Work as part of the multi-disciplinary team to ensure quality promotive, preventive, and curative Primary Health Care delivery. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Ms GJ Van Der Westhuizen Tel No: (028) 514-8400
<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>	:	19 June 2023
<u>POST 18/395</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE SERVICES (ADMINISTRATION MANAGER)</u> West Coast District
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	West Coast TB Complex (Sonstraal TB and Transitional Care, Infectious diseases hospital, Malmesbury)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year national diploma or degree. Experience: Appropriate experience and knowledge of the management of support services with reference to people management, finance and supply chain management, and facility management and supervision. Inherent requirement of the job: Valid (code B/EB/C1) driver's licence. Willingness to work extra hours and be on standby. Good written and communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Strong leadership, managerial, organisational, strategic, operational, and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.
<u>DUTIES</u>	:	Efficient and effective strategic planning of the corporate services in the West Coast TB Complex (Infectious Disease Hospital and Sonstraal Hospital). Management of personnel administration, human resource development & training, disciplinary procedures, labour relations, recruitment and selection processes, and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records, and information management services. Effectively manages all facility-based support services and oversees maintenance requirements. Support to Medical Manager and management team.
<u>ENQUIRIES</u>	:	Dr J Cronjé Tel No: (021) 815-8330
<u>APPLICATIONS</u>	:	The Manager: Medical Services: West Coast District, Private Bag X15, Malmesbury, 7299.
<u>FOR ATTENTION</u>	:	Mr DA Pekeur
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/396</u>	:	<u>SPEECH THERAPIST GRADE 1 TO 3</u> (12-Month Contract Post)
<u>SALARY</u>	:	R359 622 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) as a Speech Language Therapist. Registration with a Professional Council: - Current registration with the HPCSA as a Speech-Language Therapist. Experience: Grade 1: None after registration with the HPCSA in the relevant profession in Speech Therapy (where applicable in respect of RSA-qualified employees.1- year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA in Speech Therapy in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA in Speech Therapy

		in respect of SA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa) Inherent requirement of the job: Excellent communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): organisational, leadership, and planning skills, as well as computer literacy. Good and sound knowledge of appropriate national and provincial legislation and policies. Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Assist in managing physical resources within the department. Participate in student and staff training. Develop expertise in clinical areas. -Time management and prioritisation. Counselling of patients, carers, families and relevant stakeholders. -Provide input to service delivery protocols. Independent effective management of patient administration and record keeping. -Participate as a member of MDT in the management and rehabilitation of patients with communication and/or feeding and swallowing disorders. Liaising with role players regarding patient needs. -Assessment and management of adults and children with communication and/or feeding and swallowing disorders. Perform specialised diagnostic assessments (such as VFSS). -Effective speech therapy service delivery to in- and out-patients at a tertiary facility.
<u>ENQUIRIES</u>	:	Ms A Gaskin Tel No: (021) 938-5090
<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.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/397</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Rural Health Services
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Degree/National diploma. Experience: Appropriate experience in a Supply Chain Management Environment within a health environment, that focuses on the Key Performance Areas of the Post, procurement of goods and services, warehouse management, and asset management. Appropriate LOGIS and EPS experience. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's licence. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Appropriate knowledge of relevant financial prescripts, departmental policies, delegations, and procedures. An aptitude for working with financial figures and good organizational, managerial, and leadership skills. Appropriate knowledge and practical experience in LOGIS, ESL and Integrated Procurement Solutions (EPS), and Microsoft Office.
<u>DUTIES</u>	:	Responsible for the overall management of all Supply Chain Management functions and ensuring the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset, and Disposal Management. Inventory control and warehouse management. System Management including ensuring system controller functions and approver duties on EPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial Statements. Manage all people management-related functions within the component. Support supervisor in executing the hospital's strategic objectives.
<u>ENQUIRIES</u>	:	Ms I Slabbert Tel No: (044) 802-4347
<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>	:	19 June 2023

<u>POST 18/398</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (SUNDRY CREDITORS)</u> Rural Health Services
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Degree/National diploma. Experience: Appropriate experience in a Supply Chain Management Environment within a health environment, that focuses on the Key Performance Areas of the Post, procurement of goods and services, warehouse management and asset management. Appropriate LOGIS and EPS experience. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's licence. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures and good organizational, managerial and leadership skills. Appropriate knowledge and practical experience in LOGIS, ESL and Integrated Procurement Solutions (EPS) and Microsoft Office.
<u>DUTIES</u>	:	Responsible for overall management of all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. System Management including ensuring system controller functions and approver duties on EPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial Statements. Manage all people management-related functions within the component. Support supervisor in executing the hospital's strategic objectives.
<u>ENQUIRIES</u>	:	Ms I Slabbert Tel No: (044) 802-4347
<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>	:	19 June 2023
<u>POST 18/399</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HRD (INFORMATION MANAGEMENT AND STUDENT SUPPORT)</u> Human Resource Development
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Emergency Medical Services, College of Emergency Care
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Degree/National diploma. Experience: Appropriate experience in the management of educational and administrative information systems related to student support and administration. Computer-related studies. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to communicate effectively in at least two official languages of the Western Cape. Willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Proficient computer literacy (i.e., MS Word, Excel, PowerPoint). Good interpersonal and teamwork skills. Understanding of social media and marketing.
<u>DUTIES</u>	:	Support of College compliance with Council on Higher Education programme accreditation requirements. Provide effective and learner-centered information and library systems support. Maintain relevant and up-to-date information regarding college programmes through relevant social media. Ensure effective management and control of College IT assets and infrastructure.
<u>ENQUIRIES</u>	:	Mr R Cermak Tel No: (021) 938-4116
<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>	:	19 June 2023
<u>POST 18/400</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT</u> Chief Directorate Metro Health Services
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Degree/National diploma. Experience: Appropriate Personnel Administration experience.

	Appropriate PERSAL experience. Appropriate Supervisory Experience. Inherent requirement of the job: Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Valid Driver's licence. Willingness to travel between institutions when required. Competencies (knowledge/skills): Ability to ensure compliance and identify irregularities in the application of human resource policies and practices and good facilitation, interpersonal and conflict management skills. -Knowledge of the Public Service Act and various OSDs, People Management Policies, Resolutions and Agreements. Computer literacy (Word, Excel, PowerPoint, Outlook, Teams and PERSAL system). Leadership, organization, creative problem-solving and decision-making skills and ability to create submissions and present findings of reports to meetings and to function independently and within a team context.
<u>DUTIES</u>	: Adhere and correct application to all transversal personnel practices, policies, and procedures, including all employment practices, Conditions of Service and Terminations, Appointments, Pensions, PILIR, structuring of packages, SPMS, Establishment Administration, RWOEE, Commuted Overtime and Recruitment and Selection. Ensure People Management compliance and rectification of Auditor-General reports, as well as Internal Auditor reports. Manage and supervise the general staff office. Responsible for HR related statistics and the effective usage of PERSAL system. Give advice and support regarding Labour Relations to Institutional Management. Assist with monitoring and coordinating of Labour Relations functions at the Institution. Facilitate training at Institution.
<u>ENQUIRIES</u>	: Mr C Solomons Tel No: (021) 940-4550.
<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>	: 19 June 2023
<u>POST 18/401</u>	: <u>ARTISAN ASSISTANT</u> West Coast District
<u>SALARY</u>	: R171 537 per annum
<u>CENTRE</u>	: Matzikama Sub-district, Vredendal Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance and repairs. Appropriate experience in workshop related tasks. Inherent requirement of the job: Valid driver's licence. Valid (Code B/EB) driver's licence. Ability to do stand-by duties. Willingness to assist in all facilities in the Sub-district within the workshop set-up. Willingness to be on standby, work overtime and to work on weekends and public holidays. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to work in a team and individually. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and welding tasks as well as hand tools. Ability to handle heavy equipment, heights and narrow spaces.
<u>DUTIES</u>	: Assist with the execution of engineering/projects/repairs and internal maintenance in regard of plumbing, carpentry, welding, electrical, glazing and building works and maintain buildings and equipment. Maintain, repair and cleaning of drains on a regular basis and maintain and repair general kitchen and laundry equipment. Strict adherence to the Occupational Health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment, material, and stock.
<u>ENQUIRIES</u>	: Mr A Rossouw Tel No: (027) 213-2039
<u>APPLICATIONS</u>	: The Manager: Medical Services, Vredendal Hospital, Kooperasie Street, Vredendal 8160.
<u>FOR ATTENTION</u>	: Ms M Tangayi
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency test as part of the interview process.
<u>CLOSING DATE</u>	: 19 June 2023
<u>POST 18/402</u>	: <u>STERILISATION OPERATOR PRODUCTION</u> Cape Winelands Health District
<u>SALARY</u>	: R147 036 per annum

<u>CENTRE REQUIREMENTS</u>	:	Robertson Hospital, Langeberg Sub-district
	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Standard 7). Experience: Experience and appropriate knowledge of Central Sterile and Supplies Department (CSSD) or Hazard Analysis and Critical Control Point (HACCP). Inherent requirement of the job: Valid driver's licence. Willingness to work shifts including weekends, public holidays and night duty as required. Good communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of the sterilisation process. Good interpersonal and numerical skills and the ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment and skilled/trained in decontamination and sterilisation.
<u>DUTIES</u>	:	Receive, collect, clean, control, pack, sterilize and distribute equipment, linen and instrument packs. Clean, control and test (biological and chemical) of all sterilization equipment. Order stock, assist with stock taking and report defects and losses. Do relief functions when needed and support Supervisors and colleagues. Maintain an effective document system on maintenance of equipment according to requirements set by Ideal Hospital Standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Claassen Tel No: (023) 626-8500
	:	The Manager: Medical Services, Robertson Hospital, Private Bag x 617, Robertson, 6705.
<u>FOR ATTENTION NOTE</u>	:	Ms T Padiachy
	:	No payment of any kind is required when applying for this post. Applicants might be subjected to a practical test.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 18/403</u>	:	<u>CLEANER</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 per annum
	:	Swartland Hospital, Swartland Sub-district
	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environments. Inherent requirement of the job: Valid driver's licence. Communication skills in at least two of the three official languages of the Western Cape. Ability to lift/move heavy objects and work at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime, and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills.
<u>DUTIES</u>	:	Renders effective, efficient, and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Julius Tel No: (022) 487- 9304
	:	The Manager: Medical Services Swartland Hospital, Private Bag X02, Malmesbury, 7300
<u>FOR ATTENTION NOTE</u>	:	Mr J Smit
	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	19 June 2023