



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 31 OF 2023

DATE ISSUED 01 SEPTEMBER 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**LIMPOPO DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT:**

Kindly note that the following positions were advertised in the DPSA Vacancy Circular No. 29 of 2023 with the closing date of 01 September 2023 are amended as follows:

The correct NQF Level for the position of Deputy Director: Extension and Advisory Services (Ref No. LDARD 07/08/2023) (01 post) is an appropriate NQF level 7 qualification in Animal Science/Animal Production/Agricultural Economics/Agricultural Extension or equivalent qualification as recognised by SAQA.

The correct NQF Level for the two positions of Deputy Director: Academic Services (Ref No: LDARD 09/08/2023) (X1 post), Centre: Tompi Seleka College of Agriculture and Madzivhandila College of Agriculture: (Ref NO: LDARD 10/08/2023 (X1 post), is amended as follows: Requirements is NQF level 7 professional qualification in Education/Agriculture as recognised by SAQA.

Agricultural Advisor: Animal Production (Ref No. LDARD 64/08/2023) (X1 post) is NQF level 8 minimum qualification in agriculture and registration with the South African Council for Natural Scientific Professions (SACNASP) or other applicable and recognized statutory body.

Animal Health Assistant under Vhembe District (Ref No. LDARD 74/08/2023) (X4 posts) is amended as follows: Vhembe Central (X1 post); Vhembe East (X1 post); Vhembe Far North (X1 post).

Animal Health Technician under Vhembe District (Ref No. LDARD 47/08/2023) (X4 posts) is amended as follows: Vhembe Central (X1 post); Vhembe East (X1 posts).

Agricultural Resource Technician under Vhembe District (Ref No. LDARD 65/08/2023) (X1 post) is amended as follows: Vhembe District: Vhembe Central (X1 post).

Cleaner under Vhembe District (Ref No. LDARD 86/08/2023) (X3 posts) is amended as follows: Vhembe District: Vhembe Far North (X1 post); Vhembe East (X1 post).

Animal Health Assistant under Capricorn District (Ref No. LDARD 76/08/2023) (X4 posts) is amended as follows: Capricorn North-western (X1 post).

Cleaner under Capricorn District (Ref No. LDARD 85/08/2023) (X3 posts) is amended as follows: Capricorn District: Capricorn South (X1); Capricorn East (X1); Capricorn North-Western (X1).

General Worker under Capricorn District (Ref No. LDARD 100/08/2023) (X3 posts) is amended as follows: Capricorn District: Capricorn South (X1); Capricorn East (X2).

Animal Health Assistant under Sekhukhune District (Ref No. LDARD 75/08/2023) (X4 posts) is amended as follows: Sekhukhune District: Sekhukhune East (X2 posts).

Animal Health Technician under Mopani District (Ref No. LDARD 46/08/2023) (X4 posts) is amended as follows: Mopani East (X1 post); Mopani North (X1 post).

Animal Health Assistant under Mopani District (Ref No. LDARD 73/08/2023) (X4 posts) is amended as follows: Mopani East (X1 post); Mopani North (X1 post); Mopani West (X1 post).

Animal Health Technician under Sekhukhune District (Ref No. LDARD 48/08/2023) (X1 posts).

Human Resource Clerk: Human Resource Service (Ref No. LDARD 69/08/2023) (X1 posts).

Senior Personnel Practitioner: Human Resource Provisioning and Utilisation (Ref No. LDARD 58/08/2023) (X1 post).

Senior Personnel Practitioner: Human Resource Services (Ref No. LDARD 61/08/2023) (X1 posts).

The posts that fall under Haartebees Breeding Station and Mokopane Laboratory should be forwarded/submitted to Head Office: Polokwane. Closing Date: The new closing date for submission of application is extended to the 15th of September 2023 at 16:00. The Department reserves the right not to make any appointment for these positions.

WITHDRAWN POSTS: The following positions as advertised on DPSA Vacancy Circular 29 of 2023 are hereby withdrawn.

Deputy Director: Leaner Support Services (Ref No. LDARD 08/08/2023) Centre: Tompi Seleka College of Agriculture.

Deputy Director: Land Care and Land-use Management (Ref No. LDARD 05/08/2023) Centre: Head Office: Polokwane.

Deputy Director: Land Care and Land-use Management (Ref No. LDARD 06/08/2023) Centre Sekhukhune District.

Deputy Director: Research Centre Management (Ref No. LDARD 13/08/2023) Centre: Towoomba Research Centre.

Control Agricultural Resource Technician (Ref No. LDARD 21/08/2023) Centre: Waterberg South Central. Control Engineering Technician (Ref No. LDARD 25/08/2023) Centre: Sekhukhune District.

Control Animal Health Technician (Ref No. LDARD 28/08/2023) Waterberg North. Control Farm Manager (Ref No. LDARD 45/08/2023) Centre: Towoomba Research Centre.

Assistant Director: HR Planning and Equity (Ref No. LDARD 31/08/2023) Centre: Head Office: Polokwane.

Assistant Director: HAST and HPM (Ref No. LDARD 37/08/2023) Centre: Head Office.

Assistant Director: Infrastructure Projects Development Coordination Management (Ref No. LDARD 38/08/2023) Centre: Head Office: Polokwane.

Assistant Director: SHERQ and Special Programme (Ref No. LDARD 43/08/2023) Centre: Head Office: Polokwane.

Assistant Director: Supply Chain and Assets Management (Ref No. LDARD 35/08/2023) Centre: Waterberg District.

Assistant Director: Supply Chain and Assets Management (Ref No. LDARD 36/08/2023) Centre: Capricorn District.

Assistant Director: Expenditure Management (Ref No. LDARD 32/08/2023) Centre: Head Office.

Communication Officer (Ref No. LDARD 56/08/2023) Centre: Waterberg District Office.

Veterinary Public Health Officer (Ref No. LDARD 63/08/2023) Centre: Head Office.

Animal Health Technician (Ref No. LDARD 49/08/2023) Centre: Capricorn District Office.

Animal Health Technician (Ref No. LDARD 50/08/2023) Centre: Waterberg District Office.

Agricultural Economist (Ref No. LDARD 51/08/2023) Centre: Capricorn North Western.

Agricultural Economist (Ref No. LDARD 52/08/2023) Centre: Sekhukhune Central.

Agricultural Economist (Ref No. LDARD 53/08/2023) Centre: Waterberg North.

Agricultural Economist (Ref No. LDARD 54/08/2023) Centre: Vhembe Central.

Senior Personnel Practitioner: Human Resource Services (Ref No. LDARD 60/08/2023) Centre: Capricorn District.

Secretary: Director's Office (Ref No. LDARD 67/08/2023) Centre: Capricorn District.

Animal Health Assistant (Ref No. LDARD 79/08/2023) Centre: Waterberg South Central.

Animal Health Assistant (Ref No. LDARD 80/08/2023) Centre: Waterberg West. Cleaner (Ref No. LDARD 92/08/2023) Centre: Mokopane State Vet. Cleaner (Ref No. LDARD 93/08/2023) Centre: Witboort.

State Veterinarian (Ref No. LDARD 16/08/2023) Centre: Sekhukhune District.

The Department reserves the right not to make any appointment for these positions.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 15 September 2023 at 16:00
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

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| <u>POST 31/01</u> | : | <u>CHIEF RISK OFFICER (REFERENCE: 3/2/1/2023/568)</u> |
| <u>SALARY</u> | : | R1 371 558 per annum (Level 14) (All-inclusive package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). |
| <u>CENTRE REQUIREMENTS</u> | : | Chief Directorate: Risk Management: Gauteng (Pretoria) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a Bachelor's degree or Advanced Diploma in Risk Management / Internal Auditing / Law (NQF Level 7). Minimum of 5 years of experience at a senior managerial level in a Risk Management environment. Job related knowledge: Project Management best practice. Risk based methodologies and procedures and software. Job related skills: Communication skills (verbal and written). Interviewing skills. Analytical and problem-solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills. A valid driver's licence. |
| <u>DUTIES</u> | : | Obtain, develop and implement risk management mandate, commitment, framework, strategy and protocol. Present case for risk management to senior management / relevant committee and define the value proposition of Risk Management. Draft and present the mandate or terms of reference of the risk management function to senior management / relevant committee. Ensure design, development and implementation of a risk management framework and related protocols (policy, strategy and methodology). Define the internal and external context and stakeholder of the organization. Develop risk management protocols (risk management processes, procedures, tools and models, techniques, reporting). Ensure facilitation of risk management process. Facilitate the process of risk assessment and compile and maintain risk registers. Facilitate the embedding of risk management in the Department's processes. Capacitate the organization to execute risk management. Establish risk monitoring and evaluation system. Facilitate and establish a process for risk reporting. Assess the effectiveness of risk management. Compile risk management review report and present reports to relevant committees. Guide and maintain risk management processes. Obtain, develop and implement compliance management mandate, commitment, framework, strategy and protocol. Present case for compliance management to senior management / relevant committee and define the value proposition of compliance management. Ensure design, development and implementation of a compliance management framework and related protocols (policy, strategy and methodology). Define the internal and external context and stakeholder of the organisation. Facilitate compliance management process. Ensure development and implementation of Compliance Management Performance Plans. Ensure the monitoring and the implementation of compliance plan and action plans. Evaluate the compliance management programme in all Branches. Lead, direct and manage fraud prevention and anti-corruption measures and ethics management services using strategy and protocol. Ensure design, development and implementation of a fraud prevention and anti-corruption framework and related protocols (policies, strategy and methodology). Promote ethics management. Coordinate and conduct fraud, ethics, Anti-corruption and Code of conduct awareness workshop. Facilitate ethics management services (financial disclosures, remunerative work outside the Public Service, designated employee). Conduct fraud, ethics, Anti-corruption and Code of conduct risk assessment process. Ensure the monitoring of the action plans on all fraud risk registers. Ensure the monitoring of the gift register. Compile monthly and quarterly reports for relevant oversight structures. Lead, direct and maintain the business continuity management programme using strategy and protocol. Ensure development, maintenance and testing of the organization's business continuity programme. Ensure development and maintenance of Department's wide Business Continuity Planning (BCP) programme that addresses business recovery and emergency response management. Provide support and guidance in the development of BCP planning and goals. Ensure development, maintenance and testing programs for all business plans, Websites and other information / communication tools. Ensure facilitation and execution of the plans at the time of a crisis event. Manage financial and administrative support services. Facilitate performance and development. Undertake human resource and administrative function services. Establish, implement and maintain efficient |

and effective communication arrangement. Develop and manage the operational plan for the Chief Directorate: Governance, Risk and Compliance (GRC) and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transversal task teams or committees as required. Manage procurement and asset management in the unit. Plan and allocate work. Quality control work delivered by subordinates. Provide technical advice and guidance.

ENQUIRIES : Ms AP Stevens Tel: (012) 312 9667
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

OTHER POSTS

POST 31/02 : **DEPUTY DIRECTOR: EVALUATION (REFERENCE: 3/2/1/2023/577)**

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

CENTRE : Directorate: Evaluation: Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Social Sciences / Economics / Public Administration / Public Management / Policy / Development Studies / Monitoring and Evaluation / Agricultural Economics / Statistics / Demography / Business Administration. Minimum of 3 years' experience at junior management level in evaluation / research. Job related knowledge: Knowledge of monitoring and evaluation systems, tools (e.g. Theory of change, Log frame, monitoring and evaluation plan), research methodology, legislation and policies administered by the Department. Experience in conducting social research from both public and or private. Knowledge and understanding of government wide monitoring and evaluation frameworks. Awareness of project and programme management principles. Demonstratable knowledge of and experience in applying monitoring and evaluation principals in social research. Job related skills: Computer literacy. Research skills. Interpersonal and communication skills (verbal and written). Presentation skills. Analytical skills. Problem solving skills. Project management skills. Report writing skills. A valid driver's licence and preparedness to travel and work irregular hours.

DUTIES : Develop and review evaluation frameworks and guidelines. Develop and maintain evaluation frameworks and guidelines. Conduct literature review and assessment of best practices for benchmarking. Manage the development of the Departmental Evaluation Plan (DEP). Manage and undertake evaluation of strategic projects and programmes according to the Departmental Evaluation Plan. Manage the development of programme evaluation plans. Conduct literature and programme document reviews. Manage and develop evaluation design and methodology. Design appropriate data collection tools for evaluations. Manage evaluation fieldwork. Deploy and coordinate the electronic questionnaires. Manage the capturing, processing and analysis / interpretation of data. Write comprehensive evaluation reports. Manage the implementation of evaluation recommendations and reporting for organisational learning and continuous improvement. Engage with stakeholders regarding the findings and recommendations of the evaluation (management feedback and response). Assist stakeholders with the development of improvement plans to address evaluation recommendations. Monitor the implementation of evaluation improvement plans. Provide technical capacity on evaluation to internal stakeholders and departmental entities. Manage of capacity building initiatives and technical assistance on evaluation to Department and DALRRD entities. Manage evaluation awareness.

ENQUIRIES : Mr K Themba Tel: (012) 312 8070

APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

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

POST 31/03 : **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT (REFERENCE: 3/2/1/2023/572)**

SALARY : R527 298 per annum (Level 10)
CENTRE : Directorate: District Office: Free State (Motho / Xhariep District)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory level in the cooperatives and enterprise development environment. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitoring and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshops for Small Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.

ENQUIRIES : Mr E Mosia Tel: (051) 400 4200
APPLICATIONS : 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 Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 31/04 : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REFERENCE: 3/2/1/2023/573)**

SALARY : R424 104 per annum (Level 9)

CENTRE REQUIREMENTS

: Directorate: Inspection Services: Western Cape (Stellenbosch)
: Applicants must be in possession of a Grade 12 Certificate and a Diploma in (Agriculture / Agriculture Management / Plant Production / Crop Production / Crop Protection / Plant Pathology / Horticulture / Animal Health / Animal Production / Livestock Production / Food Technology / Microbiology) or Degree / Btech / B Agric or BSc in (Agriculture / Agriculture Management / Plant Production / Crop Production / Crop Protection / Plant Health / Horticulture / Animal Health / Animal Production / Livestock Production / Food Technology / Microbiology. Minimum of 3 years relevant experience. Job related knowledge: Knowledge of Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills. Technical skills. Law enforcement skills. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Negotiation skills. Listening skills. Computer literacy. Report writing skills. A valid driver's licence and the ability to drive. Willingness to travel and work extended hours. Relief duties.

DUTIES

: Application and enforcement of legislation and international agreements. Conduct inspections and make recommendations in terms of the appropriate actions. Conduct searches of passengers, motor vehicles, etc with regard to illegal imports of regulated agricultural products by the appropriate means, i.e. physical inspections, sniffer dogs or X-ray machines. Prohibition of the sale of imported and locally produced agricultural products that do not comply with the relevant legislative prescripts. Prohibition and detention of regulated agricultural products. Seize and confiscate non-compliant agricultural products. Handle consignments destined for export that do not comply with the requirements or international agreements or are rejected by assignees. Initiate investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities. Institute legal action for non-compliance. Attend and give evidence during court cases where necessary. Handle complaints, queries and enquiries from customer queries. Ensure the issuing of phytosanitary, quality and export and export certificates as required for international trade purposes. Ensure the auditing of phytosanitary, quality and food safety management systems as well as assignees. Provide advisory services to stakeholders. Liaise with and provide advice to stakeholders (e.g. trade organizations, industries, private sector institutions, importers / exporters, legal representatives, assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Supervision of staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance and apply discipline.

ENQUIRIES APPLICATIONS

: Mr G. Tsako Tel: (021) 809 1641
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

NOTE

: African Males and Persons with disabilities are encouraged to apply

POST 31/05

: **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (REFERENCE: 3/2/1/2023/571)**

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

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 9)
: Directorate: Corporate Services: Kwazulu Natal (Pietermaritzburg)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma (NQF Level 6) in Human Resource Management / Labour Relations / Human Resource Development / Public Administration / Public Management. Personnel and Salary Administration (PERSAL) certificate, PERSAL Leave Administration certificate. Knowledge and experience in pension administration. Minimum of 3 years' supervisory experience in Human Resource Management environment. Job related knowledge: Knowledge of the Employment Equity Act, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, Skills Development Act, Labour Relations Act, Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions,

DUTIES

Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA), Public Finance Management Act. Job related skills: Computer skills, Report writing skills, Communication skills (verbal and written), Interpersonal skills and Problem-solving skills. A valid driver's licence.

Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. Housing, Acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision and advice / inform the applicant about the outcome of incapacity application. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshops / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans (PDPs). Consolidate Provincial inputs of Workplace Skills Plan (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate Provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure that EPMS stats is updated and submitted weekly. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorize implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant post on PERSAL. Verify submission and supporting documents for advertisement. Ensure that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting's process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation on PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advise on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievance within the prescribed period.

**ENQUIRIES
APPLICATIONS**

Mrs S Budhoo Tel: (033) 264 9519

Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

NOTE

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

POST 31/06

ASSISTANT DIRECTOR: RESTITUTION POLICY (REFERENCE: 3/2/1/2023/575)

SALARY

R424 104 per annum (Level 9)

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|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>CENTRE REQUIREMENTS</u> | : Directorate: Restitution Policy: Gauteng (Pretoria) : Applicants must be in possession of a Grade 12 Certificate and National Diploma or Bachelor's Degree in Social Sciences / Public Administration / Law / Development Studies. Minimum of 3 years' working experience in the relevant field. Job related knowledge: Knowledge of restitution and land related matters. Policy development. Research methodology. Project management principles. Ability to draw up business plans and terms of reference. Job related skills: Report writing skills. Communication skills (verbal and written). Interpersonal skills. Project management skills. Computer literacy. Negotiation skills. Facilitation skills. Conflict resolution skills. A valid driver's licence. |
| <u>DUTIES</u> | : Monitor settlement model policy compliance. Vet section 42d compliance to specific settlement model policies as referred by National Director: Quality Assurance (NDQA). Highlight issues on-compliance to NDQA for the relevant Regional Land Claims Commissioner (RLCC) office's corrective action. Document areas of recurring non-compliance for future training interventions and or policy review. Develop new policies and review existing policies and procedures. Conduct policy research. Draft new policies. Circulate the draft policies for inputs. Consolidate and finalise the policies. Review and amend existing policies. Execute other administration functions assigned to from time to time. Coordinate and facilitate implementation of policy. Coordinate meetings of sector task teams. Coordinate and consolidate reports of sector task teams. Monitor progress of the settlement of sector claims. Monitor implementation of settlement models. Provide policy induction training and workshops. Develop training plan and schedule. Identify internal and external facilitators. Coordinate logistical arrangements. Facilitate and present induction training or workshops. Compile induction training or workshop report. |
| <u>ENQUIRIES APPLICATIONS</u> | : Ms CN Moyo Tel: (012) 407 4603 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083 |
| <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 31/07</u> | : <u>SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT (REFERENCE: 3/2/1/2023/574)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R359 517 per annum (Level 8) : Directorate: District Office: Free State (Thabo Mofutsanyane District) : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 2 years' experience in a cooperatives and enterprise development environment. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours. |
| <u>DUTIES</u> | : Support rural enterprise and industries supported in areas with economic opportunities. Conduct need assessment. Compile a memo for support. Compile specifications. Liaise with other relevant stakeholders' e.g Gauteng Department of Agriculture and Rural Development (GDARD). Monitor and verify delivery and implementation of procured items. Create database of cooperatives and enterprises. Ensure enterprise complies with legal entity registration policies and governance. Monitor supported enterprises. Submit Portfolio of Evidence. Facilitate skills development for cooperatives and rural enterprises. Conduct skills audit / training gaps assessment. Liaise with training coordinators for training. Assist with logistical arrangements for training. Update database. Submit Portfolio of Evidence. Create job opportunities. Ensure creation of job opportunities in enterprises supported. Submit Portfolio of Evidence. Facilitate market linkages. Identify market requirements. Facilitate market requirements standards and compliance. Facilitate signing of the contract / letter of intent. Submit Portfolio of Evidence. Render farmer mobilisation. Organise and mobilise community for participatory development linked to commodity value chains and Agri-Parks program. Ensure Invitation to |

- meetings. Arrange all logistics for the meetings. Report and provide Portfolio of Evidence.
- ENQUIRIES** : Mr M Malefane Tel: (058) 303 3021
- APPLICATIONS** : 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** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 31/08** : **SENIOR PROJECT OFFICER: PROPERTY MANAGEMENT (REFERENCE: 3/2/1/2023/576)**
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R359 517 per annum (Level 8)
- CENTRE** : Directorate: District Office: Mpumalanga (Nkangala District)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Real Estate / LLB / Property Law / Property Management / Property Portfolio Management / Town and Regional Planning (NQF Level 6). Minimum of 2 years' experience in Property Management or related field. Job related knowledge: Public Service Regulations. Treasury Regulations. Public Finance Management Act, 1999 (PFMA). Government Immovable Assets Management Act, 2007. Land Reform: Provision of Land and Assistance Act, 1993. State Land Disposal Act, 1961. Any other relevant Law. Job related skills: Project management skills. Analytical skills. Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication skills (verbal and written). Problem solving and decision making skills. Planning and organising skills. Facilitation and presenting skills. Report writing skills. Interpersonal relations. A valid driver's licence. Willingness to travel.
- DUTIES** : Capture contracts on state land lease system. Add lessee information on the Land Administration Web (LAW) system. Generate contracts. Upload approval documents. Facilitate the signing of lease and caretaker agreements. Finalise and facilitate signing of leases and caretaker agreements. Compile records of original contract and inspection report. Develop lease schedule for all state properties. Conduct assets verification. Conduct inspection of state properties. Barcode assets. Secure, protect the assets against vandalism. Monitor lease or caretaker performance and duties as contractually specified. Ensure proper usage and maintenance of assets. Ensure compliance with caretaker and lease agreement. Provide support to the District. Implement request for amendments to the immovable assets register. Verify and report on lease compliance agreement and obligation. Process applications for amendments of lease agreement. Initiate and process surveying of DALRRD State Land. Process land surveying on DALRRD controlled immovable assets. Identify assets for sub-division. Compile and process application for sub-divisions
- ENQUIRIES** : Ms A Mametja Tel: (013) 655 1000
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 31/09** : **DRIVER / MESSENGER (REFERENCE: 3/2/1/2023/569)**
- SALARY** : R171 537 per annum (Level 4)
- CENTRE** : Directorate: District Office: Mpumalanga (Gert Sibande District)
- REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Minimum of 7 months relevant experience. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising skills. Good communication skills (written and verbal). Interpersonal skills and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
- DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the

required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch / College or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

ENQUIRIES : Ms ZP Hadebe Tel: (013) 754 8020
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200
NOTE : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 31/10 : **RECEPTIONIST (REFERENCE: 3/2/1/2023/570)**

SALARY : R171 537 per annum (Level 4)
CENTRE : Directorate: Quality Assurance and Administration: Northern Cape (Kimberley)
REQUIREMENTS : Applicants must be in possession a Grade 12 Certificate. No experience required. Job related knowledge: Microsoft package. Job related skills: Telephone etiquette. Communication skills (verbal and written). Interpersonal skills. Switchboard operation skills. Ability to learn the Department's service delivery components. Ability to take initiatives. Ability to work independently. Ability to organise work. Ability to prioritise work.

DUTIES : Receive telephone calls, messages and channel to relevant role players. Take down messages when required. Distribute messages promptly. Attend to all clients and visitors to relevant officials promptly. Welcome, receive and direct clients to relevant units. Attend to all client's queries. Supply basic information to customers regarding the Department's services when required. Liaise with internal and external personnel. Provide relevant information as required. Operate the switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system when needed. Utilise the Telephone Management System to monitor telephone cost on an ongoing basis. Screen and forward calls. Receive telephonic messages. Operate office equipment such as fax machines and photocopiers. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Maintain telephone directory. Update telephone directory for the officials. Remove inactive users in the internal directory. Maintain and control visitor register at reception: Register visitors.

ENQUIRIES : Ms T Oliphant Tel: (053) 830 4000
APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

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

DEPARTMENT OF FORESTRY, FISHERIES AND ENVIRONMENT

- APPLICATIONS** : Cape Town / Eastern Cape: Director-General, Department of Forestry, Fisheries and Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or hand-deliver to Bisho Office, ERF 5000 Building, Corner Independent Avenue and Circular Drive, office number 006, 3rd floor
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 18 September 2023
- NOTE** : Application must be submitted on a signed and dated Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed, and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 31/11** : **DEPUTY DIRECTOR: COMMERCIAL FORESTRY REF NO: FOM51/2023**
Re-Advertisement (FOM33/2023). All applicants are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum
: Eastern Cape
: Degree/National Diploma (NQF6) in Forestry or equivalent qualification with the relevant field A minimum of three (3) years relevant experience of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent) with the relevant experience in Commercial Forestry. Knowledge of Forestry and environmental management sector, Project and programme management, Public Finance Regulations, Public Service Regulations, Knowledge of all relevant Acts such as NFA, NVFFA, NEMA, NEMBA, Protected areas. Knowledge of enumeration for collection of data. Planning and Execution, Financial management skills, Facilitation and negotiation skills, Report writing skills, Computer literacy. Ability to work long hours voluntarily. Ability to develop and apply policies. Ability to work individually and in team, Ability to work with difficult persons and to resolve conflict. A valid driving licence and must be willing to travel.
- DUTIES** : Manage and coordinate the implementation, maintenance, and improvement of the Sustainable Forest Management (SFM) business processes. Develop and implement plans that will facilitate the rehabilitation and restoration of timber within the forest plantations in the province. Business processes for SFM are developed, implemented, reviewed, and disseminated to all forest managers within the Departmental plantations. ensure procurement plans in line with allocated budgets are in place, project management and management of Professional Service Providers. Ensure development, review, and implementation of forest growth and yield model for commercial forest plantations., Maintain an inventory for biological asset register through stock enumeration, develop plan to ensure physical verification is conducted for all state forest plantations in the Region, Ensure and support monitoring and assessment of the performance of state forest plantations against the principles, criteria and indicators of sustainable forest management, including the implementation of policies and regulations, ensure that revenue collection in the plantations is in line with finance policies and prescripts, Advice the management on forestry related issues. Monitor forest protection for risk and mitigation. Identify the risk areas and develop interventions for the protection of forests and strengthening human resource development, technical capacity

and cooperation at a regional level to ensure implementation of appropriate legislation for the management of forests. Ensure efficient and effective rapid response to forest fires and fires threatening forests, develop strategies and fire protection plans, Participate in the Fire Protection Association activities in the region. Facilitate the establishment of liaison Forums and manage stakeholder liaison, Deal with all queries relating to forestry issues within the region, participate in the forestry provincial development forums and development initiatives by other organisations, Engagement with the local communities in ensuring participation in forestry management, Represent the department in local and international conferences. Address internal and external audit findings by: Providing management response to RFI, ensure portfolio of evidence is submitted to AG, ensure audit action plans are developed for audit findings, monitor progress on audit action plans, ensure maximum participation of commercial forest in the implementation of forest sector master plan.

ENQUIRIES : Ms. GC Sgwabe Tel No: 040 492 0096
CLOSING DATE : 25 September 2023

POST 31/12 : **DEPUTY DIRECTOR: SMALL MEDIUM MACRO ENTERPRISE (SMME) DEVELOPMENT: REF NO: EP9010/2023**

Applicants who previously applied for the Deputy Director: Business Development EP9010/2023 need not reapply as the job specifications remain the same.

SALARY : R811 560 per annum (all-inclusive salary package)
CENTRE : Cape Town/Pretoria
REQUIREMENTS : National Diploma/Degree (NQF level 6) in Business Administration or relevant qualification Coupled with a minimum of three (3) years in Business Development of which three 3 years should be at junior managerial level (Assistant Director Level or equivalent). Knowledge SMME development and Strategic organisational coordination/ organising planning. Knowledge of Business planning, development of best practices, monitoring and evaluation approaches, research methodologies, risk management, departmental procedures, - policies, and - prescripts, as well as project management and business administration. Skills: Planning/organising, business writing and interpersonal skills. Ability to communicate well (both orally and written) with stakeholders. Be able to work individually and in a team. Sense of responsibility, Service Orientated, Protect the confidentiality of documents and ability to gather and analyse information.

DUTIES : Develop, review and support implementation of enabling frameworks and plans for SMMEs for the EP Branch. Develop a branch SMME Development Framework. Conduct stakeholder consultations (internal & external) on the Framework with relevant stakeholders. Conduct roadshows and workshops for the implementation of the multi-year implementation plan. Coordinate the procurement process and project manage a contracted service Provider to implement SMME projects requirements for a multi-year implementation plan for the Branch. Engage in appropriate procurement processes to contract a service provider for implementation. Support and manage the inception of a relevant service provider/s according to the departmental prescripts. Facilitate Stakeholder Engagements to strengthen and support SMME development of EP contractors. Develop and maintain a SMME database, manage the DSBD/DFFE implementation plan and quarterly reporting as the branch focal point. Develop and implement the contractor development exit strategy. Conduct workshops on the Exit Strategy Implementation plan.

ENQUIRIES : Ms M Dreyer, Tel: 0727001212
CLOSING DATE : 18 September 2023

POST 31/13 : **DEPUTY DIRECTOR: BUDGET FINANCIAL PLANNING & CONTROL MANAGEMENT REF NO: CFO/2023**

SALARY : R811 560 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma/Degree (NQF level 6) in Financial Management or relevant qualification. Coupled with a minimum of three (3) years relevant experience in finance related field of which three (3) years should be at junior managerial level (Assistant Director Level or equivalent). Knowledge of Financial Management, Accounting, Government budgeting processes, cost accounting.

Knowledge of Public Service Financial legislative framework, strategic planning and budgeting, HR management practices. Skills: Advanced skills in policy formulation, adequate skills in computer use. Relationship management and stakeholder engagement. Ability to work long hours voluntarily, ability to develop and apply policies. Ability to work under pressure and with difficult persons and to resolve conflict.

DUTIES : Ensure the development and review of the annual and medium-term expenditure framework budgets. Coordinate and collate the MTEF, MTEC, ENE and adjustments budget inputs. Support the development and review of financial plans in line with the operational plans. Align annual plans of operations to Bas Financial reporting. Manage cash flow and ensure proper financial reporting. Develop contracts for EPWP contract and Partnerships. Provide financial contract administration support. Develop systems and procedures for the management of contracts amendments process. Establish effective partnerships that support the unlocking of natural resource restoration and management.

ENQUIRIES : Mr. N Essack; Tel. No: (021) 493 7165
CLOSING DATE : 18 September 2023

POST 31/14 : **CONTROL SCIENTIFIC TECHNICIAN GRADE A: AQUACULTURE INNOVATION AND TECHNOLOGY DEVELOPMENT (REF NO: FIM42/2023)**

SALARY : R499 275 per annum (OSD)
CENTRE : Cape Town (Sea Point Aquarium)
REQUIREMENTS : Bachelor's degree or National Diploma in Environmental Management/ Natural Sciences or relevant and equivalent qualification as recognised by SAQA. Six (6) years practical experience in aquarium operations, system management and aquarium management. Compulsory registration as a certificated natural scientist. Knowledge and understanding of aquaculture system maintenance and operations. Knowledge of marine animal biology and physiology, fish nutrition and diseases. Experience in programme and project management. Proven skills in computer literacy, research and construction, live animal collection and transport and mechanical and electrical fault finding. The post requires regular checking of intake and outflow of pipes, as well as supporting other research projects with skippering or assistance at sea. Therefore, a skipper certificate and/or scuba diving experience will be an advantage. A valid Driver's License.

DUTIES : Perform final review or audits on technical scientific projects/output in the Aquarium. Set technical standards, specifications and monitor service levels according to organisational objectives related to efficient operations of the Marine Research Aquarium. Provide strategic leadership on technical scientific matters. Manage technical facilities building and components. Participate in a national, regional and international for a and project research support. Lead the development, management, and coordination of databases within the regulatory framework. Manage the evaluation, monitoring and dissemination of data, address and respond to any incidents, issues, and challenges. Initiate, lead, co-ordinate, conduct and support research in the aquarium. Manage technical support for scientific research in terms of building functioning, allocation of research space. Conceptualize and develop equipment through continuous monitoring and improvement of systems. Supervision of technical staff, support and processes including budgets, procurement plans and annual plans. Coordinate promotion of aquaculture science.

ENQUIRIES : Ms Andrea Bernatzeder Cell: 0826875333
CLOSING DATE : 18 September 2023

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 18 September 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal.

OTHER POST

- POST 31/15** : **SYSTEM SUPPORT: INFORMATION MANAGEMENT SYSTEM (IMS) REF: 3/1/5/1 –23/36**
Directorate: Information Management Systems (IMS)
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a National Diploma (NQF level 06) in Information Technology, specialized in System Development or equivalent related qualification as recognised by SAQA. One (1) year relevant experience in System Support or Information Technology support (Including Internship and learnership). A fast learner on Information Systems, the applicant must have System Support skills; SharePoint Administration skills; Good logical and

analytical thinking; Problem solving skills; System Testing skill; Good communication skills (written and oral); Good interpersonal skill; Documentation skill; Fair understanding of project management.

DUTIES

: The successful candidate will be responsible for Information Management, supporting users of GCIS internal Information Management (IM) Systems, especially SharePoint support and Training. SharePoint administration, development and coordinating with the Service Provider. Assist the directorate: Information Management Systems (IMS) to manage IM Systems projects. Assist the directorate to do the administration tasks and manage IS projects. Test the new systems developed and test on the enhancements for the existing systems.

ENQUIRIES
NOTE

: Mrs XH Cathy Chen Tel: (012) 473 0043

: The organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race and Gender.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 15 September 2023 at 12h00 pm.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified documents will be limited to shortlisted candidates. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm permanent employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered the for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Failure to upload CV and Z83 will results in disqualification. Note: The GTAC reserves the right to fill or not fill the advertised posts. These positions were previously advertised on DPSA circular. Applicants who previously applied are encouraged to apply for these positions.

MANAGEMENT ECHELON

- POST 31/16** : **DIRECTOR: FINANCIAL MANAGEMENT (REF NO: G13/2023)**
Term: Permanent
- SALARY** : R1 162 200.per annum (Level 13) (all-inclusive package) PSR 44 will apply for applicants already earning in the salary level.
- CENTRE** : Pretoria
- REQUIREMENTS** : A degree (NQF level 7 qualification) in Financial Management or related field. Specialisation in Public Finance Management will be an added advantage. A minimum of 8 - 10 years in the field of financial management, at least 5 years of which at a middle management level. Experience at Senior Management level in the public service will be an added advantage. Preference will be given to EE and Gender. Competencies required: Financial Management: Knowledge of financial management governance, risk management and auditing processes, including the design and management of internal control systems. Knowledge of the Sage Pastel Evolution and Caseware will be an added advantage. Legislative Knowledge: Knowledge of the Public Finance Management Act and regulations governing the management of finances in the public service, and any other National Treasury regulations, financial prescripts and generally recognised accepted practices governing the management and accounting of finance. Strategic Orientation: Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on awareness of social, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government.
- DUTIES** : To manage the financial and management accounting functions as identified in the Public Finance Management Act, 1999 and the Treasury Regulations to

ensure sound financial management of the GTAC. Financial Management Operations, Budget, and Capacity Management: Manage and coordinate the development, implementation, maintenance and reporting on the Financial Management annual performance plan and performance indicators. Oversee and coordinate the forecasting, planning, implementation, and reporting on the GTAC budget. Manage and coordinate the capacity, productivity and performance of Financial Management staff including establishment of posts, recruitment of staff, development of performance plans, review of performance, development of competence and resolution of issues. Manage the Financial Management, office administration and assets management including planning, utilisation and auditing of office resources and assets, development, and implementation of the SOM document management system. Manage the preparation and production of Financial Management monthly, quarterly, and annual reports. Manage the month-end and year-end processes to draft Interim and Annual Financial Statements. Oversee and report on Donor funding. Financial Governance Framework Management: Manage the development, implementation, and maintenance of the GTAC financial management framework to meet legislative and regulatory prescripts relating to public finance management and accounting, asset management and payroll administration, and enable compliance to PFMA, GRAP, Treasury Regulations, the interim financial manual, Accounting Officer's Procurement Procedures, GTAC Financial Delegation. Manage the implementation of compliance to GTAC financial policies, procedures, delegations of authority, report and ensure that non-compliance issues are addressed, and recommendations made for amendments to processes and controls. Manage the production, implementation, capacity building and maintenance of budget forecasting methods and tools. Financial Risk and Audit Management: Oversee the Risk processes within the Finance Unit of GTAC. Liaise with internal and external auditors, including preparation and the implementation of corrective measures regarding audit findings. Financial Management Support and Stakeholder Relations: Serve as liaison officer between the clients, service providers and government departments and ensure compliance with financial information management prescripts. Support and give guidance to service providers and consultants on the Unit's payment process. Support and advice on resolution of financial queries.

ENQUIRIES
NOTE

: Kaizer Malakoane Tel No: (012) 315 5442.
: Black Females are encouraged to apply.

OTHER POSTS

POST 31/17

: **ANALYST - CAPITAL PROJECTS APPRAISAL (GTAC) REF NO: G11/2023**
Term: Permanent

SALARY

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

CENTRE
REQUIREMENTS

: Pretoria
: A postgraduate degree (NQF Level 8) in Economics or Finance. Master's will be an added advantage. 4-6 years' experience in investment appraisal and/or economic research. Sound understanding of applied microeconomics. Sound understanding of economic and/or social infrastructure sectors. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes. Intermediate understanding of financial modelling techniques. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Competencies required: Problem Solving Analysis: The ability to understand a situation, issues, problems, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Results Orientation: Concern for holding self and others accountable for achieving results or for surpassing a standard of excellence. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Effective Communication: ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting,

formulating and delivering verbal, non- verbal, written, and electronic messages. It includes the ability to convey ideals and information in a way that brings understanding to the target audience. Concern for Quality and Order: desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price marginalism. Economics: Science that studies the allocation of scarce resources to satisfy unlimited wants. Involves analysis the production, distribution, trade and consumption of goods and services. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Financial Analysis: the application of financial modelling techniques as they apply to assessing capital projects, particularly in terms of their financial cost, viability, risks and comparison with alternatives. Project Management: knowledge of the principles, methods, tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work and contractor performance.

DUTIES : Appraisal analysis and advice: Generate appraisal reports analysing the various impacts of specific infrastructure projects, both existing and proposed. Develop quantitative models to assess the expected impacts of specific infrastructure projects on the fiscus, welfare, economy and the environment. Advise on project configuration, costing, funding and financing, procurement and implementation readiness. Propose alternative ways of delivering infrastructure in an effective and efficient manner. Conduct research and develop appraisal best practice material: Conduct research on sectors developments, trends and topical issues related to infrastructure. Conduct research on specific technologies that affect how infrastructure is developed. Develop appraisal tools and methodologies that promote good appraisal practice. Participate in capacity building initiatives and knowledge sharing platforms. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Monitor developments related to infrastructure development: Analysis on how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximise the economic benefits to society. Research and analysis of factors that drive demand for various types of infrastructure projects, and how that impacts the economy. Develop and maintain a database of relevant infrastructure related indicators for benchmarking and quantification of impacts. Project Management: Draft outline report and follow an effective project management plan. Interact and collaborate with internal and outside stakeholders on projects. Report on project updates and progress as well as drafting close out reports of project. Serve as a representative on various for a related to projects. Kaizer Malakoane Tel No: (012) 315 5442

ENQUIRIES :

POST 31/18 :

JUNIOR INFRASTRUCTURE ANALYST REF NO: G012/2023
Capital Projects Appraisal Unit
Term: Permanent

SALARY :

R527, 298.per annum (Level10) (Excluding Benefit) PSR 44 will apply to candidates appointed in the Salary Level

CENTRE :

Pretoria

REQUIREMENTS :

A degree (NQF Level 7) in Economics or Finance. Postgraduate qualification will be an added advantage. 3-5 years' experience in investment appraisal and/or economic research. Theoretical understanding of applied microeconomics tools and methodologies. Some understanding of economic and/or social infrastructure sectors. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes. Basic understanding of financial modelling techniques. Competencies required: Problem Solving Analysis: The ability to understand a situation, issues, problems, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time

sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Results Orientation: Concern for holding self and others accountable for achieving results or for surpassing a standard of excellence. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Effective Communication: ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non- verbal, written, and electronic messages. It includes the ability to convey ideals and information in a way that brings understanding to the target audience. Concern for Quality and Order: desire to see things done logically, clearly, and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price marginalism. Economics: Science that studies the allocation of scarce resources to satisfy unlimited wants. Involves analysis the production, distribution, trade and consumption of goods and services. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Financial Analysis: the application of financial modelling techniques as they apply to assessing capital projects, particularly in terms of their financial cost, viability, risks and comparison with alternatives. Project Management: knowledge of the principles, methods, tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work and contractor performance.

DUTIES

: To appraise the feasibility and viability of large infrastructure projects and advise on the value for money, affordability, efficiency, and other impacts. Further, to build public sector capability through research and development of best practice. Appraisal analysis and advice: Contribute to the drafting of appraisal reports or draft specific sections of an appraisal report analysing the various impacts of specific infrastructure projects, both existing and proposed. Develop standard quantitative models to assess the expected impacts of specific infrastructure projects on the fiscus, welfare, economy, and the environment. Advise on project configuration, costing, funding, and financing, procurement and implementation readiness. Advise if there are alternative ways of delivering infrastructure in an effective and efficient manner. Conduct research and develop appraisal best practice: Conduct research on sectors developments, trends and topical issues related to infrastructure. Conduct research on specific technologies that affect how infrastructure is developed. Contribute to the development of appraisal tools and methodologies that promote good appraisal practice. Participate in capacity building initiatives and knowledge sharing platforms. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Monitor developments related to infrastructure development: Analysis on how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximise the economic benefits to society. Research and analysis of factors that drive demand for various types of infrastructure projects, and how that impacts the economy. Report on industry development and progress with delivering national infrastructure and assess the impact on debottlenecking the supply side of the economy. Develop and maintain a database of relevant infrastructure related indicators for benchmarking and quantification of impacts. Project Management: Contribute to the drafting of an outline report or draft specific sections of an outline report; and deliver according to the project management plan. Interact and collaborate with internal and outside stakeholders on projects. Report on project updates and progress as well as drafting close out reports of project. Serve as a representative on various related to projects.

ENQUIRIES

: Kaizer Malakoane Tel No: (066 2507072)

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Northern Cape Community Education and Training College)
(Tshwane South TVET College)
(Thekwini TVET College)

OTHER POSTS

| | | |
|------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>POST 31/19</u> | : | <u>ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION REF. NO:09/02/2023</u> (Re-Advertisement) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R424 104 per annum (Level 9) plus benefits Tshwane South TVET College Appropriate bachelor's degree or an equivalent three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13). Minimum of five years relevant experience in Administration related to educative teaching and learning, Human Resource Management, and general administration environment. Minimum of three years supervisory experience. Proven Knowledge of public service regulations, prescripts, and Acts. Proven knowledge and understanding of Higher Education and TVET sector. A clear understanding of Corporate Governance. Understanding of Cost Centre budgetary expenditure and cash flow management. Computer Literacy (MS Package). Good Communication Skills (written and verbal) and people skills. Planning and organising. Report Writing, Problem-Solving. Must be willing to work long hours and travel extensively. |
| <u>DUTIES</u> | : | Oversee the academic and student administration support services. Oversee the student and examination administration process. Oversee and coordinates human resource administration service. Provide general administration support services and maintain the proper filing system. Guides and monitors the implementation of all learning programmes. Guides support, monitors, and assesses in lecturer appraisal processed to regularly review their professional practice with the aim of improving teaching, learning, and management (IQMS (Integrated Quality Management System)) Perform any other related functions as delegated by the Manager. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. S Devenish; Tel no: (012) 401 5000 Tshwane South TVET College, P O Box 151, Pretoria, 0001, or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001 |
| <u>NOTE</u> | : | Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV), with specific starting and ending dates in respect of all relevant positions held with clear levels and ranks description pertaining the work experience as well as at least two contactable references. Only short-listed candidates will be required to submit certified copies (not older than six months) of qualifications including academic records, driver's license, and identity documents on or before the interview. Please indicate the reference number and the post description of the position you are applying for on your application form, The Z83 Form must be dated and signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after the closing date and time, incomplete, emailed, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited |

for an interview within 60 days of the closing date should consider their application unsuccessful.
15 September 2023

CLOSING DATE

POST 31/20

ASSISTANT DIRECTOR: OFFICE MANAGER PRINCIPAL'S OFFICE REF. NO: 09/03/2023.

SALARY

CENTRE

REQUIREMENTS

R424 104 per annum (Level 9) plus benefits
Tshwane South TVET College
Recognised three (3) year National Diploma/ bachelor's degree (NQF 6) in Public Management/ Business Management/ Office Management and Technology or related qualifications. Minimum of five years' relevant experience in Strategic Planning and administrative environment. Minimum of two years of supervisory experience in Strategic Planning and administrative environment. Proven Knowledge of public service regulations, prescripts, and Acts. Proven knowledge and understanding of Higher Education and the TVET sector. A clear understanding of Corporate Governance. Understanding of Cost Centre budgetary expenditure and cash flow management. Computer Literacy (MS Package). Good Communication Skills (written and verbal) and people skills. Planning and organising. Report Writing and problem-solving. Project Management. Must be willing to work long hours and travel extensively.

DUTIES

Render Administrative/ executive service in the office of the principal. Ensure effective and efficient management of the College including the management of the workflow in the office of the principal. Conduct research and provide expert administration advice to the principal and other officials in the College. Quality assures all incoming and outgoing correspondence in the office of the principal. Oversee and monitor the budget in the office of the principal. Establish and implement effective records management system in the office of the principal. Responsible for the management of reports and monitoring implementation of resolutions thereof. Provide secretarial support to the College Council, Committees, Academic Board, College Management, and other Stakeholders. Develop and maintain annual meeting schedule. Coordinate and arrange all meetings, proceedings, and activities relating to the Office of the Principal and Council Structure. Provide Strategic management, monitoring, and evaluation services. Facilitate and coordinate operational and Strategic Planning process. Coordinate and compile a strategic operational plan. Facilitate the development and implementation of service delivery improvement plans and initiatives. Perform any relevant related functions delegated by the manager.

ENQUIRIES

APPLICATIONS

Ms. MF Mashitsho; Tel no: (012) 401 5000
Tshwane South TVET College, P O Box 151, Pretoria, 0001, or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001

NOTE

Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV), with specific starting and ending dates in respect of all relevant positions held with clear levels and ranks description pertaining the work experience as well as at least two contactable references. Only short-listed candidates will be required to submit certified copies (not older than six months) of qualifications including academic records, driver's license, and identity documents on or before the interview. Please indicate the reference number and the post description of the position you are applying for on your application form, The Z83 Form must be dated and signed and the candidate must initial both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after the closing date and time, incomplete, emailed, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test.

Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 15 September 2023
- POST 31/21** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF. NO: 09/04/2023.**
- SALARY** : R424 104 per annum (Level 9) plus benefits
- CENTRE** : Tshwane South TVET College
- REQUIREMENTS** : Recognised three (3) year National Diploma/ Bachelor's degree (NQF 6) in Financial Management or related qualifications. Minimum of three to five years relevant experience in financial accounting/ Senior State Accounting or related field. Chartered Accountant accreditation will be an added advantage. Knowledge of financial management systems. Knowledge of National Student Financial Aid Scheme-related legislation. Knowledge of PSETA and CET Act. Knowledge of GRAP (Generally Recognised Accounting Practices) Standards. Knowledge of Treasury Regulations. Problem-solving skills. Analytical skills. Computer Literacy. Planning and organising skills.
- DUTIES** : Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee the safeguarding of source documents and face value. Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the accurate allocation of monies received. Oversee the monitor income against budget and review reconciliations. Oversee and implement the Audit recommendations through the development of an Audit Action Plan for both Internal and External Audits. Assist with Annual financial statements and review disclosure notes. Oversee and collate financial support information for planning purposes. Ensure completeness and accuracy of financial information. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assurance of all payroll transactions. Authorises reimbursement transactions on the accounting system. Authorises payment to third parties (employer contributions to pension funds, medical aid funds, tax contributions, and reconciliation, etc.) outside the payroll system. Oversee verification of information for payroll certification. Oversee verification of source documents. Oversee the quality assurance, safeguarding, and verification of source documents. Ensure that expenditure is in line with budget and item provisioning. Oversee creditor reconciliation (ensure that services provided are paid timely and correctly). Oversee and reconcile payment requests with budget provisions and the available funds. General supervision of employees.
- ENQUIRIES** : Ms. S Devenish (012) 401 5000
- APPLICATIONS** : Tshwane South TVET College, P O Box 151, Pretoria, 0001, or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001
- NOTE** : Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV), with specific starting and ending dates in respect of all relevant positions held with clear levels and ranks description pertaining the work experience as well as at least two contactable references. Only short-listed candidates will be required to submit certified copies (not older than six months) of qualifications including academic records, driver's license, and identity documents on or before the interview. Please indicate the reference number and the post description of the position you are applying for on your application form, The Z83 Form must be dated and signed and the candidate must initial both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after the closing date and time, incomplete, emailed, and faxed applications will not be considered. The employment

decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 15 September 2023
- POST 31/22** : **SENIOR PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT REF. NO: 08/01/2023.**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum plus benefits
: Tshwane South TVET College
: Recognised National Diploma (NQF 6) in Communication/ Marketing/ Public Relations or an equivalent qualification. Minimum of two to three years' experience in a Marketing and Communication environment. Knowledge of Social Media practice and channels. Understanding the importance of brand guidelines, and graphic design and applying them across a range of channels. Knowledge and understanding of stakeholder management. Knowledge and understanding of events management. Knowledge and understanding of digital marketing. Knowledge and understanding of website maintenance. Knowledge and understanding of the applications of the Public Service legislative Framework.
- DUTIES** : Provide internal and external communication services. Provide marketing, promotions, and branding services. Provide public relations and media liaison services. Provide photographic services and drafting of articles. Coordinate college events. Provide and maintain the content design and layout of the College website. Perform any other duties as assigned by the manager.
- ENQUIRIES APPLICATIONS** : Ms. S Devenish; Tel no: (012) 401 5000
: Tshwane South TVET College, P O Box 151, Pretoria, 0001, or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001
- NOTE** : Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV), with specific starting and ending dates in respect of all relevant positions held with clear levels and ranks description pertaining the work experience as well as at least two contactable references. Only short-listed candidates will be required to submit certified copies (not older than six months) of qualifications including academic records, driver's license, and identity documents on or before the interview. Please indicate the reference number and the post description of the position you are applying for on your application form, The Z83 Form must be dated and signed and the candidate must initial both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after the closing date and time, incomplete, emailed, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
- CLOSING DATE** : 15 September 2023

POST 31/23 : **SENIOR LABOUR RELATIONS OFFICER REF. NO: 08/02/2023**

SALARY : R359 517 per annum plus benefits
CENTRE : Tshwane South TVET College
REQUIREMENTS : Recognised National Diploma (NQF 6) in Labour Relations/ Employment Relations/ Human Resource Management or an equivalent qualification. Minimum of three to five years experience in Labour Relations or Human Resource Management environment. Knowledge of the Labour Relations Act, Public Service Legislations, and policies related to Human Resource Management. Knowledge of implementing GPSCBC and GPSSBC resolutions. Knowledge and understanding of the Bargaining process, grievance, and dispute resolution process. Must have a sound knowledge of Labour Relations statutes, International Labour Organisation. Knowledge and understanding of the TVET/CET Administration, Higher Education sector (PSET and CET) as well as knowledge of PERSAL. Must have good investigation and negotiation skills, planning and organisation skills, Report writing, problem-solving, and be Client orientated.

DUTIES : Ensure the overall supervision and proper implementation of labour relations guidelines and processes. Ensure proper implementation of the resolution of disciplinary cases, grievances, and dispute processes. Ensure proper implementation of misconduct case processes, as well as collective bargaining and dispute resolutions. Represent the employer and monitor the implementation of litigation outcomes. Ensure sound employment relationships. Monitor PERSAL and database on the grievance, disputes, misconduct, and collective bargaining. Supervise human, physical, financial, and other resources.

ENQUIRIES : Ms. S Devenish; Tel no: (012) 401 5000
APPLICATIONS : Tshwane South TVET College, P O Box 151, Pretoria, 0001, or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Beard Street, Pretoria, 0001

NOTE : Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV), with specific starting and ending dates in respect of all relevant positions held with clear levels and ranks description pertaining the work experience as well as at least two contactable references. Only short-listed candidates will be required to submit certified copies (not older than six months) of qualifications including academic records, driver's license, and identity documents on or before the interview. Please indicate the reference number and the post description of the position you are applying for on your application form, The Z83 Form must be dated and signed and the candidate must initial both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after the closing date and time, incomplete, emailed, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 15 September 2023

POST 31/24 : **PROJECT COORDINATOR**
(Contract Three years)

SALARY : R359 517 per annum (Level 08) plus 37% lieu benefits
CENTRE : Northern Cape Community Education and Training College

- REQUIREMENTS** : Grade 12 or equivalent qualification and an appropriate recognised 3 – year National Diploma / bachelor’s degree or equivalent qualification in Management/ Business Administration. A Diploma in Project management will be added advantage. Five years relevant working experience with traceable reference in the field of project Management. Ability to analyse, interpret policies and develop proposals and Memorandum of Understanding and Valid driver’s licence and preferably having own vehicle. The relevant experience where such experience includes: A thorough understanding of financial management and accounting principles, with the ability to consolidate sets of accounts in the required format/s. The ability to investigate and reconcile multiple accounts is essential. Previous experience in community engagement would be an advantage. Previous experience in writing a requirement e.g. fundraising proposals or reports or academic papers etc. Previous experience working within a computerised accounting environment and having worked with Excel at an advanced level. Previous experience in working with word-processing (including being able to create and maintain databases), email and the internet. Previous experience in setting up and maintaining filing and administrative systems. Candidates who are certified bookkeepers (i.e., they belong to a professional body) will be at a distinct advantage. A Drivers licence is a distinct advantage.
- DUTIES** : Recruitment of learners, Administer the induction of learners, ensuring portfolio of evidence of the facilitators/ learners are compiled for compliance with the quality Councils, ensure that the assessment reports received are processed and safely filed, uploading of learners and their results on / quality Councils SETA database system, Handling the certification of learners with relevant ETQA Distribution of tools, Learning material and PPE, Liaise with SETA, service providers and other divisional managers on matters regarding learners / students, Monitoring of learners on sites and in learning, prepare invoice for the funders, Consolidating reports for monthly or scheduled reporting administer/ Prepare all project meetings, Consolidate project data for monthly and quarterly reporting, Reconcile monthly project expenditures. Assist in the compilation report on finances of the project to funder, Capture student monthly stipend claims on excel and prepare them for submission to procurement and finance for payment. Responsible for projects office clerical functions like faxing, printing, photocopying of documents, telephone enquiries and safe keeping of documents.
- ENQUIRES** : Ms Masabatha Phakathe, Human Resources, Tel no: 053 753 2014/ 063 241 2385.
- APPLICATIONS** : All applications must be forwarded to: Corporate services, Northern Cape Community Education and Training College, 19 Oliver Road, Klisserville, Kimberley, 8301
- FOR ATTENTION CLOSING DATE** : Ms Eugenia Phaladi, Human Resources, Tel no: 053 753 2014/ 084 717 1645.
: 22 September 2023 at 16h00
- POST 31/25** : **LABOUR RELATIONS PRACTITIONER REF NO: ER 01/2023 (X1 POST)**
Permanent
Section: Employee Relations
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (Level 7), plus benefits
: Thekwini TVET College (Central Office)
: Matric certificate or equivalent A recognized REQV13 qualification in Labour Relations/ Employment Relations/ Human Resource Management or equivalent qualification Minimum of 1-2 years’ experience in Labour Relations or Human Resource Management environment or related field. Computer literacy (MS Office) Valid drivers’ license Knowledge of Labour Relations Act, Public Services Legislations and Policies related to human resource management Sound knowledge of Labour Relations statutes Knowledge and understanding of the TVET administration Leadership and management skills, good communication skills and interpersonal skills Problem solving Ability to maintain high level of confidentiality Knowledge of Persal System Knowledge and understanding of bargaining process and dispute resolutions Sound knowledge of International Labour Organization (ILO).
- DUTIES** : Maintain and promote sound employment relations in the College Conduct investigations and facilitate the resolution of disciplinary cases, grievances, and dispute processes Represent the employer in the disciplinary hearings, disputes and facilitate the Implementation of litigation outcomes Ensure engagement between organized labour and management of the College

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| | | Capture and update Persal and database on grievances, dismisses. ENQUIRIES and collective bargaining Prepare reports for management of on employee relations issues. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. Vuyiswa Madonda, Tel No: 031 2508400, EXT 408 |
| | : | Please apply through www.thekwini.edu.za We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert. |
| <u>NOTE</u> | : | Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document)), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful. |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/26</u> | : | <u>INFORMATION TECHNOLOGY TECHNICIAN REF. NO: 07/03/2023 (4 POSTS)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R294 321 per annum (Level 7) plus benefits |
| | : | Tshwane South TVET |
| | : | Recognised National Diploma in Information Technology (IT)/ Computer Science or an equivalent qualification. Minimum of one to two years' experience in an Information Technology environment. A+ and ITIL V3 Foundation will be an added advantage. Valid code B driver's license. Software and Hardware support (Windows Microsoft) Knowledge of IT hardware and software. Understanding of desktop, networking, and voice communication infrastructure. Programme installations. Full comprehension of IT first and second line of IT support. Effective customer relations. |
| <u>DUTIES</u> | : | Assist in the management of Service Desk and Desktop support function services. Install, maintain, and support telephone systems and networks. Provide technical support for the configuration, installation, repair, and replacement of computers, printers, and telephones. Provide support for data migration during computer setup. Rendering of IT information management services: Plan, Develop, and improve computer-based information systems. maintain information management systems such as databases to ensure the integrity and security of data. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. S Devenish; Tel no: (012) 401 5000 |
| | : | Tshwane South TVET College, P O Box 151, Pretoria, 0001, or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001 |
| <u>NOTE</u> | : | Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV), with specific starting and ending dates in respect of all relevant positions held with clear levels and ranks description pertaining the work experience as well as at least two contactable references. Only short-listed candidates will be required to submit certified copies (not older than six months) of qualifications including academic records, driver's license, and identity documents on or before the interview. Please indicate the reference number and the post description of the position you are applying for on your application form, The Z83 Form must be dated and signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after the closing date and time, incomplete, emailed, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and |

disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 15 September 2023
- POST 31/27** : **COMMUNICATION OFFICER REF. NO: 07/04/2023**
- SALARY** : R294 321 per annum (Level 7) plus benefits
CENTRE : Tshwane South TVET College
REQUIREMENTS : Recognised National Diploma in Supply Chain Management/ Logistics/ Public Management (NQF 6). Minimum of three to five years' experience in Supply Chain Management. BAS, LOGIS, and MIS (Management Information System) will be an added advantage. Knowledge and understanding of legislative Framework governing Public Services. Knowledge of Supply Chain Policies. Computer Literacy. Customer care services. Report writing.
- DUTIES** : Ensure overall supervision and render a bidding administration function for the College Bid Committees. Ensure overall supervision and administer the procurement of goods and services through effective and efficient demand management services. ensure overall supervision and provide effective Contract Management services to the College. Ensure human, physical, and financial resources. Perform any other duty as assigned by the manager.
- ENQUIRIES** : Ms. MF Mashitsho; Tel no: (012) 401 5000
- POST 31/28** : **SECRETARY IN THE OFFICE OF THE PRINCIPAL REF. NO:05/04/2023**
- SALARY** : R202 233 per annum (Level 5) plus benefits
CENTRE : Tshwane South TVET College
REQUIREMENTS : Grade 12 or National Certificate Vocational (Level 4) certificate. An appropriate three-year diploma or an equivalent (NQF Level 6) qualification in an administrative field will be an added advantage. Good communication skills (written and verbal), ability to read, write, and pay attention to details. Sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office and sound organizational skills. Willingness to work extra hours when required.
- DUTIES** : Receive telephone calls and refer the call to the correct role players, record appointments and events in the diary of the manager. Types documents for the manager and other staff within the unit. Liaise with travel agencies to make travel arrangements. Verifies the arrangements when the relevant documents are received. Arranges meetings and events for the manager by identifying venues, inviting role players, organise refreshments, and setting up schedules for meetings and events. Processes travel and subsistence claims. Processes all invoices that emanate from the activities to the work of the manager. Records basic minutes of the meetings of the manager where required. Draft routine correspondence and reports. Does the filing of the documents for the manager and the unit where required. Receives, records, and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collects all relevant documents to enable the manager to prepare for meetings. Remains abreast with all the procedures and processes applicable to his/her work terrain to ensure efficient and effective support to the manager.
- ENQUIRIES** : Ms. MF Mashitsho; Tel no: (012) 401 5000
APPLICATIONS : Tshwane South TVET College, P O Box 151, Pretoria, 0001, or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001
- NOTE** : Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV), with specific starting and ending dates in respect of all relevant positions held with clear levels and ranks description pertaining the work experience as well as at least two contactable references. Only short-listed candidates will be required to submit certified copies (not older than six months) of qualifications including

academic records, driver's license, and identity documents on or before the interview. Please indicate the reference number and the post description of the position you are applying for on your application form, The Z83 Form must be dated and signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after the closing date and time, incomplete, emailed, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE

: 15 September 2023

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 15 September 2023

NOTE : Applications must be sent to the correct address specified at the bottom of each the position, on or before the closing date; submitted on the New Application for Employment Form (Z.83), obtainable at www.gov.za; Applicants must fully complete part A,B,C,D,& F of the New Z83 application form; accompanied by a comprehensive CV only, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible). Shortlisted candidates will be required to submit a copy of their ID document, as well as the relevant highest educational qualifications, on or before the day of the interview. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed (applicants will submit only when shortlisted). Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

POST 31/29 : **DIRECTOR: APPLICATIONS MAINTENANCE AND SUPPORT, REF NO: HRMC 58/23/1**
(This is a re-advertisement, Candidates who have previously applied may re-apply)

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 : Head Office, Pretoria, Branch: Information Services, Chief Directorate: Applications Management.

REQUIREMENTS : An undergraduate qualification in Information Technology / Computer Science at NQF level 7 as recognized by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at middle / senior managerial level / Specialist in system development / application maintenance and support. Extensive experience in Application Maintenance and Support. Knowledge of the basic configuration of the various systems used by DHA (National Population Register, EDMS, BAS). Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the E government policy framework consultation paper developed by GITO. Sound

knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework). Knowledge of the Public Service Regulatory Framework. Understanding of the Departmental legislation as well as Human Resources legislation and prescripts. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Business continuity and accountability. Client orientation and customer focus. People management and empowerment. Programme and project management. Knowledge management and decision making. Presentation and business report writing. Computers and systems. Willingness to travel and work extended hours, weekend and on call may be required.

DUTIES : The successful candidate will be responsible for the following specific tasks: Provide support and maintenance of departmental applications. Develop and implement application maintenance and support strategies and plans. Ensure the effectiveness of application administration to prevention measures for system defects. Provide continuous business improvement through optimization and enhancement in line with dynamic business needs. Lead and direct the provision of database support and application management lifecycle. Manage the provisioning of functional and technical support to ensure the performance, operation, and stability of database systems. Manage data exporting and importing across database systems. Lead and direct the provision of database connectivity and access support throughout the Department. Manage and implement strategic objectives and innovation within the Directorate. Develop and implement the operational plan for the Directorate and ensure effective prioritization and resource planning. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators. Effective and efficient management of human, financial and physical resources within the Directorate.

ENQUIRIES : Mr X Monakali, Tel No: (012) 406 7249
APPLICATIONS : Quoting the relevant reference number, direct your application to: isrecruitment@dha.gov.za

POST 31/30 : **DIRECTOR: BUSINESS ANALYSIS, REF NO: HRMC 58/23/2**

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 : Head Office, Pretoria, Branch: Information Services, Chief Directorate: Applications Management.

REQUIREMENTS : An undergraduate qualification in Information Technology / Computer Science at NQF level 7 as recognized by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at middle / senior managerial level as a business analyst. Basic experience of systems analysis, prioritizing changes, reporting services and testing procedures. Solid experience in programming languages. Proven experience of process management, engineering and design. Knowledge of different development and database tools, techniques and environments in order to develop and deliver quality applications and documentation. Knowledge of development methodology and processes. Knowledge of Oracle and SQL database. Knowledge of the Public Service Regulatory Framework. Knowledge of the departmental legislation as well as Human Resources legislation and prescripts. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Sound knowledge of Minimum Information Security Standards (MISS) Required skills and competencies: Strategic capability and leadership. Client orientation and customer focus. People management and empowerment. Programme and project management. Knowledge management and decision making. Strong numerical and analytical skills. Conceptual thinking ability. Interpersonal and research skills. Computer literacy. Willingness to travel and work extended hours, weekend and on call may be required.

DUTIES : The successful candidate will be responsible for the following specific tasks: Manage business operational efficiency and analysis on service delivery improvement. Manage business analysis and process engineering policies in

support of the identified business needs. Oversee the effective implementation of process and system application, maintenance initiatives. Ensure effective application configuration management and report services Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators. Effective and efficient management of human, financial and physical resources within the Directorate. Manage and implement strategic objectives and innovation within the Directorate. Develop the operational plan for the Directorate and ensure effective prioritisation and resource planning. Develop technical expertise within the Directorate and keep abreast of technological advancement. Provide advice and guidance on business analysis and process engineering aspects and matters. Ensure service delivery improvement within the Directorate. Oversee the effective implementation of projects initiatives. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators. Effective and efficient management of human, financial and physical resources within the Directorate.

ENQUIRIES
APPLICATIONS

: Mr X Monakali, Tel No: (012) 406 7249
: Quoting the relevant reference number, direct your application to:
isrecruitment@dha.gov.za

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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| <u>CLOSING DATE</u> | : | 18 September 2023 |
| <u>NOTE</u> | : | 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. Applications 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 before appointment for all SMS positions. Candidate will complete a financial disclosure form and be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin 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. ERRATUM: Kindly note that the post of Assistant Director: Project Coordinator: ICT Programme and Project Management (Business Applications) with Ref No: 23/96/ICT, Post 30/47 Advertised in the Public Service Vacancy Circular 30 on 25 August 2023 with a closing date 11 September 2023. The Key Performance Areas has been amended and should be read as follows: Undertake the planning, execution, monitoring and controlling of ICT business applications projects; Coordinate project related activities; Manage administrative support to projects; Monitor, evaluate and report on project financials; Provide effective people management. We apologize for the inconvenienced caused. |

MANAGEMENT ECHELON

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| <u>POST 31/31</u> | : | <u>DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 23/100/CA</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</u> | : | Provincial Office: Western Cape |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF level 7) in Labour Relation/ Human Resource Development/ Human Resource Management/ Industrial and Organisational Psychology as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at a middle/senior managerial level; Knowledge and understanding of Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Employee Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge and understanding of the Public Service statutory Frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Treasury Regulations. Departmental Financial Instructions, Public Finance Management Act (PFMA), Government initiatives and decisions, etc. 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; Communication skills. |

DUTIES : Key Performance Areas: Manage the provision of human resource administration services; Manage the implementation of human resource development and performance management system; Manage and promote sound employee relations; Manage the implementation of employee health and wellness programmes; Provide effective people management.

ENQUIRIES : Mr. J Maluleke Tel No (012) 315 1090
APPLICATIONS : 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 31/32 : **COURT MANAGER: (2 POSTS)**

SALARY : R527 298 – R617 622 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE : Magistrate Office: Senwabarwana: Ref No: 63/23/LMP
Magistrate Office: Bloemfontein: Ref No: 23/63/FS

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

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

ENQUIRIES : Limpopo Ms M P Mongalo Tel No (015) 287 2037 or Ms M F.Mathosa Tel No (015) 287 2035
Bloemfontein: Ms. N Dywili Tel No (051) 407 1800.

APPLICATIONS : Limpopo Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699. Bloemfontein: Quoting the relevant reference number, direct your applications to: The Director HR, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address: 53 Colonial Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301

NOTE : Separate application must be made quoting the relevant reference number.

POST 31/33 : **ASSISTANT DIRECTOR: SECURITY RISK AND MANAGEMENT: REF NO: 23/62/FS**

SALARY : R424 104 – R 496 467 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office, Free State

REQUIREMENTS : Three year National Diploma/ Degree in Security Management/Risk Management or equivalent qualification; PSIRA Grade B, Three years experience in Security Management at supervisory level; A valid driver's license; Knowledge of the MISS document of 1998; Control of Access to Public Premises and Vehicle Act. 1985 (Act No: 53 of 1985); The successful candidate will be required to travel extensively. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Project management skills: Presentation skills; Ability to work under

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| | | pressure; Administrative and organizational skills; Good interpersonal relations; Accuracy and attention to details; Investigation skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Monitor the implementation of departmental security systems and policies; Manage security at sub-offices in the province and monitor the implementation of security measures at courts; Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Roll out the Contingency Plan and OHS compliance at sub-offices within the region. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms N Dywili Tel No (051) 4071800 |
| | : | Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag20578, BLOEMFONTEIN, 9300; or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301 |
| <u>POST 31/34</u> | : | <u>ADMINISTRATION OFFICER (2 POSTS)</u> |
| <u>SALARY</u> | : | R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Magistrate, Queenstown: Ref No: 109/23EC Magistrate, Mount Ayliff: Ref No: 108/23EC |
| <u>REQUIREMENTS</u> | : | Three-year National Diploma/ Bachelor's Degree in Public Administration/Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail; Sound leadership and management skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the Criminal and Civil Court Administration Section, section related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Coordinate, manage and administer support services to Case Flow Management and other court users. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr A Jilana Tel No (043) 702 7000 / 7010 |
| | : | Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 |
| <u>POST 31/35</u> | : | <u>PRINCIPAL COURT INTERPRETER: REF NO: 2023/96/GP</u> |
| <u>SALARY</u> | : | R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Magistrate Office: Pretoria |
| <u>REQUIREMENTS</u> | : | NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages (preference will be given to languages used in the area); 5 years practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; A valid driver's license; Language requirements: English, Afrikaans, and Setswana/Sepedi/Sesotho. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Ability to work under pressure; Art of interpreting. |
| <u>DUTIES</u> | : | Key Performance Areas: Manage and supervise court interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Procure Foreign Language Interpreters and Casual Interpreters. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms V Shiburi Tel No (011) 332 9000 |
| | : | Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg |
| <u>POST 31/36</u> | : | <u>COURT INTERMEDIARY: REF NO: 23/103/KZN</u> |
| <u>SALARY</u> | : | R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Magistrate Court, Madadeni |

- REQUIREMENTS** : A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license. Proficiency in the following languages: English and IsiZulu. Skills and Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
- DUTIES** : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
- ENQUIRIES** : Ms N.F. Nkosi Tel No (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: The Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban 4001
- POST 31/37** : **VETTING INVESTIGATOR: REF NO: 23/99/DG (2 POSTS)**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A Bachelor's Degree/ or equivalent qualification at NQF level 6 in Social Science or related fields; SSA Vetting Fieldwork training courses; A valid driver's license. Skills and Competencies: Computer literacy; Communication skills (written and verbal); Interpersonal relations skills; Report writing skills; Ability to manage conflict; Analytical skills; Planning and organizational skills; Problem solving and analysis; Conflict management.
- DUTIES** : Key Performance Areas: Conduct vetting field-work investigations; Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations; Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies; Administer vetting files and reports; Render administrative support services.
- ENQUIRIES** : Ms M. Qhamakoane Tel No (012) 357 8591
- APPLICATIONS** : 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 Street, Pretoria.
- NOTE** : Appointment is subject to completing relevant training courses offered by State Security Agency (SSA).
- POST 31/38** : **SENIOR COURT INTERPRETER: REF NO: 23/57/FS**
(This is a re-advertisement: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Bloemfontein
- REQUIREMENTS** : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification

in the field of languages at NQF Level 5 and a minimum of three years practical experience in court interpreting; OR Grade 12- and ten-year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages (Sesotho, IsiZulu, IsiXhosa and Afrikaans); A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Ability to work under pressure.

DUTIES : Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Utilized in more serious cases; Perform any other duties that may be assigned to in terms of rationalization of office.

ENQUIRIES : Ms NM Dywili Tel No (051) 407 1800
APPLICATIONS : Quote the relevant reference number and direct your application to: The Director: Human Resource, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301

POST 31/39 : **CHIEF ADMINISTRATION CLERK: REF NO: 2023/100/GP**

SALARY : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Johannesburg (Meadowlands)
REQUIREMENTS : Grade 12 or equivalent; A minimum of 3 years' experience in administration; Knowledge of Public Finance Management Act (PFMA), Departmental Financial Instruction (DFI), Basic Accounting System (BAS) and Justice Yellow Pages (JYP). Skills and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint); Good Communication (verbal and written); Good interpersonal relations and problem-solving skills; Ability to work under pressure and work independently; Accuracy and attention to details.

DUTIES : Key Performance Areas: Render general clerical support services; Provide Supply Chain clerical support services within the component; Provide personnel administration clerical support services within the Court/ Cluster; Provide financial administration support services in the Court/ Cluster; Provide effective people management.

ENQUIRIES : Ms T Maphoto Tel No (011) 332 9000
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 OR PHYSICAL ADDRESS: Provincial Head –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, JOHANNESBURG

POST 31/40 : **ASSISTANT MASTER MR3-MR5: REF NO: 113/23EC**

SALARY : R293 847 – R1 005 801 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of The High Court, Grahamstown
REQUIREMENTS : LLB Degree or four years recognized legal qualification; At least two years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy (MS Office).

DUTIES : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.

ENQUIRIES : Mr A Jilana Tel No (043) 702 7000 / 7010
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200

- POST 31/41** : **MAINTENANCE OFFICER (MR1 – MR5): REF NO: 110/23EC**
(This is a re-advertisement: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R228 915 – R1 005 801 per annum (Salary will be determined in accordance with appropriate experience in the legal field). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, Cradock
: LLB Degree or a four-year recognized legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Communication skills (verbal and written); Extensive knowledge of the maintenance system; and family law matters.
- DUTIES** : Key Performance Areas: Perform the powers, duties, or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Compile statistics.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No (043) 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
- NOTE** : Suitable candidate will also be responsible to work at other offices in The Chris Hani District)
- POST 31/42** : **ESTATE CONTROLLER – EC1-EC4: REF NO: 111/23EC**
- SALARY** : R228 915 – R531 381 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of The High Court, Bisho
: An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship's, Trusts, and all aspects related to the administration thereof; Determine and assess the Estate duties; Conduct research and draft legal documents; Render administrative function of the office; Coordinate and prepare all monthly management court reports in the prescribed formats.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No (0430 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- POST 31/43** : **COURT INTERPRETER: REF NO: 23/48/FS**
(This is a re-advertisement: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R202 233 - R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Vrede (To be stationed in Harrismith)
: NQF level 4/ Grade 12. Proficiency in English. Proficiency in one or more indigenous languages. Three months practical experience will be an added advantage. A valid driver's license will be an added advantage; Knowledge of legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Adherence to Batho-Pele; Language Proficiency: Vrede: English, Sesotho and Zulu. Skills and Competencies: Communication (verbal and written), Listening, Inter-personal relations, Computer literacy (MS word), Planning and Organising, Problem solving and analytical thinking skills; Time management. Ability to work under pressure.
- DUTIES** : Key Performance Areas; Render interpreting services, Translate legal document and exhibits, words, Assist with reconstruction of Court Records; Provide administrative support functions.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No (051) 407 1800
: Please direct your applications to: The Director: HR, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address 53 Colonial

Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301

THE 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 Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426/ Ms T Mothoagae 012 406 7737
- CLOSING DATE** : 15 September 2023
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. 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.

OTHER POSTS

- POST 31/44** : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2434 (2 POSTS)**
- SALARY** : R811 560 per annum (Level 11) (All-inclusive package)
- CENTRE** : Eastern Cape Region, Port Elizabeth
- REQUIREMENTS** : National Diploma in Mining Engineering (NQF level 6) plus Mine Managers Certificate of Competency with minimum of 3 years' experience at junior managerial level in mining industry with Driver's licence plus the following key competencies: Knowledge of: Knowledge of Mine Health and Safety Act and Regulations and Legal Proceedings. Mining Engineering- Mine Equipment e.g., Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMRE Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management skills- Planning, Leading, Organising and Controlling. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills.

Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decisions. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.

DUTIES : KRA's: Coordinate, conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosive, blasting operations and other matters relating to mine safety and take the necessary enforcement action where necessary. Coordinate, conduct report on investigations into mine related accidents, contraventions, and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary board of examiners. Coordinate the investigation, consultation, and provision of input on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide managerial activities.

ENQUIRIES : Mr T Doyle contact number (041) 403 6609

NOTE : Indian, Coloured or White female are encouraged to apply

POST 31/45 : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2435**

SALARY : R811 560 per annum (Level 11) (All-inclusive package)

CENTRE : Eastern Cape Region, Port Elizabeth

REQUIREMENTS : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering. Valid driver's licence with minimum of 3 years in the mining industry: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policy. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management skills, Planning, Leading, Organisational and Controlling Skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decisions. Receptive to suggestions and ideas. Be able to stay calm and collective during difficult situations, Dynamic Personality

DUTIES : /KRA's: Conduct and report on underground, shaft and surface audits and inspection on plants, structures, track bound trackless mining equipment and electrical distribution systems and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Test and licence and report thereon of equipment on mines i.e. winders, lift, and chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard and applications of exemptions, permission, and approvals, Provide managerial activities.

ENQUIRIES : Mr T Doyle contact number (041) 403 6609

NOTE : Indian, Coloured or White female are encouraged to apply

POST 31/46 : **ASSISTANT DIRECTOR: NUCLEAR POLICY REF NO: DMRE/2435**

SALARY : R527 298 per annum (Level 10)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate Degree in Nuclear Engineering/ Nuclear Science. Degree in Law (B Proc, BCom Law, LLB) (NQF 7) Certificate in Legislative Drafting/ Policy Development/ Nuclear Science, Energy Studies/ Economics and Policy/ Monitoring and Evaluation in Public Sector will be an added advantage. A minimum of 3 years' experience in the minerals & energy sector PLUS the following competencies, Knowledge: Knowledge of Policy Development Process, detailed knowledge of energy sector. Project management. Finance. Departmental policies and procedures. Other government. Departmental policies (especially economic cluster) Skills: Project Management. Communication (written and verbal) skills. Policy analysis and development.

DUTIES : Computer. Presentation skills and interpersonal skills, language skills thinking demands: Analytical. Creativity. Decision reasoning/ making
/KRA: Identify, develop and review existing/ new policies. Conduct secondary research on nuclear policy related matters. Identify, consult, and collaborate/ engage with relevant stakeholders and conduct public hearings for public inputs on proposed nuclear policies. Conduct policy presentations and represent the department at various forums or workshops on energy sector policy related matters. Dissemination of information and raise awareness on nuclear policies and related developments/trends. Monitor and report on the implementation of energy policies and legislations. Response to policy related issues/ queries

ENQUIRIES NOTE : Mr Z Zibi Contact Number 012 444 3360
: Indian, Coloured or White males are encouraged to apply.

POST 31/47 : **STATE ACCOUNTANT: PAYROLL AND ALLOWANCE REF NO: DMRE/2436**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 7)
: Head Office, Pretoria
: An appropriate National Diploma in Accounting/Local Government Accounting, Cost Accounting or Financial related field (NQF Level 6) with a Minimum of 3 years' experience in Finance PLUS the following competencies Knowledge of: Public Finance Management Act. Treasury Regulations, Departmental Policies and procedures. Financial planning and costing of departmental strategic plans. Financial and related transversal systems used by government (BAS, Persal, Logis) Skills: Financial and accounting skills communication, Business letter and report writing, Computer Literacy, problem solving/initiative, Management and organisational skills, Project management. Thinking Demands: Numeric, Organisational/staff and budget and structures, Government budget, processes and procedures.

DUTIES : KRA's: Collate financial supporting information for the annual budget planning processes (MTEF/ENE). In year Budget process-prepare and capture budget information. In-year monitoring and reporting populate reporting templates as per Treasury requirements. Cash flow management (Drawings against the NRF). Supervisory functions.

ENQUIRIES NOTE : Ms P Modise Contact Number: (012) 406 7743
: Indian or Coloured or white male are encouraged to apply.

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **National Office Midrand/ Constitutional Court** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
KwaZulu Natal/Durban/Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000
Gauteng Division of the 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: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
Mpumalanga Division of the High Court: Mbombela/Mbombela Magistrate Court: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200
Eastern Cape Division of the High Court: Makhanda/Bisho: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- CLOSING DATE** : 15 September 2023
- NOTE** : The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth. All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV ONLY; contactable referees (telephone numbers and email addresses must be indicated). ONLY shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initial by the applicant. The application must indicate the correct job title, the office where the position is advertised, and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and

employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only 121 and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

POST 31/48 : **DEPUTY DIRECTOR: INSTITUTIONAL SECRETARIAT SERVICES, REF NO: 2023/303/OCJ**

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

CENTRE REQUIREMENTS : National Office: Midrand
 : Matric certificate and a three-year National Diploma at (NQF 6)/ Bachelor's Degree (NQF 7) in Public Management and Governance. A minimum of 3 years' experience at Assistant-Director (ASD) Level/ Middle Management. A certification with Chartered Governance Institute of Southern Africa (CGISA) will be an added advantage. A Valid driver's license. Sound knowledge and applicable legislation and regulations relevant to the OCJ and Public Service. King IV Code on Corporate Governance. Corporate Governance Framework. Delegation of Authority Framework. Exposure to dealing with Executive Management and management committees. Skills and Personal Attributes. Business Process Understanding. Compliance Management. Good Communication (verbal and written). Planning and Execution. Interpersonal relationships. People Management skills. Producing quality work. Integrity and honesty. Confidentiality. Ability to work under pressure. Ability to work independently and meet deadlines. Reliability. Problem solving. Adaptability. Attention to detail and ensure quality and correctness of information.

DUTIES : Coordinate the planning of the Judiciary Governance Structures and the OCJ's Executive governance structures. Provide governance advice and the secretariat support services to the Judiciary structures and the OCJ's Executive governance structures. Ensure the adherence to standard requirements relating to confidential, classified and secret information. Develop and monitor the coordination of updates of the resolution registers. Manage the production of the resolution's analysis report regarding the OCJ executive governance committees. Coordinate the implementation of risk management activities. Develop action plan to mitigate the identified risks. Manage the sub-directorate. Develop and manage the operational plan of the sub-directorate and report on progress as required.

ENQUIRIES : Technical Related Enquiries: Ms SZ Mpheshwa Tel No: (010) 493 2535
 HR Related Enquiries: Mr A Khadambi: Tel No: 010 493 2500

POST 31/49 : **DEPUTY DIRECTOR: LEASES AND DISPOSAL MANAGEMENT, REF NO: 2023/304/OCJ**

SALARY : R811 560 – R 952 485.per annum. (All-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

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| <u>REQUIREMENTS</u> | : | Matric Certificate and a three year National Diploma/Bachelor's degree in Financial Management, Financial, Cost or Management Accounting or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three 3 years' experience in Asset Management as an Assistant Director. A valid driver's license. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, Modified Cash Accounting Standards. Knowledge of the procurement directives and procedures. Computer literacy. Communication skills, both written and verbal. Ability to work in a team. Planning and organizing skills. Independent and focused. Problem solving, decision making and Innovative. Extensive travelling is required. |
| <u>DUTIES</u> | : | Ensure maintenance of the Leased Asset Register and ensure compliance to PFMA, Treasury Regulations, Modified Cash Accounting Standards, and other prescripts. Oversee the design and implementation of leased assets policies and procedures. Address management assertions (completeness, existence, rights, valuations, presentation and disclosure). Ensure capitalization, de-recognition, and all other accounting for leases assets and disposed assets is in compliance with the Modified Cash Accounting Standards. Ensure that expenditure for l0eased assets has been correctly classified. Oversee the development of strategies to coordinate physical verification activities in order to provide status information around the existence and condition of all leased assets. Monitor and evaluate compliance of policies and processes. Oversee the management of verification process on leased assets. Control, monitor and evaluate the asset register to be up-to date. Facilitate the disposal of assets across the Department in line with policy directives. Assist in resolving audit queries and ensure completeness and accuracy. Guide and assist Courts with leased assets & disposal related enquiries. Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff. Assist the Director: Asset Management to carry out delegated functions. |
| <u>ENQUIRIES</u> | : | Technical Related Enquiries: Tel No: 010 493 2561 HR Related Enquiries: Mr A Khadambi Tel No: 010 493 2500 |
| <u>POST 31/50</u> | : | <u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT, REF NO: 2023/305/OCJ</u> |
| <u>SALARY</u> | : | R424 104 – R496 467.per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Kwazulu Natal Provincial Service Centre |
| <u>REQUIREMENTS</u> | : | Matric Certificate and a three (3) year National Diploma/Bachelor Degree in Human Resource Management and/or Development, Public Administration or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in Human Resource Management. A minimum of two (2) years' experience at a supervisory level in HR and related fields. A valid driver's license. Formal PERSAL training. Knowledge and understanding of current public service legislations, regulations and policies. Skills and competencies: Computer literacy (Microsoft Office). Good communication skills (verbal and written). Accuracy and attention to detail. Good administration skills. Planning and organising skills. Good interpersonal skills. Ability to meet strict deadlines and work under pressure. Ability to work independently and self-motivated. Report writing skills. |
| <u>DUTIES</u> | : | Manage and coordinate HR administration matters to contribute to the rendering of a professional Human Resource Management environment. Manage and coordinate conditions of service and benefits (leave, housing allowance, terminations, long service recognition, overtime, resettlement, acting allowance, injury on duty). Manage and coordinate HR provisioning (recruitment and selection, appointments, transfers, probations). Manage and coordinate performance management and development. Address all HR related enquiries to ensure the correct implementation of human resource management policies, prescripts and practices. Ensure the successful implementation of departmental/public service policies and prescripts on matters related to human resource management and development. Prepare and consolidate reports. Inform, guide and advice on human resource management matters. Supervise the personnel within the unit. |
| <u>ENQUIRIES</u> | : | Technical and HR Enquiries: Ms SZ Mvuyana: Tel No: 031 493 1721 |

POST 31/51 : **LAW RESEARCHER: JUDICIAL EDUCATION AND RESEARCH, REF NO: 2023/306/OCJ**

SALARY : R424 104 – R508 692.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
: Matric certificate and an LLB degree or a four-year recognised legal qualification; Three (3) to five (5) years' experience working in a legal environment; A valid driver's licence. Added advantage: Working experience as a researcher in a training environment; A post graduate qualification in Law; Experience in conducting empirical research (qualitative and quantitative).skills and competencies: legal research and analytical skills; report writing and editing skills; project management; planning and organizing; accuracy and paying attention to detail; communication skills; computer literacy; excellent interpersonal skills; ability to work under pressure, long hours and weekends; willingness to travel.

DUTIES : Provide research support to SAJEI; Gather and analyse research relevant to training conducted by SAJEI; Develop and maintain research database that will contribute to the overall objectives of SAJEI; Perform tasks of allocated research projects on the annual research agenda; Track the developments in jurisprudence and amendments of legislation that have a direct bearing on judicial education and training; Conduct legal research for judicial educators on aspects of judicial education curriculum; Provide support to the Editorial Committees for the SAJEI Journal and Judicial Education Newsletter; Provide :legal support to training seminars and webinars and produce training reports.

ENQUIRIES : Technical Enquiries: Dr. Sandra Govender Tel No :(010) 4932577
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500/2527

POST 31/52 : **LAW RESERCHER, 2023/307/OCJ**

SALARY : R424 104 – R 508 692.per annum, the successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Free State Division Of The High Court: Bloemfontein
: Matric Certificate and LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. Skills and competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Office); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problem solving skills; Ability to work under pressure; Ability to work independently.

DUTIES : Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Attend to additional duties as assigned.

ENQUIRIES : Technical Related Enquiries: Mr. P.J Soke Tel No: (051) 492 4523
Hr Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523

POST 31/53 : **LAW RESEARCHER, 2023/308/OCJ**

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

CENTRE : Kwa Zulu Natal division of the high court: Durban

- REQUIREMENTS** : Matric Certificate and LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently.
- DUTIES** : Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Attend to additional duties as assigned.
- ENQUIRIES** : Technical Enquiries: Mrs K Marais Tel No: 031 492 5562
Hr Enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
- POST 31/54** : **ASSISTANT DIRECTOR: LIBRARY TECHNICAL SERVICES, REF NO: 2023/309/OCJ**
- SALARY** : R424 104 – R496 467.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court: Braamfontein
- REQUIREMENTS** : Matric Certificate and a 3-year National Diploma/Degree in Library and Information Science or relevant (equivalent) qualification at NQF 6 (360 Credit) as recognised by SAQA. A minimum of 5-year relevant experience of which 2 years must be at supervisory level within the environment. A driver's license. Experience in law library environment will be an added advantage. Knowledge of Supply Chain management processes pertaining to procurement of library resources. Experience in use of IT to deliver information and sound knowledge of MS Office (Word, Excel and PowerPoint). Hands on experience with library OPAC systems, Good Classification Cataloguing and Indexing Skills. Must be able to work confidently under pressure and in a team. Ability to interact with users. Must have initiative with the ability to prioritize. Must have a sense of responsibility.
- DUTIES** : Supervise, control and oversee distribution cataloguing material to cataloguing librarians. Ensure maintenance of standards in the use of International Standards Cataloguing Rules and Dewey decimal classification. Maintain clean catalogue. Manage all library assets and oversee verification of library material. Training of staff and users in the use of library catalogue. Recommend and advise head of the library on library management system. Provide sectional report on monthly basis. Supervise staff and manage the library technical service and website. Provide any other support as maybe instructed by the head of the library. Maintain discipline and performance of the section.
- ENQUIRIES** : Technical Related Enquiries: Mr A. Mdletshe Tel No: 011 359 7400/7472
HR Related Enquiries: Ms K. Mokgathe: 011 359 7400/7561
- POST 31/55** : **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORTING, REF NO: 2023/310/OCJ**
- SALARY** : R424 104 – R496 467.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mbombela High Court
- REQUIREMENTS** : Matric Certificate and a three (3) year National Diploma in Statistics or equivalent qualification at NQF Level 6 (360 Credits) as recognized by SAQA.

Relevant bachelor's degree or Postgraduate qualification at NQF level 7 will be an added advantage. A minimum of three (3) years practical and relevant experience in statistical analysis and reporting of which one (1) must be managerial/supervisory experience at least on salary level 7. A valid driver's license. Skills and Competencies: Computer Skills (MS Office especially Excel). Excellent communication skills (verbal and written). Planning and organizing, problem solving, numerical skills. Attention to detail. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.

DUTIES : Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/check and analyses the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.

ENQUIRIES : Technical Related Enquiries: Mr HC Venter Tel No: (013) 758 0000
HR Related Enquiries: Mr MV Maeko Tel No: (013) 758 0000

POST 31/56 : **REGISTRAR REF NO: 2023/311/OCJ (2 POSTS)**

SALARY : R293 847 – R1 005 801 per annum. (MR3 – MR5, Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Eastern Cape Division of The High Court: Makhanda
: Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. **MR3** - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4** - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5** - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.

DUTIES : Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.

ENQUIRIES : Technical Related Enquiries: Ms L Marshall-Reen Tel No: (041) 502 6600
HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

POST 31/57 : **PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT, REF NO: 2023/312/OCJ**

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

CENTRE REQUIREMENTS : Constitutional Court: Braamfontein
: Matric certificate or equivalent qualification. A three-year National Diploma/Degree in Provisioning Administration/Supply Chain Management will serve as an advantage. A minimum of One (1) year experience in Supply Chain Management will be an added advantage. Skills and Competencies: Planning

and organizing skills. Good interpersonal relations. Effective communication skills (written and verbal). Research skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy, Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations. Fair knowledge of financial systems, e.g. JYP and BAS.

DUTIES : Assist end users with the compilation of compliant specifications. Sourcing quotations as per National Treasury guidelines. Receive and assess quotations to ensure that they comply with the minimum requirements. Request, prepare and compile requisition paperwork. Ensure that all relevant forms are attached. Extend the validity periods of quotes in advance of expiry dates. Capture requisitions on the Supply Chain System. Update the Request for Quotation (RFQ) register on a daily basis. Capture awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Perform other duties as delegated by the supervisor.

ENQUIRIES : Technical Related Enquiries: Mr J Mabena Tel No: 011 359 7400/7596
HR Related Enquiries: Ms K Mokgathe: 011 359 7400/7561

POST 31/58 : **ADMINISTRATION CLERK: LEGAL REF NO: 2023/313/OCJ**

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

CENTRE REQUIREMENTS : Mbombela Magistrate Court
Matric Certificate. An LLB or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA will serve as an added advantage. A minimum of One (1) year' court experience will serve as an added advantage. Skills and Competencies: Knowledge of Public service legislation, prescripts and regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy (MS Office).

DUTIES : Conduct legal research for the Regional Court President/Chief Magistrate. The compilation of court performance statistics monthly/quarterly/annually or as required by Judge President and Regional Court President/Chief Magistrate. Verify and validate statistics received from lower courts. Provide on monthly/quarterly /annual basis the consolidated performance statistics from the Regional Courts/District Courts to the office of the Judge President of Mpumalanga Division of the High Court. Provide administrative functions to the Regional Court President/Chief Magistrate. Case Flow Management - Compile Provincial Efficiency Enhancement Committee (PEEC), Regional Efficiency Enhancement Committee (REEC) / District Efficiency Enhancement Committee (DEEC) Court performance reports and related matters. The successful candidate as part of coordination of judicial functions in terms of section 8(4)(c) of the Superior Courts Act, shall via the statistician of the high court submit to the office of the Judge President quarterly performance reports of all the Regional/District courts within the division. Same performance reports shall also be submitted quarterly to the office of the Regional Court President/Chief Magistrate. The successful candidate shall assist the Regional Court Registrar/Chief Magistrate as requested with reports and inspections.

ENQUIRIES : Technical Related Enquiries: Ms. HC Venter Tel No: (013) 758 0000
HR Related Enquiries: Mr. MV Maeko: (013) 758 0000

POST 31/59 : **ADMINISTRATION CLERK: ASSET CONTROLLER, REF NO: 2023/314/OCJ**

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

CENTRE REQUIREMENTS : Gauteng Division High Court: Pretoria
Matric certificate. The following will be an added advantage: Experience in asset management; A valid driver's licence, understanding of the PFMA, Treasury regulations: PPPFA, Supply Chain management guidelines and other related prescripts; knowledge of the public sector procurement process, rules and regulations. Accuracy and attention to details; computer literacy (MS Office); good communication skills (written and verbal); good administration and organising skills, good Interpersonal public relations skills, ability to work under pressure, independently and self-motivated.

- DUTIES** : Assist in the management of the assets, including recording acquisitions, disposals and transfers. Ensure all new assets are recorded and tagged as soon as possible following delivery. Ensure accuracy and completeness of all assets recorded on the assets register. Maintain accurate and up-to-date asset records including asset descriptions, locations and cost information. Manage the movement/transfer of assets between officials /sections /Departments /Courts. Manage the disposal of assets and ensure these are pre-authorized and are accounted for correctly on the assets register. Ensure that assets are physically verified on a quarterly basis and provide feedback to management on all significant variances and discrepancies identified. Assist the external and internal auditors with the asset's verification process. Reconcile the assets register on the BAS to the trial balance on a monthly basis. Conduct ad-hoc analysis related to assets as requested by management. General office duties.
- ENQUIRIES** : Technical enquiries: Ms S Motau Tel No: 012 492 6803
HR enquiries: Ms T Mbalekwa Tel No: 010 494 8515
- POST 31/60** : **SECRETARY REF NO: 2023/315/OCJ**
- SALARY** : R202 233 – R235 61.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Kwazulu-Natal Provincial Service Centre
- REQUIREMENTS** : Matric certificate. Knowledge and experience of procedures and processes applied in Office Management; Understanding of Confidentiality; Typing as a subject or a Secretarial Certificate or any other relevant training or qualification. A valid driver's license will be an added advantage. Shortlisted candidates may be subjected to a practical test in order to demonstrate their typing and computer skills. Skills and Competencies: Good communication skills (written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, Internet) Ability to conduct basic research, basic problem-solving skills, good judgement and decision making skills, Assertiveness and confidence to interact at all levels, Ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details.
- DUTIES** : Administer an online and physical diary of the Director: Court Operations; Manage information and data on behalf of the Director: Court Operations; Plan and schedule day to day task of the Director: Court Operations; Manage telephone calls and convey messages; Organize meetings/workshops/conference and functions; Draft coherent submission, executive reports, memorandum and letters; Type and edit correspondence; Receive and attend to visitors; Serve refreshment to visitors and/or at identified 101 meetings as indicated by the Director: Court Operations; Handle travel arrangements of accommodation, flights tickets, subsistence and travel claims and any other tasks as directed by the Director: Court Operations; Accompany/attend meetings with the Director: Court Operations and compile minutes and reports.
- ENQUIRIES** : Technical Related Enquiries: Ms. M Ries Tel No: (031) 493 1712
HR Related Enquiries: Ms. SZ Mvuyana Tel No: (031) 493 1721
- POST 31/61** : **USHER MESSENGER, REF NO: 2023/316/OCJ**
- SALARY** : R147 036 – R170 598.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape division of the high court: (Bhisho)
- REQUIREMENTS** : Matric Certificate. Skills and Competencies: Computer literacy (MS Word/Excel). Good communication skills (written and verbal). Good interpersonal relations. Customer service. Interpersonal skills. Conflict Management. Work ethic and motivation. Professional appearance and conduct Self-Management.
- DUTIES** : Render efficient and effective support to the court. Prepare courts timeously and assuring the courts smoothly. To assist by handing up of documents, exhibits to judges. Being of assistance to the witnesses and public while the court are in session. Assisting the advocates by ushering them to and from the Judge's chambers. Assisting Judges by collecting and delivering of files and documents Collection and deliveries of post and documents as required. Distributing of post and documents accordingly.
- ENQUIRIES** : Technical Related Enquiries: Mr L Ceza, Tel No: (040) 608 7700
Hr Related Enquiries: Mr S Mponzo, Tel No: (043) 726 5217

POST 31/62 : **SECURITY OFFICER, REF NO: 2023/317/OCJ**

SALARY : R147 036 – R170 598 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Kwazulu-Natal Division of The High Court: Durban

REQUIREMENTS : Matric certificate or equivalent qualification. Health and Safety certificate and a valid driver's licence. PSIRA from Grade C,B and A and a minimum of one (1) year experience in security environment. Skills and Competencies: Good communication skills (written and verbal), good interpersonal and public relations skills, access to public premises and vehicles Act, evacuation procedure, customer service skills and ability to work under pressure.

DUTIES : Being responsible for the access control to the public vehicles, conducting the security risk assessments, reporting security breaches, monitoring CCTV, controlling keys and the working shifts, maintaining record keeping properly, checking the functionality of all equipment related to security, monitor all activities at access control point, monitor control room to detect unlawful movement in and around the building, render front line services to internal and external clients, patrol in the building to ensure safety measures and control all deliveries at the High Court.

ENQUIRIES : Technical Related Enquiries: Mrs K Marais Tel No: 087 106 1780
HR Enquiries: MS SZ Mvuyana Tel No: 031 492 6206

DEPARTMENT OF PUBLIC ENTERPRISES

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| <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> | : | 15 September 2023 |
| <u>NOTE</u> | : | Applicants are not required to submit copies of qualifications and 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS applications. 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. |

MANAGEMENT ECHELON

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| <u>POST 31/63</u> | : | <u>SPECIALIST: ENERGY (TRANSMISSION AND DISTRIBUTION) REF NO: DPE/2023/015</u> Unit: Energy Enterprises |
| <u>SALARY</u> | : | R1 162 200 per annum (Level 13) All-inclusive salary package) consisting of a Basic salary of 70% and 30% flexible portion that can be structure according to individual's personal needs. |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria A relevant postgraduate qualification in Engineering at NQF level 8 with at least 5 years' research experience related to transmission or distribution electricity sector at MMS level. Knowledge of electricity system economics, global energy trends and SA energy policy. Experience or knowledge in respect of broad energy sector reforms. Candidate must have an understanding of the business economics related to transmission, distribution and demand management of electricity. It is essential that the successful candidate has a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state-owned enterprises (SOC) within the Energy sector. Experience in managing multidisciplinary teams with a professional project driven environment. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem-solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines. |
| <u>DUTIES</u> | : | The Specialist Energy: Transmission and Distribution Network will provide technical support and advise to the accounting and executive authority on Eskom and municipality transmission and distribution network expansion plans and gaps. Provide technical advice on National transmission & distribution asset management, operations, and maintenance. Provide technical support with processes for the development and maintenance of government's overarching electricity network management SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Conduct specialist research projects to define the policy "gaps" affecting the optimal functioning of SOC(s) and affiliates in the Energy Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s) and affiliates in the Energy Complex. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the |

strategic intent of the Energy Complex and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Provide technical support with processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Energy Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct research to enhance the business operations and performance of the Energy Complex. Conduct specialist research projects to model the short-, medium- and long-term business enhancement/expansion prospects for the Energy Complex. Develop pipeline business enhancement/expansion strategies and instruments for the Energy Complex. Conduct technical-economic studies related to electricity transmission and distribution market forecasting, reliability analysis and future national network infrastructure asset requirements. Conduct market research initiatives aimed at identifying the short-, medium- and long-term expansion prospects of the Energy Complex. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/ expansion models for the Energy Complex. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Energy Complex. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Energy Complex. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Develop position papers to at a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects. Develop Project Charters in line with the DPE's Project Governance Instruments. Ensure the development of sub-ordinate specialists' staff members.

- ENQUIRIES** : Mr Benneth Baloyi, Tel (012) 431-1029
Applications for this post to e-mail: recruitbb@dpe.gov.za
- POST 31/64** : **SPECIALIST: ENERGY(GENERATION) REF. NO: DPE/2023/016**
Unit: Energy Enterprises
- SALARY** : R1 162 200 per annum (Level 13 All-inclusive salary package) consisting of a Basic salary 70% and 30% flexible portion that can be structured according to individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant postgraduate qualification in Engineering at NQF level 8 with at least 5 years' experience related to electricity generation at MMS level. Knowledge of electricity generation and electricity supply industry economics, global energy trends and SA energy policy. Experience or knowledge in respect of broad energy sector reforms. Candidate must have knowledge of different electricity power generation facilities and power system operations. It is essential that the successful candidate has a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state-owned enterprises (SOC) within the Energy sector. Experience in managing multidisciplinary teams with a professional project driven environment. Ability to engage with engineers and other technical officials with the objective of providing strategic reports to executive

management with Generation performance improvement interventions. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem-solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.

DUTIES

: Provide technical support with processes for the development and maintenance of government's overarching electricity generation and supply management SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Conduct specialist research projects to define the policy "gaps" affecting the optimal functioning of SOC(s) and affiliates in the Energy Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s) and affiliates in the Energy Complex. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the strategic intent of the Energy Complex and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Provide technical support with processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Energy Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct research to enhance the business operations and performance of the Energy Complex. Conduct specialist research projects to model the short-, medium- and long-term business enhancement/expansion prospects for the Energy Complex. Conduct technical-economic studies related to electricity supply market forecasting, modelling future power station operational reliability, and modelling future electricity supply market. Develop pipeline business enhancement/expansion strategies and instruments for the Energy Complex. Conduct market research initiatives aimed at identifying the short-, medium- and long-term expansion prospects of the Energy Complex. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/ expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/ expansion models for the Energy Complex. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Energy Complex. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Energy Complex. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Develop position papers to at a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects. Develop Project Charters in line with the DPE's Project Governance Instruments. Ensure the development of sub-ordinate specialists' staff members.

ENQUIRIES

: Ms Dineo Masilo, Tel 012 431 1026
Applications for this post to e-mail: recruitdm@dpe.gov.za

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATION** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 18 September 2023
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: 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/>.

MANAGEMENT ECHELON

- POST 31/65** : **CHIEF DIRECTOR: OFFICE OF STANDARDS AND COMPLIANCE REF NO: DPSA 31/2023**
- SALARY** : R1 371 558 per annum (Level 14). (An all-inclusive remuneration package) The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria.
A Senior Certificate, an undergraduate qualification (NQF level 7) as recognised by SAQA, in Public Administration/Public Management Law or related field of study. As stated in the notes above, a Pre-Entry Certificate for SMS must be completed before an appointment can be considered. Minimum of 5 years' experience at Senior Management Level. Minimum of 8 years' appropriate experience in the field of public policy development as well as monitoring and evaluation, developing norms and standards and research development and analysis. Sound Knowledge of the Government's Legislative Frameworks, Public Service Legislative and Policy Framework Government Programs such as the National Development Plan, Key Strategic Priorities of Government, knowledge of public service policy framework and development processes. Managerial Skills: Strategic Management and Leadership, Program

and Project Management, Human Resource Management, Stakeholder Management and Intergovernmental Relations, Planning and organising and Change Management. Technical Skills: Policy development and analysis, Institutional development, Design of Monitoring and Evaluation tools and systems, Monitoring and Evaluation. Generic Skills: Problem Solving, Decision Making, Facilitation, Negotiation, Presentation, Report Writing and Computer Literacy. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment.

DUTIES : To manage and ensure the setting, promotion and enforcement of Public Administration and Management Norms and Standards determined by the Minister, and the Promotion of Compliance by government institutions with the minimum norms and standards. To manage and ensure the implementation of capacity and functionality audits of skills, systems and processes in government institutions. To manage and ensure the monitoring, evaluation and reporting on compliance by government institutions with the public administration and management norms and standards determined by the Minister. To manage the operations systems and processes of the Chief Directorate.

ENQUIRIES : Mr Nyiko Mabunda Tel No: (012) 336 1198.
E-mail your application to Advertisement312023@dpsa.gov.za.

POST 31/66 : **DIRECTOR: SERVICES PLANNING REF NO: DPSA 32/2023**

SALARY : R1 162 200 per annum (Level 13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the state's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria.
REQUIREMENTS : Senior certificate, bachelor's degree in public administration or related qualification (at NQF level 7). Minimum of 5 years at a middle / senior management level. Minimum 8 years appropriate experience in the Service delivery environment. Knowledge: of the Constitution of the Republic of South Africa, the Government Legislative Framework, the Public Service Legislative and Policy Framework, Government programs action such as the National Development Plan, the key Strategic Priorities of Government, and a sound understanding of Operations management. Managerial skills: Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, Teamwork, Confidentiality, Financial management, Human resource management, Research, Change management, Project and program management. Generic Skills: Decision making, Problem-solving, Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Report writing, Computer Literacy, Conflict management. Technical Skills: Service standards theory and practice, Service planning theory and practice, Policy research and development, Macro- government planning systems and strategic planning frameworks, Institutional performance theory and practice, Geographic Information systems (GIS), Spatial data analysis and mapping, Data collection, analysis, and presentation, Monitoring and Evaluation theory and practices.

DUTIES : Manage and undertake the development of prescripts for Service Planning, Manage the provision of implementation support to departments, Manage monitoring and evaluation of compliance and impact assessments of prescripts on Service Planning, Manage all the operations, systems and processes of the Directorate.

ENQUIRIES : Ms. K.V Motalane Tel No: (012) 336 1283.
E-mail your application to Advertisement322023@dpsa.gov.za.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE
NOTE

: 15 September 2023 at 16H00

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

ERRATUM: Kindly note that the following position was advertised in Public Service Vacancy Circular 28 dated 18 August 2023, (1) Senior Administration Officer: Transport Ref No: 2023/319 (2) Artisan Bricklayer: Workshop Ref no: 2023/323 (3) Supervisor: Cleaning Services Ref No: 2023/328 (X2 Posts), please be informed that the positions mentioned circular 28 are being withdraw. And Kindly note that the following position was advertised in Public Service Vacancy Circular 30 dated 25 August 2023 (1) General Worker: Movable Assets Management Ref No: 2023/348, Centre: Cape Town it was advertised with incorrect number of posts which was (X1 post), the correct number will be General Worker: Movable Assets Management Ref No: 2023/348, Centre: Cape Town (X4 Posts), the closing date is extended to 15 September 2023.

MANAGEMENT ECHELON

POST 31/67 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2023/358**

SALARY : R1 146 540.per annum (all-inclusive package in accordance with OSD rules)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A National Higher Diploma (Built Environment Field) / B-Tech (Built Environment Field)/ Honours Degree in any Built Environment field with a minimum of six (6) years post-qualification experience, must be registered as a Professional Construction Project Manager with the SACPCMP. A valid driver's licence. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high-performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills.

DUTIES : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

ENQUIRIES : Ms J Mabaso, Tel: (012) 492 3272
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For attention: Ms NP Mudau

POST 31/68 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2023/359**

SALARY : R1 146 540 per annum (all-inclusive package in accordance with OSD rules)
CENTRE : Durban Regional Office
REQUIREMENTS : A National Higher Diploma (Built Environment Field) / B-Tech (Built Environment Field)/ Honours Degree in any Built Environment field with a minimum of six (6) years post-qualification experience, must be registered as a Professional Construction Project Manager with the SACPCMP. A valid driver's licence. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high-performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills.

DUTIES : Monitor the performance of Project Managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of clients are well interpreted into manageable scopes of work. Procure the services of the Built Environment professionals through stipulated supply chain management processes. Coordinate the work of various professionals to

ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and to make recommendations to the approving authority within the department. Process all interim monthly payments as per the conditions of the contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled out to the Head of Directorate to secure all funding required for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues with the department. Adhere to conditions of OHS. Conduct research on new best practises of materials, techniques and methods. Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients. Provide expert advice to the department.

**ENQUIRIES
APPLICATIONS**

: Mr KB Mbhele Tel :(031) 314 7163
 : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POSY 31/69

: **CHIEF ENGINEER: MECHANICAL (GRADE A) PROJECTS REF NO: 2023/360**

**SALARY
CENTRE
REQUIREMENTS**

: R1 146 540 per annum (all-inclusive package in accordance with OSD rules)
 : Durban Regional Office
 : Engineering degree (B Eng/BSc Eng) or relevant qualification; a minimum of 6 years' post-qualification experience, must be registered with Engineering Council of South Africa (ECSA). A valid driver's license; Prepared to travel; willing to adapt to a working schedule in accordance with office requirements. Knowledge: Mechanical engineering best practice and integration of other engineering services in the built environment; Project Management; Extensive knowledge of all mechanical engineering aspects in the built environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). Skills: Ability to undertake critical review/analysis and apply engineering skills in projects; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer literacy; Planning and Organising; Relationship management; Engineering Computer Aided Software's; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Personal Attributes: Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hardworking; Ability to work independently.

DUTIES

: Implementation and updating of mechanical engineering related policies, manuals, guidelines, standards and specifications; Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives; Develop and maintain professional best practice parameters and quality control measures; Technical evaluation of professional service providers and contractors bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various mechanical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all mechanical engineering related matters at all stages of the project. Review and audit final professional mechanical engineering accounts and construction contract final accounts. Undertake In-house detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is

- completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists and technicians.
- ENQUIRIES** : Mr KB Mbhele, Tel: (031) 314 7163
- APPLICATIONS** : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For attention: Ms NS Nxumalo
- POST 31/70** : **PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 2023/361**
(Re-advertising previously applied applicants are previously encourage to reapply)
- SALARY** : R687 879 (all-inclusive package in accordance with OSD rules)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An appropriate degree in Town and Regional Planning supplemented with a minimum of three (3) years post- Professional Registration with South African Council for Planners (SACPLAN) and extensive relevant experience in the field of Town Planning and/ or related built environment. Experience in various facets of Town & Regional Planning and related built environment legislations / policies and plans. Valid SACPLAN Professional Planner registration certificate and valid driver's licence. Knowledge And Skills: Familiar with Built Environment related legislations / policies and plans. In-depth understanding of all Town and Regional Planning processes. Well-developed Project Management skills. Knowledge of Public Finance Management Act (PFMA), Government Immovable Asset Management Act (GIAMA), Spatial Planning and Land Use Management Act (SPLUMA), National Environmental Management Act (NEMA), treasury regulations and other related government prescripts. Understanding of property development and project management. Stakeholder management skills, problem solving, decision making, communication, interpersonal, report writing, presentation skills, negotiation skills and computer literacy. Personal Attributes: Willing to adapt on work schedule in accordance with office requirements. Ability to work under pressure, willing to travel extensively and ability to communicate at all levels. People orientated, innovative, flexibility and ability to adapt to change. Analytical thinking, hardworking and highly motivated.
- DUTIES** : Leading a team of professionals from different fields from the Department of Public Works & Infrastructure and private sector to marshal and implement property development. Provide professional Town and Regional Planning advice in terms of professional qualifications and experience. Facilitate rapid and punctual delivery of land for the construction of new accommodation for national departments in line with Site Delivery Programme linked to land acquisition and disposal. Conduct research with regards to international best practice process and guidelines. Verify and interpret client department needs, preferences and space norms. Facilitate community involvement / participation and stakeholder support. Prepare site identification audit/ report. Analysis, approval and preparation and site clearance certificates for the proposed development. Apply quality control and verify appropriate site delivery and proactively remove constraints that restrain site clearance progress. Review and formulate Service Level Agreements (SLAs) and Memorandum of Understanding (MoUs) with other state organs/ parastatals and other SOSs. Provide professional and technical support to implementing teams at Head Office or regional level. Facilitate financial management process which contains allocation of budget, payment of consultants, expenditure and human resources. Facilitate and co-ordinate projects for site delivery best practice. Managing private consultants, SOSs/NGOs and officials regarding governmental processes and legislative framework. Develop, implement and maintain the Strategic development plans. Implement relevant Government policies, legislations, Acts and Regulatory Laws in property development. Retrospectively evaluate projects and verify compliance with legal and development conditions. Timely facilitate progress reporting and effective briefing of client. Understand the needs of the clients, prepare terms of reference, brief consultants and scrutinise development conditions. Execute land availability negotiations and entering into service-level agreements with various relevant institutions service providers such as Ingonyama Trust Board, Communal and Traditional land owners, parastatal etc. Resolve environmental impact issues, traffic engineering, heritage impact, land use issues, site demarcation and site development plans etc. Resolve economic development

and planning related matters that affect the South African Provinces. Prepare comprehensive reports and conduct public participation processes with all affected stakeholders. Participate in the formulation and updating of the District and Municipalities Integrated Development Planning (IDPs) meetings.

**ENQUIRIES
APPLICATIONS**

: Mr M Ganiso, tel. (012) 406 1035
: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For attention: Ms NP Mudau

POST 31/71

: **ASSISTANT DIRECTOR: LEASING & ACQUISITIONS REF NO: 2023/362**

**SALARY
CENTRE
REQUIREMENTS**

: R527 298 per annum
: Durban Regional Office
: A three year tertiary qualification (NQF level 6) in Property Management, Financial Management, Legal Studies, Town Planning, Real Estate, Property Law with extensive experience in Property Environment. Extensive experience in Property Acquisitions will be an added advantage. Supervisory Experience. A valid unendorsed driver's license. Willingness to travel. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Property Management Information Sources/Systems, Supply Chain Management Framework, Preferential Procurement Policy Framework, Procurement Directives and Procedures, Government Budget Procedures. Skills: Computer Literacy, Time Management, People Management, Negotiations Skills, Coaching and mentoring skills, Presentation skills, Planning and organizing skills, Diplomacy, Problem solving, Facilitation skills, Effective communication. personal attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-Motivated and Creative.

DUTIES

: Verify confirmation of funds from client's department. Lead the procurement process for all procurements at Head Office. Making findings regarding Offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirement of client department. Support in negotiating terms and conditions of contracts and leases. Compile monthly reports regarding procured properties, ensure lease agreements are within industry trends. Ensure lease optimal procurement practices are followed for all properties. Conduct components monthly report meetings. Compile budget and expenditure reports for the section.

**ENQUIRIES
APPLICATIONS**

: Mr PEM Shozi Tel: (031) 314 7205
: Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 31/72

: **ASSISTANT DIRECTOR: SITE DELIVERY PROGRAMME REF NO: 2023/363**

**SALARY
CENTRE
REQUIREMENTS**

: R527 298 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Town and Regional Planning or relevant qualification recognised by South African Council for Planners to register as Professional Planner and supplemented with a minimum of three (3) years post- qualification and extensive relevant experience in the field of Town Planning administration environment and/ or related built environment. Valid SACPLAN Candidate Certificate and Valid driver's licence are compulsory. Knowledge And Skills: Applicable legislation, Standards and guidelines related to Town and Regional Planning. Technical issues related to Town and Regional Planning, Site layout, feasibility investigations regarding property development, Policy research analysis and development. Procurement processes and procedures. Management of Service Level Agreements and effective communication. Technical report writing, numeracy and computer literacy. Organisation and planning, relationship management, programme and project management. Interpersonal and diplomacy skills, problem solving skills, decision making skills, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative and Solution orientated. Personal Attributes: Willing to adapt on work schedule in accordance with office requirements. Ability to work under pressure, willing to travel extensively and ability to communicate at all levels. People orientated,

DUTIES

innovative, flexibility and ability to adapt to change. Analytical thinking, hardworking and highly motivated.

: Monitor the implementation of Town and Regional Planning principles on fixed asset development. Manage Site Delivery Programme in line with applicable Town and Regional Planning principles in a fixed asset development and as per set timeframes and budgets. Provide site identification delivery services and manage the Site Delivery Programme. Update National Site Delivery Programme upon receipt of Pre-Design Information Requests (PDIRS). Provide monthly site identification and site delivery programme progress report. Conduct research on social development, community facilitation and public participation process. Ensure verification and Understanding of Client departments' needs, preference and space norms. Ensure community involvement and stakeholder support in projects identification. Ensure adherence to attendance of workshop and meeting for critical site identification. Facilitate site delivery and follow –up on approvals of Town Planning related application with relevant competent authorities. Ensure effective relationship with Client departments, UDM, and other relevant departmental stakeholders. Provide helpdesk and stakeholder liaison services on National Site Delivery Programme and attend to site related inquiries. Follow –up on constraints that delay the site clearance process. Follow-up on property projects acquisition status quo and provide updated monthly acquisition reports. Assist Director to liaise and interact with Client Department regarding site delivery programmes. Coordinate site identification report to reduce turnaround time. Assist Town PLANNERS in the execution of their project and issuing of site clearance certificate and site report upon request by internal and external stakeholders within the department. Ensure communication with stakeholders and handle delegations according to relevant protocols and oversee on private development application comments. Provide programme plan for National Site Delivery Programme. Monitor and guide the daily process which provides receipt and resolution of client enquiries. Make Payments on WCS. Resolve any town planning and other related development matters that affect client sites or assets forwarded to Town planning and provide advice on town planning issues. Facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with Project Managers. Identify blockages and required interventions. Develop and manage framework for the development of state assets and ensure the involvement of all related stakeholders. Facilitate the development of the applicable framework and coordinate and monitor the implementation thereof in compliance with Town and Regional Planning legislations, standards and guidelines. Evaluate the impact of private developments on adjoining state assets. Participate on the formulation and updating of the District and Municipal Integrated Development Planning (IDPs) meetings.

**ENQUIRIES
APPLICATIONS**

: Mr M Ganiso, Tel: (012) 406 1035
: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For attention: Ms NP Mudau

POST 31/73

: **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (SCM) REF NO 2023/364**

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum
: Gqeberha Regional Office
: A three-year tertiary qualification (NQF level 6) in Public Administration / Public Management / Supply Chain Management / Public Procurement / Finance with relevant working experience at supervisory level in Demand and or Acquisition Management under Supply Chain Management (SCM). Knowledge: Office Administration, WCS, Procurement Policies and directives, Tender procedures, SCM, Reporting Procedures, Meeting procedures and related requirements, Procurement-related Legislation, including the following: The Constitution of S.A., Public Finance Management Act; Framework for Supply Chain Management Practitioners; Treasury Regulations, Preferential Procurement Policy Framework Act; BBBEE Act, Public Service Act; Public Service Regulations; Accuracy, Organising and Planning; General Office Management; Computer literacy; Problem Solving skills; Good team work skills, Good presentation skills, Decision making skills; Presentation skills, Supervisory and Managerial Skills; High ethical standards; Integrity; Maintain confidentiality and trustworthy; Conflict resolution; Good telephone and email

DUTIES

etiquette. Reliable/ loyal; Consistent; Ability to work under stressful situations; Excellent communication skills at all levels; People orientated; Assertive; Hard-working/ helpful; Self-motivated / Confident; Ability to work independently.

: Ensure confirmation of funds prior to advertising; Ensure receipt of relevant documentation in respect of advertising; Ensure tender advert is compiled correctly and forwarded to government printer; local newspapers; Ensure WCS is updated; Ensure advertising is done on CIDB website (i-Tender) for tenders above R500 000, 00; Ensure timeous receipt of tender documents; copies are made and tender is advertised on notice board; Ensure sale of documents and company details are recorded; Ensure tender/quotations are collected, opened and results read at stipulated closing time; Carry out inspections to ensure results are being recorded and published; Check responsive tenders are forwarded to PM's; Ensure validity dates are captured on WCS; Ensure successful contractor / service provider has been checked with National Treasury; Ensure successful contractor is linked on the WCS and funds are verified; Ensure letter are sent to unsuccessful tenderers; Ensure documents are forwarded to Legal Section for the issuing of the LOA; Ensure tender information is updated on WCS; Ensure tender registers are maintained and monthly tender stats are compiled and forwarded to ASD: Procurement; Monitor progress and motivate staff members; conduct quarterly appraisals; Enforce discipline within unit; give instructions and guidance to staff; Ensure that any enquiries received are resolved and ensure all telephone and counter enquiries received in the tender office are attended to and resolved; Ensure that any complaints received in the tender office are attended to and resolved; Render assistance to internal and external clients pertaining to tender matters and ensure same assistance is rendered by the tender office. Assist with audit queries and requests from auditors; Attend to meeting as and when required; Assist in controlling expenditure and cash flow projections; Assist with maintaining commitment registers; Member of Specification and Evaluation Committee; Assist in ensuring due processes are followed in terms of SCM prescripts; Provide advice as and when required.

**ENQUIRIES
APPLICATIONS**

: Mr. TE Matiso, Tel: (041) 408 2007

: Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms S Mafanya.

POST 31/74

: **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES PLANNING
AND RECRUITMENT REF NO 2023/365**

**SALARY
CENTRE
REQUIREMENTS**

: R359 517 per annum

: Kimberly Regional Office

: A three-year qualification (NQF Level 6) in Human Resource Management or related field. Relevant years' experience in Human Resource Management. Willing to adapt work schedule in accordance with office requirements. Standards, practices, processes and procedures related to HR Recruitment Structure and functioning of the Department. Employment Equity Plan of the Department PERSAL, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Codes of Remuneration, Public Finance Management Act, Conflict management, Project management, Numeracy, Interpersonal and diplomacy skills, advisory skills, supervisory skills, general administration and organisational skills, computer utilisation, analytical thinking, problem solving skills, communication and report writing abilities, creative, ability to work under stressful situations, ability to communicate at all levels, people orientated, punctuality, assertive, hard-working, self-motivated, ability to work independently.

DUTIES

: Facilitate and implement advertising processes. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Obtain quotes for placement of advertisements. Ensure approval of adverts. Arrange placement bookings with advertisement agencies. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicants' profiles. Facilitate the invitation of short-listed applicants. Represent human resources in interviews of short-listed applicants. Communicate with successful applicants. Verify results, certificates, and qualifications. Facilitate the compilation of appointment letters. Facilitate personnel planning requirements. Compile, maintain and communicate the

Human Resource Plan. Undertake human resource assessments as prescribed. Promote the achievement of employment equity and support the Employment Equity Plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms N Hlongwane, Tel: (053) 838 5377
APPLICATIONS : Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For attention: Ms N Hlongwane

POST 31/75 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2023/366**

SALARY : R294 321 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) in Financial Management/ Financial Information System/ Business Management. Accounting and/ or relevant qualification. Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's license. Computer literacy. The following will serve as recommendations: knowledge of SAGE and PMIS, knowledge of property industry, knowledge of property payments, knowledge of procurement and tender regulations. Good verbal and written communication skills.

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

ENQUIRIES : Mr. G Van Niekerk, Tel: (051) 408 7546
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works & Infrastructure, Private Bag X20605, Bloemfontein, 9300 or Hand deliver at 18 President Brandt Street. For attention Mr. D Manus

POST 31/76 : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS AND LEASING REF NO: 2023/367**
 (ring-fenced for Persons with disabilities)

SALARY : R294 321 per annum
CENTRE : Umtata Regional Office
REQUIREMENTS : A three year qualification (NQF Level 6) in Property Management, Real Estate, Built Environment, Public Management or Property Law. Valid Driver's license. Must have relevant experience in acquisition of property and property administration. A sound understanding of Public Finance Management Act (PFMA). Understanding of property market trends and to be able to analyse property market. Understanding of financial administration processes and systems, contractual policies and procedures as well as procurement processes and systems. Effective communication skills

DUTIES : Procure list of properties to be utilized by client departments. Keep track of property markets and its trends. Conduct physical verification of leased properties. Draft lease agreements, submissions and other documentation resulting from negotiations. Advise Client Departments on issues related to property acquisition. Manage lease renewals. Prepare monthly reports.

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| | | Perform administrative related duties within the office. Persons with disability are encouraged to apply. |
| <u>ENQUIRIES</u> | : | Ms. P Ngomane Tel: (047) 502 7000 |
| <u>APPLICATIONS</u> | : | Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For attention: Ms N Mzalisi |
| <u>POST 31/77</u> | : | <u>ADMINISTRATIVE OFFICER: UTILISATION & CONTRACT ADMINISTRATION REF NO 2023/368</u> |
| <u>SALARY</u> | : | R294 321 per annum |
| <u>CENTRE</u> | : | Mthatha Regional Office |
| <u>REQUIREMENTS</u> | : | A three-year tertiary qualification (NQF level 6) in Real Estate, Built environment, Property Law and appropriate experience in property management, Building and property Law will be an added advantage to assist the section for optimal utilization of state owned properties. Knowledge and understanding of the PFMA, Governmental Immovable Asset Management Act (GIAMA), and Property related acts, Property laws and local regulations. Candidate must have strictly drivers licence and be willing to travel. Support the repayment or recovery of outstanding debts and administrate the write off of bad debts. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. |
| <u>DUTIES</u> | : | Updating of the National fixed asset on the property management Information System (PMIS) of the Regional office to reflect all relevant property related information. Keep abreast of Property Management trends to ensure optimal performance and maximum value of fixed assets. Ensure the compliance to GIAMA. Communicate with relevant stake holders regarding the maintenance of the national fixed asset. Carry out regular inspections on state owned properties to ensure maximization of property utilization. Ensure state properties are secured by requesting security services to appoint a security company in trying to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation. Administrate property related contracts and agreements by undertaking tenants verification. Liaise with tenants and clients to attend to complaints from both sides and also update PMIS. Ensure compliance to PFMA, Treasury regulations and other prescripts and policies of the department. Liaise with al spheres of government(s) in respect of property related matters. Carry out all property related matters, rental collection, administration, lease renewals and extension, maintenance etc. Administrate duties as requested by your supervisor. |
| <u>ENQUIRIES</u> | : | Ms. N Twatwa Tel: (047) 502 7000 |
| <u>APPLICATIONS</u> | : | Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For attention: Ms N Mzalisi |
| <u>POST 31/78</u> | : | <u>STATE ACCOUNTANT: INTERNAL CONTROL REF NO 2023/369</u> |
| <u>SALARY</u> | : | R294 321 per annum |
| <u>CENTRE</u> | : | Umtata Regional Office |
| <u>REQUIREMENTS</u> | : | A three year tertiary qualification (NQF Level 6) in Finance, Auditing, Supply Chain Management, Financial Management, Accounting. Appropriate experience in Internal Control / Pre-audit, Supply Chain Management and Finance. Knowledge: Financial prescripts and international standards, Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework. Knowledge of Government Financial system (BAS, PERSAL, PMIS, and LOGIS). Skills and Personal Attributes: Analytical skills, Good communication skills both written and verbal, Ability to work under pressure and meet deadlines. Willingness to work irregular hours |
| <u>DUTIES</u> | : | The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the departmental SCM processes are aligned with those standards that support international best practice. Implement SCM practise note, policies and inform about new prescripts from National Treasury. Identify non-compliance issues by doing the pre-audit and post-audit. Compile a report non-compliance for |

coordination for purposes of financial statement. Review and update SCM standard operating procedure manual, delegation documents and policy for the department. Update the risk register. Reporting on regular basis to Senior Management and National Treasury on the performance of SCM. Provide effective administrative support on contract management. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Verify by scrutinizing contract documents for compliance. Compile monthly registers for Irregular Expenditure, Fruitless & Wasteful Expenditure

ENQUIRIES : Mr. Ngqongqo, Tel: (047) 502 7003
APPLICATION : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works & Infrastructure Private Bag X 5007, Sutherland Street, Mtata 5099 or Hand Deliver at 29 Sutherland Street, PRD II, 5th Floor, Mtata. For attention: Ms. N Mzalisi

POST 31/79 : **ARTISAN PRODUCTION GRADE A: ELECTRICAL REF NO: 2023/370**

SALARY : R223 620 per annum (OSD salary package)
CENTRE : Durban Regional Office
REQUIREMENTS : Passing of an Electrical Trade Test in terms of the Provisions of Section 13 (2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repealed section 27 of the Act, Minimum of 2 years qualified as an Artisan. Valid Driver's license code 8 or more. Knowledge of OHS Act. Problem solving skills, ability to communicate effectively at operational level. Supervision skills. Technical skills.

DUTIES : Maintenance including new work to electrical infrastructure works. Maintain tool. Compile material quantities per project. Supervise assistants and trainees. Do quotations for materials and tools. Report technical faults. Perform electrical related duties. Do electrical faults finding. To work after hours and over the weekends when requested to do so. Compile and update on job cards allocated to you. Transport electrical officials, tools & equipment to sites. Mentor electrical trainees and general workers.

ENQUIRIES : Mr MM Zuma Tel: (072) 406 5212
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 31/80 : **SUPPLY CHAIN MANAGEMENT CLERK: PROVISIONING AND LOGISTICS REF NO: 2023/371**

SALARY : R202 233 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Senior Certificate / Grade 12 certificate or equivalent qualification. Extensive administration experience. Good communication skills (written and verbal). LOGIS literacy. Good planning and or Organizational skills. Ability to work independently and under pressure is essential. Computer literacy (MS Office Packages). Knowledge of SCM, PFMA and PPPFA.

DUTIES : Capture requests for goods and services on LOGIS. Place manual and LOGIS purchase orders with suppliers. Ensure that entity maintenance forms are completed by suppliers, checked and forwarded to Finance. Ensure that vetting documents are provided by service providers, checked and forwarded to Security for screening. Monitor stock levels. Receive and issue stock. Processing of sundry and LOGIS payments and ensuring that invoices are paid within 30 days. Perform monthly reconciliation of payments. Updating of invoices on the Invoice Tracking system, Reapatala. Conduct stock taking. Address general enquiries on LOGIS.

ENQUIRIES : Mr BH Khanyeza Tel (031) 3147038
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 31/81 : **DRIVER OPERATOR/MESSENGER: WORKSHOP REF NO: 2023/372**

SALARY : R147 036 per annum
CENTRE : Durban Regional Office

- REQUIREMENTS** : A Senior Certificate / Grade 12 certificate. Relevant driving experience. Valid driver's license Code 10/ C 1 or above. Valid Professional Driving Permit (PDP), Minimum Information Security Standards (MISS) Act, Technical skills, ability to maintain integrity of confidential information and professionalism, ability to prioritise, basic communication (verbal and written), basic numeracy, basic computer literacy, interpersonal relations.
- DUTIES** : Perform driver/operator related services, drive departmental officials, clients and visitors as may be requested, transport mail and documents for distribution, complete transport schedule regarding trips travelled. Render auxiliary administrative support as required, supports the security profile of the office, support Workshop related activities. Perform general messenger and delivery service, collect post, parcels material, documentation and deliver to specified persons/destinations, ensure proper control over the movement of documents and face value documents, make copies of documents, scan/ email documents, collect office consumables and material.
- ENQUIRIES** : Mr MM Zuma, Tel: (072) 406 5212
- APPLICATIONS** : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

THE DEPARTMENT OF SCIENCE AND INNOVATION

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

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| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>NOTE</u> | : | Applications quoting the relevant reference number must be accompanied by a fully completed and signed new Z83 form and up-to-date curriculum vitae only (including three contactable referees). Each application for employment form must be fully completed, duly signed, dated, and initialled by the applicant. Failure to do so will result in your application not being considered. No copies/attachments/proof of application, only Z83 and CV. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at http://www.dpsa.gov.za/dpsa2q/vacancies.asp . Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Applications received on an incorrect email address will be disqualified. Applications must be submitted as one combined document. Shortlisted candidates will be subjected to personal suitability checks (criminal record check, citizenship verification, previous employment verification and verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. |

OTHER POSTS

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| <u>POST 31/82</u> | : | <u>DEPUTY DIRECTOR: MARKETING AND EVENTS</u> |
| <u>SALARY</u> | : | R811 560 per annum (all-inclusive remuneration package) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | NQF 7 qualification in marketing, communications, public relations or a related field. Advanced degrees or marketing certifications may be an advantage. 3 years' experience in marketing and events management in a similar sector or industry with proven experience in marketing, communications and public relations in a similar role. Knowledge and understanding of the Government Communication Policy and Segmentation Model, as well as project management and events management skills and practices. The ability to manage multiple priorities and meet deadlines. Strong understanding of marketing principles, strategies, and government policies, programmes and services. Excellent written and spoken communication skills. Ability to create compelling and persuasive marketing content and to communicate complex information in a clear and concise manner. Proficiency in digital marketing platforms, technologies, and analytical tools and platforms. Strong analytical skills and the ability to interpret data, analyse market trends, and generate actionable insights and optimisation. Creative thinking and ability to develop effective and innovative marketing campaigns aligned with organisational objectives. Innovative thinker with problem-solving skills. Ability to communicate on all levels, to work independently and as part of a team, to work under pressure and in adverse environments. Have sense of urgency and meet deadlines. Be flexible and adaptable, and able to work effectively in a dynamic and changing environment. Knowledge and understanding of government protocol/practices in terms of marketing and branding protocols. Understanding of Batho Pele principles. Knowledge and understanding of Public Service Regulations and government supply chain management processes. Knowledge of human resources procedures. Knowledge and understanding of emergency and safety standards. Experience in stakeholder engagement, relationship building and collaboration with diverse stakeholders. |
| <u>DUTIES</u> | : | Provide strategic marketing and planning in the department. Ensure campaign development and execution. Ensure events management, outreach programmes and brand management. Oversee and manage human resources, compliance reporting, risk management and procurement. Develop and execute strategic marketing initiatives/campaigns to promote government |

- programmes, services and initiatives, while effectively managing relationships with key stakeholders in the national system of innovation.
- ENQUIRIES** : Ms Dolly Masuku, Tel. 012 843 6692
APPLICATIONS : Applications must be emailed to dd.me@dst.gov.za.
- POST 31/83** : **ASSISTANT DIRECTOR: ADMINISTRATION IN THE OFFICE OF THE HEAD: NATIONAL ADVISORY COUNCIL ON INNOVATION**
(12 Months Contract)
- SALARY** : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Secretarial diploma or equivalent qualification. Minimum of 3 years' experience in secretarial or administration functions support to senior management. Knowledge of departmental policies, applicable protocols, Treasury Regulations, the Public Finance Management Act and Public Service Regulations. Good computer skills (MS Word, Excel, PowerPoint, internet and email), good communication skills, strong negotiation skills, project management, organising and administrative skills (including general office administration and document and file management) and events coordination. Must be client focused, results orientated, proactive and diplomatic. Must have excellent interpersonal relations, the ability to work with and in teams, and the ability to multitask.
- DUTIES** : Provide secretarial support services to the Head: National Advisory Council on Innovation. Render office administration and coordination services. Provide logistics and budgetary support. Ensure stakeholder liaison and events coordination. Manage documents and records in the office.
- ENQUIRIES** : Mr Elvis Kgoale, Tel. 012 843 6409
APPLICATIONS : Applications must be emailed to asda.oddq@dst.gov.za
- POST 31/84** : **REGISTRY CLERK (X 2 POSTS)**
- SALARY** : R202 233 per annum
CENTRE : Pretoria
REQUIREMENTS : A grade 12 or equivalent. No experience required. Knowledge of registry duties and 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 registry work. Planning and organising, and verbal and written communication skills. Computer literacy. Ability to work independently and in a team. Must be flexible and have job knowledge.
- DUTIES** : Provide registry counter services by attending to clients, handling telephonic and other enquiries received, and receiving and registering hand-delivered post/files. Handle incoming and outgoing correspondence, receiving, sorting, registering and dispatching all post. Render an effective filing and record management service by allocating reference numbers, opening and closing files according to the record classification system, filing/storage, tracing (electronically/manually) and retrieving records and files, and completing index cards for all files. Operate office equipment in relation to the registry function, including updating and maintaining the franking machine register, franking mail, recording postage amounts and updating register on a daily basis. Undertake spot checks on post to ensure no private correspondence is included, lock post in postbags for messengers to deliver to the Post Office, provide courier services administration, package parcels/consignments, complete waybills, send emails to service providers for the collection of parcels/consignments, track consignments and file waybills. Process records for archiving and/or disposal, sort and package files for archiving, compile lists of records to be archived and submit to the supervisor.
- ENQUIRIES** : Pulane Selomo, Tel. 012 843 6645
APPLICATIONS : Applications must be emailed to RC@dst.gov.za.

THE 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.

- 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.
- CLOSING DATE** : 15 September 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : 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. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). 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 rights 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 31/85** : **ASSISTANT DIRECTOR: RED TAPE REDUCTION REF NO: ASD: RTR (4 POSTS)**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors Degree (NQF7) in Economics / Public Administration/ Developmental Studies/ Social Science / Business Management as recognised by SAQA. Minimum of 3 years' relevant experience within the business regulatory environment (Impact Assessment). Knowledge of the following will be considered an added advantage: legal and institutional arrangements governing the South Africa public sector and private, modern systems of governance, understanding of the concept of red tape and its reduction and Regulatory Impact Assessments and similar tools and Knowledge of Business processing Improvements / Research methods. Training in Microsoft packages, Project Management and Advanced Management Development Programme. Valid drivers licence. Have proven competencies: Communication (verbal and written), Programme and Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation and Stakeholder relations.
- DUTIES** : Coordinate stakeholder engagements meetings, roadshows and workshops, awareness sessions to highlight the significance of reducing regulatory burden of doing business for entrepreneurs and SMMEs. Analyse legislative instruments, frameworks and provide position papers in respect of identifying hindrances to Entrepreneurs and SMMEs establishment and growth. Identify blockages and inhibitors to economic growth, development and develop mechanisms, tools, programmes that supports the ease of doing business. Coordinate and facilitate resolving of identified hindrances and regulatory restraints to Entrepreneurs and SMMEs establishment and growth. Communication 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 on Tel No: (012) 394-5286/43097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). 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.ee. "REF NO: ASD: RTR"
- POST 31/86** : **OFFICER: RED TAPE REDUCTION REF NO: O: RTR (3 POSTS)**
- SALARY** : R359 517 per annum per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelors Degree (NQF7) in Economics / Public Administration/ Developmental Studies/ Social Science / Business Management as recognised by SAQA. Minimum of 2 years administrative experience in stakeholder consultation environment with specific focus on communication techniques. Training in MS packages, Policy development and Project Management. Have proven competencies: Communication (written and verbal), Interpersonal skills, Attention to detail and Problem Solving, Project Management, Stakeholder Engagement, Service delivery and innovation, Networking, Programme Design and Delivery and Client orientation and customer focus.
- DUTIES** : Conduct impacting factors in support of policy or programme development includes of but not limited to: Desktop research, literature review and primary research (research design, survey design, data collection and analysis) Liaise with stakeholders across government to share best practices and collect status updates on red rape reduction initiatives. Provide support and contribute to the development of mechanisms, tools, programmes or improvement of concepts, theories and operational methods for Entrepreneurs and SMMEs inclusive of but not limited to: Development of SOPs, templates, database maintenance etc. Conduct performance monitoring inspections to determine compliance. Communication with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. Provide general administrative and logistical support to the business unit in respect of minute taking during stakeholder meetings, logistical support during events / workshops / meetings and procurement of goods and services (catering, venues, etc).
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: O: RTR"

NATIONAL 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** : 29 September 2023
- NOTE** : Applications must be accompanied by a completed 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, and D. 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 will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews 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 31/87** : **CHIEF DIRECTOR: REGIONAL INTEGRATION REF NO: DOT/HRM/2023/53**
Branch: Integrated Transport Planning
Chief Directorate: Regional integration
- SALARY** : R1 371 558 per annum (Level 14) (All-inclusive salary package) of which 30% can be structured according to individual needs
- CENTRE** : Pretoria
- REQUIREMENT** : An undergraduate NQF level 7 qualification as recognised by SAQA in International Relations/ Economics/ Political Science/ Transport Economics/ or Logistics Management with a minimum of 5 years' experience at a senior management level in a global/ regional integration environment. Knowledge and Skills: Knowledge and understanding of bilateral and multi-bilateral, an understanding of the political environment, both local and international, an understanding of trade and foreign policies, knowledge in both SADC and AU programmes, activities and operations and the knowledge of project management and intergovernmental relations. The following will serve as strong recommendations: Strong communication skills, both verbal and written, financial management, strategic capability and leadership, people management and leadership, client orientation and customer focus, and change management.
- DUTIES** : Coordinate and facilitate the development and implementation of transport strategies in the SADC region and the continent, enhance Africa Integration

through implementation of initiatives by regional institutions, like New Partnership for Africa Development (NEPAD), African Union (AU), South African Development Community, etc, Enhance and improve efficient flow of goods and people through the borders of the country, enhance and improve efficient trade through the development of new corridors, participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the department and manage the resources of the Chief Directorate.

**ENQUIRIES
NOTE**

: Ms Rirhandzu Mashava Tel No: (012) 309 3197
: 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.

POST 31/88

: **DIRECTOR: PUBLIC ENTITY PERFORMANCE AND COMPLIANCE
(MARITIME) REF NO: DOT/HRM/2023/54**

Branch: Office of the DG
Chief Directorate: Public Entity Oversight
Directorate: Public Entity Performance and Compliance

SALARY

: R1 162 200 per annum (Level 13) (All-inclusive salary package) of which 30% can be structured according to individual needs

**CENTRE
REQUIREMENT**

: Pretoria
: An undergraduate NQF level 7 qualification as recognised by SAQA in Economics/ Financial Management or B.com Accounting with 6-10 years in a corporate governance or state-owned enterprise oversight environment of which 5 years must be at a middle management level. Knowledge and Skills: Legislative and policy prescripts relevant to the Department and its SOEs', corporate governance as it applies to public and private sector, project management, strategic planning and risk management, knowledge and understanding of the Public Finance Management Act (PFMA), knowledge of National Treasury Regulations and other relevant legislation and policies relevant to public entities, Understanding of corporate governance processes, the facilitation of appointments for boards or councils of public entities and the coordination of entities' strategic and annual performance plans, knowledge and understanding of monitoring the performance of public entities, knowledge of data analysis, financial and non-financial report writing including policy formulation and evaluation. The following will serve as strong recommendations: Strong communication skills, both verbal and written, financial management, strategic capability and leadership, people management and leadership, client orientation and customer focus, and change management.

DUTIES

: Ensure Alignment of Public Entity Planning documents (Corporate Plans, Strategic plans, Annual Performance Agreements) with the Strategic Plan of Departments, monitor and evaluate the performance of Department of Transport entities as stated in the planning documents, monitor compliance with the Public Finance Management Act (PFMA), and/ or Agency enabling legislation regulations and policies, manage stakeholder relations, participate in project teams to achieve a multi-disciplinary approach to meet the set objectives of the Department and manage the resources of the Directorate.

**ENQUIRIES
NOTE**

: Ms Molatelo Motsepe Tel No: (012) 309 3851
: Preference will be given to African Male/Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

POST 31/89

: **DIRECTOR: PUBLIC ENTITY PERFORMANCE AND COMPLIANCE
(ROADS) REF NO: DOT/HRM/2023/55**

Branch: Office of the DG
Chief Directorate: Public Entity Oversight
Directorate: Public Entity Performance and Compliance

SALARY

: R1 162 200 per annum (Level 13) (All-inclusive salary package) of which 30% can be structured according to individual needs

**CENTRE
REQUIREMENT**

: Pretoria
: An undergraduate NQF level 7 qualification as recognised by SAQA in Economics/ Financial Management or B.com Accounting with 6-10 years in a corporate governance or state-owned enterprise oversight environment of which 5 years must be at a middle management level. Knowledge and Skills: Legislative and policy prescripts relevant to the Department and its SOEs',

corporate governance as it applies to public and private sector, project management, strategic planning and risk management, knowledge and understanding of the Public Finance Management Act (PFMA), knowledge of National Treasury Regulations and other relevant legislation and policies relevant to public entities, Understanding of corporate governance processes, the facilitation of appointments for boards or councils of public entities and the coordination of entities' strategic and annual performance plans, knowledge and understanding of monitoring the performance of public entities, knowledge of data analysis, financial and non-financial report writing including policy formulation and evaluation. The following will serve as strong recommendations: Strong communication skills, both verbal and written, financial management, strategic capability and leadership, people management and leadership, client orientation and customer focus, and change management.

- DUTIES** : Ensure Alignment of Public Entity Planning documents (Corporate Plans, Strategic plans, Annual Performance Agreements) with the Strategic Plan of Departments, monitor and evaluate the performance of Department of Transport entities as stated in the planning documents, monitor compliance with the Public Finance Management Act (PFMA), and/ or Agency enabling legislation regulations and policies, manage stakeholder relations, participate in project teams to achieve a multi-disciplinary approach to meet the set objectives of the Department and manage the resources of the Directorate.
- ENQUIRIES** : Ms Molatelo Motsepe Tel No: (012) 309 3851
- NOTE** : Preference will be given to African Male/Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

OTHER POSTS

- POST 31/90** : **DEPUTY DIRECTOR: RAIL, AVIATION, AND MARITIME PUBLIC ENTITY PERFORMANCE AND COMPLIANCE REF NO: DOT/HRM/2023/56**
 Branch: Office of the DG
 Chief Directorate: Public Entity Oversight
 Directorate: Public Entity Performance and Compliance
 Sub Directorate: Maritime Public Entity Performance and Compliance

- SALARY** : R811 560 per annum (Level 11) (All-inclusive salary package) of which 30% can be structured according to individual needs

- CENTRE** : Pretoria
- REQUIREMENT** : An undergraduate NQF level 6 qualification as recognised by SAQA in Economics/ Financial Management or Accounting with 5 years in a corporate governance or state-owned enterprise oversight environment of which 3 years must be at a junior management or Assistant Director level. Knowledge and Skills: Legislative and policy prescripts relevant to the Department and its SOEs', corporate governance as it applies to public and private sector, project management, strategic planning and risk management, knowledge and understanding of the Public Finance Management Act (PFMA), knowledge of National Treasury Regulations and other relevant legislation and policies relevant to public entities, Understanding of corporate governance processes, the facilitation of appointments for boards or councils of public entities and the coordination of entities' strategic and annual performance plans, knowledge and understanding of monitoring the performance of public entities, knowledge of data analysis, financial and non-financial report writing including policy formulation and evaluation. The following will serve as strong recommendations: Strong communication skills, both verbal and written, financial management, strategic capability and leadership, people management and leadership, client orientation and customer focus, and change management.

- DUTIES** : Ensure Alignment of Public Entity Planning documents (Corporate Plans, Strategic plans, Annual Performance Agreements) with the Strategic Plan of Departments, monitor and evaluate the performance of Department of Transport entities as stated in the planning documents, monitor compliance with the Public Finance Management Act (PFMA), and/ or Agency enabling legislation regulations and policies including Audit functions, manage stakeholder relationships, participate in project teams to achieve a multi-disciplinary approach to meet the set objectives of the Department and manage the sub-directorate.

ENQUIRIES : Ms Molatelo Motsepe Tel No: (012) 309 3851
NOTE : Preference will be given to African Male, Coloured Male /Female, White Male and persons with disabilities are encouraged to apply for the position.

POST 31/91 : **ASSISTANT DIRECTOR: BLACK ECONOMIC EMPOWERMENT REF NO: DOT/HRM/2023/57**
Branch: integrated Transport Planning
Chief Directorate: Modelling and Economic Analysis
Directorate: Black Economic Empowerment
Re-advert, candidates who previously applied must apply again.

SALARY : R527 298 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENT : An undergraduate NQF level 6 qualification as recognised by SAQA in Economics/ Transport Management/ Business Administration/ Law/ Logistics/ Transport and Logistics Management with 3 years of experience at a supervisory or practitioner level in Black Economic Empowerment environment. Knowledge and Skills: Must have knowledge of Broad-Based Black Economic Empowerment, must be knowledgeable about institutional arrangements of Dot's eight sub-sectors, ability to establish relationships with a wide variety of stakeholders, excellent stakeholder interaction and management skills, interpersonal and peoples management, leadership qualities, pay attention to details and apply systematic approach, good verbal and written communication, excellent computer skills, above-average analytical skills, thorough understanding of transformation and Broad Based Black Economic Empowerment Principles, Legislation and requirements, Understanding of corporate governance, PFMA, EEA, PPPFA, SDA, etc.

DUTIES : Develop and amend the Integrated Transport Sector Code, Facilitate the functioning of the Integrated Transport Sector (TIS) Charter Council, Facilitate the B-BBEE Audit for the Department Annually, identify transformation opportunities within the DoT's eight subsectors, entities and other departments, meet set objectives of the Department and manage the resources of the Department.

ENQUIRIES : Mr Ntsieni Ntsieni Tel No: (012) 309 3881
NOTE : Preference will be given to African Male, Coloured Male /Female, Indian Male/Female, White Male/Female and persons with disabilities are encouraged to apply for the position.

POST 31/92 : **SENIOR ADMINISTRATIVE OFFICER: BLACK ECONOMIC EMPOWERMENT REF NO: DOT/HRM/2023/58**
Branch: integrated Transport Planning
Chief Directorate: Modelling and Economic Analysis
Directorate: Black Economic Empowerment
Re-advert, candidates who previously applied must apply again.

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENT : An undergraduate NQF level 6 qualification as recognised by SAQA in Economics/ Transport Management/ Business Administration/ Law/ Logistics/ Transport and Logistics Management with 2-3 years of experience in the Broad-Based Black Economic Empowerment environment. Knowledge and Skills: Must have knowledge of Broad-Based Black Economic Empowerment, must be knowledgeable about institutional arrangements of Dot's eight sub-sectors, ability to establish relationships with a wide variety of stakeholders, excellent stakeholder interaction skills, pay attention to details and apply systematic approach, good verbal and written communication, excellent computer skills, above-average analytical skills, thorough understanding of transformation and Broad Based Black Economic Empowerment Principles, Legislation and requirements, Understanding of corporate governance, PFMA, EEA, PPPFA, SDA, etc.

DUTIES : Implement the BEE legislation in the Department, identify transformation opportunities within the Dot's eight subsector, entities and other departments, facilitate the functioning of the Integrated transport Sector Charter Council and provide general administration.

ENQUIRIES : Mr Ntsieni Ntsieni Tel No: (012) 309 3881

- NOTE** : Preference will be given to African Male, Coloured Female, Indian Male/Female, White Male and persons with disabilities are encouraged to apply for the position.
- POST 31/93** : **SENIOR ADMINISTRATIVE OFFICER: TRAVEL SERVICE AND RECONCILIATION REF NO: DOT/HRM/2023/59**
 Branch: Corporate Services
 Chief Directorate: Corporate Management
 Directorate: Travel and Facilities Management
- SALARY CENTRE REQUIREMENT** : R359 517 per annum (Level 08)
 : Pretoria
 : An undergraduate NQF level 6 qualification as recognised by SAQA in Public Management/ Business Management/ Procurement/ Financial Management/ Transport and Logistics Management with 3 years relevant experience in travel procurement and reconciliation environment. Knowledge and Skills: PFMA, Treasury Regulations and Instructions, Communication skills, both written and verbal, Computer literacy, thorough understanding of prescripts, financial management and travel policy for the department.
- DUTIES** : Reconcile travel accounts, validate payments of travel accounts, attend to irregular, fruitless and wasteful expenditure in respect of travel arrangements and provide supervision of staff.
- ENQUIRIES NOTE** : MS Elisa Eeland Tel No: (012) 309 3562
 : Preference will be given to African Male, Coloured Female, Indian Male/Female, White Male and persons with disabilities are encouraged to apply for the position.
- POST 31/94** : **DANGEROUS GOODS OFFICER REF NO: DOT/HRM/2023/60**
 Branch: Road Transport
 Chief Directorate: Road Transport Regulation
 Directorate: Compliance
 Sub-Directorate: Dangerous Goods
- SALARY CENTRE REQUIREMENT** : R359 517 per annum (Level 08)
 : Pretoria
 : An undergraduate NQF level 6 qualification as recognised by SAQA in Transport Management or Traffic Management with 2 years' experience in the dangerous goods environment. Knowledge and Skills: Knowledge of the National Roads Traffic Act, computer literacy, sound English writing, reading, and speaking skills, office administration skills coordination skills, presentation and facilitation skills, operational planning skills.
- DUTIES** : Conduct evaluations and inspections at premises of approved dangerous goods training bodies, operators, consigners and consignees, participate in evaluation and recommendation for the approval of training bodies to the Minister, conduct road side inspections of operators with law enforcers, facilitate information sessions of law enforcers and the dangerous goods industry, assist with the alignment of National Anti-fraud and corruption Strategy with the Anti-Corruption Strategy, and provide general administrative support services.
- ENQUIRIES NOTE** : Ms Laetitia Botma Tel No: (012) 309 3763
 : Preference will be given to African Male, Coloured Female, Indian Male/Female, White Male and persons with disabilities are encouraged to apply for the position.

DEPARTMENT OF WATER AND SANITATION

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| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>NOTE</u> | : | 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 Sanitations website, under career opportunities or the DPSSA 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, driver's 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 DPSSA 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 driver's 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. 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

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| <u>POST 31/95</u> | : | <u>ENGINEER PRODUCTION GRADE A – C (ELECTRICAL) REF NO: 150923/01 (X2 POSTS)</u> Branch: Infrastructure Management: Head Office Directorate: Mechanical/Electrical Engineering Sd: Electrical Engineering |
| <u>SALARY</u> | : | R795 147 - R1 197 978 per annum (all-inclusive OSD salary package) (offer will be based on proven years of experience) |
| <u>CENTRE</u> | : | Pretoria Head Office |
| <u>REQUIREMENTS</u> | : | An Engineering degree (B Eng / BSc (Eng) or relevant engineering qualification. Three (3) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. The disclosure of a valid unexpired drivers' License. Understanding of programme and project management. Knowledge of engineering design and analysis. Knowledge and understanding of research and development. Knowledge of computer aided engineering applications. Knowledge of legal compliance, technical and report writing. Decision making, teamwork, and good communication skills (both verbal and written). |
| <u>DUTIES</u> | : | Design new systems to solve practical engineering challenges. Improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure through evaluation that planning and design by others is done according to sound engineering principles. Ensure training and development of technicians, technologists, and candidate engineers. Manage resources, prepare, and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure. |

ENQUIRIES : Mr. E Manhimanzi, Tel No: (012) 336 8621
APPLICATIONS : Pretoria (Head 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 to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria for Attention: Planning, Recruitment and Selection Unit.

POST 31/96 : **ENGINEER PRODUCTION GRADE A - C (CIVIL) REF NO: 150923/02**
Branch: Infrastructure Management: Southern Operations
CD: Water Resources Infrastructure Operations and Maintenance

SALARY : R795 147 – R1 197 978 per annum (all-inclusive OSD salary package) (offer will be based on proven years of experience)

CENTRE : Port Elizabeth/Gqeberha
REQUIREMENTS : An Engineering degree (B Eng/ BSc (Eng) or relevant qualification in Civil Engineering. Three (3) years post qualification experience in engineering. Compulsory registration with ECSA as a Professional Engineer. The disclosure of a valid unexpired drivers' license. Knowledge of the following fields will be an added advantage: Water infrastructure maintenance management, Flood Hydrology, Engineering Economics, Project Management, Water resources system operation, Environmental management, and General Conditions of Contract for Construction Works. Knowledge and understanding of the National Water Act and the Public Finance Management Act. Knowledge of engineering design and analysis. Understanding of programme and project management. Technical report writing skills. Decision making, teamwork, customer focus, and responsiveness. Good communication skills (both verbal and written).

DUTIES : Assessment of bulk raw water infrastructure. Risk based programming of infrastructure maintenance and rehabilitation. Planning of infrastructure projects. Designing rehabilitation solutions to infrastructure failure. Preparing drawings and tender documentation for infrastructure maintenance and rehabilitation projects. Managing procurement of service providers to do rehabilitation and maintenance work. Serving as client's agent in construction contracts. Managing maintenance and rehabilitation projects and programmes including planning, cost management and progress reporting. Inputs into the development of annual performance plans and budget for the sub-directorate: Technical support services. Management of staff under his/her supervision. Capacity building and technical assistance on bulk raw water infrastructure of stake holders. Mentoring of graduates and technicians

ENQUIRIES : Mr. G Daniell, Tel No: (041) 508 9706
APPLICATIONS : WRIOM Southern Operations (Port Elizabeth/Gqeberha): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, P.O Box 550, 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. M Jonkerman.

POST 31/97 : **SURVEY TECHNICIAN PRODUCTION GRADE A-C REF NO: 150923/03**
(Re-advertisement applicants who previously applied are encouraged to re-apply)
Branch: Infrastructure Management: Southern Operations: Survey Services

SALARY : R353 013 – R531 117 per annum (OSD) (Offer Will Be Based on Proven Years of Experience)

CENTRE : Port Elizabeth / Gqeberha
REQUIREMENTS : A National Diploma in Survey or Cartography (T or N Stream) or relevant qualification. Three (3) years post qualification technical (Survey) experience. Professional registration with the South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. The disclosure of a valid unexpired driver's license. A valid skipper's license category R power driven vessels will be an added advantage. Project Management skills. Good written and verbal communication skills. Physical fitness. Computer literacy skills preferable in MS Excel, MS Word, and MS Power Point. Computer Added Design (CAD) and survey calculation packages in particular Model Maker, MS Office, Hypack and Trimble business Centre. Practical experience: Precise Engineering Surveys, Topographic and detail surveys, Hydrographic Surveys and Cadastral Surveys. Be fully conversant with GPS and other survey equipment (Total Stations, levels etc.) Good Leadership qualities.

- DUTIES** : Conduct precise engineering surveys for deformation and settlement monitoring of structures. Topographic and detail surveys for design and construction. Hydrographic surveys for capacity determination and processing of echo soundings. Cadastral Surveys for determination of servitudes and purchase lines. Make use of computer equipment to produce final maps and reports. Perform duties away from the office and must be able to travel excessive distances. Undertake deformation surveys, tacheometrical surveys, hydrographic surveys, aerial surveys, calibration surveys, planning and ground control. GPS rapid static, Kinematic surveys and processing, cadastral surveys. Training of assisting survey personnel. Perform administrative and related functions. Execute ad hoc tasks.
- ENQUIRIES APPLICATIONS** : Mr HFM Lodewyk, Tel No: (041) 508 9769
 : WRIOM Southern Operations (Gqeberha / Port Elizabeth): Please forward your application to The Department of Water and Sanitation, P.O Box 5501, Walmer, Gqeberha / 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. M Jonkerman.
- NOTE** : Candidates may be subjected to a skills and knowledge test.
- POST 31/98** : **WATER CONTROL AID REF NO: 150923/04**
 (Re-advertisement applicants who previously applied are encouraged to re-apply)
 Branch: Infrastructure Management: Southern Operation
- SALARY CENTRE REQUIREMENTS** : R171 537 per annum (Level 04)
 : Wolwedans Dam
 : A Grade 12 Certificate or AET (Adult Education Training). Basic knowledge in controlling and managing water distribution for all Government Waterworks within the Area Offices jurisdiction. Basic Knowledge in policy implementation. Basic knowledge in monitoring and evaluation principles. Basic disciplinary understanding in Occupational Health and Safety and in Public Administration. Basic understanding in supporting water utilization and water resource strategy. Basic understanding of flood controlling and basic understanding of Government Legislation.
- DUTIES** : Distribute water in respect to instruction given by managers. Do routine maintenance in the Government Waterworks canals, pipelines and river outlets. Open sluices for distributing water on the Government Waterworks to water users. Clear water plants, grass and algae in canals, dirty canals, and wastage by irrigators. Attend to problems regarding obstacles in canals. Conduct general routine inspection. Remove stones and sand on water canals/pipelines/river outlets. Keep gauge plates clean. Keep inlet hole to measuring box open. Look for cracks in measuring structures and report defects. Paint a mark above gauge plate. Report irregularities with accordance to scheme regulations. Keep structures clean and their surroundings. Keep embankments in good conditions and holes are reported. Stagnant water on the embankments must be reported. Conduct minor maintenance of canals, measuring structures, sluices, and servitudes. Ensure that sluices numbers are clearly painted. Keep grids clean and repair minor wash outs. Ensure safe keeping of equipment and property. Keep equipment in the stores safe and always lock storerooms. Update administration records and keep register up to date.
- ENQUIRIES APPLICATIONS** : Mr. T Monwabisi, Tel No: (021) 941 6045
 : WRIOM Southern Operations (Wolwedans Dam): 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: Ms. B Gqokoma / Mr M Jonkerman.

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

CLOSING DATE : 15 September 2023

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

OTHER POSTS

POST 31/99 : **MEDICAL OFFICER: (OBSTETRICS & GYNECOLOGY, OPHTHALMOLOGY, SURGERY, GRADE 1-3 REF NO: H/M/33 (3 POSTS))**

SALARY : Grade 1: R906 540 - R975 738.per annum
Grade 2: R1 034 373 - R1 129 116.per annum
Grade 3: R1 197 150 - R1 491 627 per annum. OSD (excluding Commuted Overtime) all-inclusive package consists of 70% basic salary and 30% flexible

**CENTRE
REQUIREMENTS**

portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

: Dihlabeng Regional Hospital: Bethlehem
: Matric, Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Valid registration with the Health Professionals' Council of South Africa (HPCSA) as an independent practitioner. Current registration with the HPCSA for the period of 2023/2024. Experience **Grade 1:** None after registration as a Medical Practitioner with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with HPCSA as a Medical Practitioner. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Practitioner after registration with HPCSA in a recognised normal speciality. Valid driver's license. Knowledge And Skills: Post-internship experience in Obstetrics & Gynecology, Ophthalmology or Surgery, responsible management of resources. Team player willing to support other clinical disciplines when they are short staffed.

DUTIES

: Daily clinical management of patients at secondary level as part of a team in a clinical discipline, Gaining skills in the relevant disciplines under the guidance of the specialists. Supervising and training of medical interns 7 students. Academic presentations in the relevant disciplines. Group 3 overtime calls covering anaesthesia and an option of non-surgical calls or surgical calls. Completion of all relevant documents relating to patient care including clinical records, J88's, RAF, COID, etc.

**ENQUIRIES
APPLICATIONS**

: Dr WJ Selfridge, Telephone Number: (058 307 1032)
: To Be Sent To: The Chief Executive Officer, Dihlabeng Regional Hospital, PO Box X3, Bethlehem, 9700 or hand delivered Dihlabeng Regional Hospital, Bethlehem, 9700. (For attention Mr S Shabangu),

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 31/100** : **HEAD OF CLINICAL UNIT EMERGENCY MEDICINE REF NO:
TMRH/HOU/EM/2023/08/01 (1 POTS)**
Directorate: Medical Services
- SALARY** : R1 887 363.per annum (All Inclusive)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Appropriate postgraduate qualification that allows for registration with the HPCSA as Specialist Emergency Physician. A minimum of 3 years appropriate experience as Specialist Emergency Physician after registration with the HPCSA as Medical Specialist in Emergency Medicine. Experience in undergraduate and postgraduate training, including research. Understanding of basic Human Resource matters including labour relations and RWOPS. Understanding of basic Finance matters such as cost drivers and budget allocations. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing public service. Managerial and problem-solving skills. Good communication and supervisory skills. Stress-tolerance and the ability to work in a team.
- DUTIES** : Provide clinical services in the institution. Implement departmental strategic and operational plans for clinical services. Train and supervise undergraduate and postgraduate students and participate in research. Facilitate clinical governance processes within the department, including clinical audits and clinical risk management. Implement measures to minimise wasteful and fruitless expenditure within the department. Generate the annual demand and procurement plans for the department. Oversee the human resource matters of the department such as leave disciplinary issues and employee wellness. Represent the clinical department at administrative, managerial, or clinical committees, meetings, and other events.
- ENQUIRIES** : Dr. D. Mdluli - Clinical Manager. Tel: 011 891 7304
APPLICATIONS : should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- NOTE** : Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates

will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 15 September 2023
- POST 31/101** : **HEAD OF CLINICAL UNIT INTERNAL MEDICINE REF NO: TMRH/HOU/IM/2023/08/02 (1 POST)**
Directorate: Medical Services
- SALARY** : R1 887 363.per annum (All Inclusive)
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Appropriate postgraduate qualification that allows for registration with the HPCSA as Specialist Physician. A minimum of 3 years appropriate experience as Specialist Physician after registration with the HPCSA as Medical Specialist in Internal Medicine. Experience in undergraduate and postgraduate training, including research. Understanding of basic Human Resource matters including labour relations and RWOPS. Understanding of basic Finance matters such as cost drivers and budget allocations. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing public service. Managerial and problem-solving skills. Good communication and supervisory skills. Stress-tolerance and the ability to work in a team.
- DUTIES** : Provide clinical services in the institution. Implement departmental strategic and operational plans for clinical services. Train and supervise undergraduate and postgraduate students and participate in research. Facilitate clinical governance processes within the department, including clinical audits and clinical risk management. Implement measures to minimise wasteful and fruitless expenditure within the department. Generate the annual demand and procurement plans for the department. Oversee the human resource matters of the department such as leave disciplinary issues and employee wellness. Represent the clinical department at administrative, managerial, or clinical committees, meetings, and other events.
- ENQUIRIES** : Dr KKR Mathosa - Clinical Manager. Tel: 011 891 7307: and Dr. D. Mdluli - Clinical Manager. Tel: 011 891 7304
- APPLICATIONS** : should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- NOTE** : Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months

after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 15 September 2023
- POST 31/102** : **MEDICAL OFFICER GRADE 1-3**
Directorate: Medical
- SALARY CENTRE REQUIREMENTS** : R906 540 – R975 738 per annum (All-inclusive package)
Tara the H. Moross Centre, Sandton
Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with HPCSA as an Independent Medical Practitioner. Current registration with HPCSA. An interest in psychiatry and experience in psychiatry will be an advantage. Must be computer literate. Must have good communication skills.
- DUTIES** : Clinical assessment, history taking, mental status examination and physical examination of psychiatry patients. Formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record keeping of all laboratory results. Participation in ward / departmental administrative duties to maintain ward records. Teaching of students. Commitment to highest level of care, ethics, professionalism and punctuality. Expected ability to work within a multi-disciplinary team and to report all conflicts of interest and corruption. Willingness to participate in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand. Medical officers will be expected to perform clinical and overtime duties at any of the Gauteng Department of Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand.
- ENQUIRIES APPLICATIONS** : Ronelle.Price-Hughes@gauteng.gov.za / Tel No: 011 535 3001
must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
- NOTE** : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
- CLOSING DATE** : 15 September 2023
- POST 31/103** : **PSYCHOLOGIST (EMPLOYEE HEALTH AND WELLNESS PROGRAMME)**
REF NO: TMRH/PSYCH/2023/08/03 (1 POST)
Directorate: Human Resource Management
- SALARY** : Grade 1: R790 077.per annum
Grade 2: R918 630.per annum

- CENTRE REQUIREMENTS** :
- : Grade 3: R1 063 611.per annum (All Inclusive)
 - : Thelle Mogoerane Regional Hospital
 - : Grade 12 with Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in relevant registration category (e.g. Clinical, Counselling and Research Psychology). **Grade I** Appropriate qualification that allows for registration with HPCSA as Clinical Psychologist. Registration with the HPCSA I. No experience required after registration with the HPCSA. **Grade II** Appropriate qualification that allows for registration with the relevant council/ HPCSA and a minimum of 5 years' appropriate experience. **Grade III** Appropriate qualification that allows for registration with the HPCSA. A minimum of 10 years' appropriate experience. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as Psychologist in any of the identified registration categories. Shortlisted candidates will be required to submit a valid work permit for Non-South African Citizens. Extensive knowledge of relevant legislation and policies. PFMA and Public Service Act and Regulations. Good communication, interpersonal, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Relevant experience and courses in the EAP field may be an added advantage. A valid driver's license is essential. Proven ability to operate a computer.
- DUTIES** :
- : Management and coordination, planning and implementation of all psychological assessment in the institution. Ensure the rendering of a professional, integrated service by Employee Health and Wellness Programme (EHWP) to employees. Render psycho-diagnostic and psychotherapeutic services and interventions: (e.g. Counselling and Psychotherapy). Designing, managing, and evaluating programmes aimed at alleviating psychological distress or psychiatric conditions. Display a concern for employees. Management of mental health related initiatives. Conduct Organizational Diagnosis and team building initiatives. Take action to improve the mental well-being of employees and interventions to assist them with emotional, personal and work-related problems within the organisation. Manage the development and monitor the implementation of corporate well-being policies and strategies. Advise management on corporate well-being services. Develop wellness management programmes and conduct training to meet institutional goals. Provide direction on conducting of surveys, trends and development of interventions. Manage the development and implementation of Disability, Violence in the workplace, Sexual harassment policies and programmes. Provide direction and manage Diversity, Disability, Sexual harassment and Gender Programmes and Interventions. Market Psychological Services and improving awareness on services offered within the organisation. Assist in Psychometric testing. Participate in health calendar events.
- ENQUIRIES APPLICATIONS** :
- : MR. J. Kubheka Tel No: (011) 897 7306:
 - : Should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- NOTE** :
- : Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the

right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 15 September 2023
- POST 31/104** : **PNB3 OPERATIONAL MANAGER: SPECIALITY REF NO: SDHS/08/2023 (2 POSTS)**
- SALARY** : R627 474.per annum, (plus benefits)
- CENTRE** : Sedibeng District Health
- REQUIREMENTS** : Basic R425 qualification (Diploma / Degree in nursing) that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in PHC or Advance Midwifery speciality. Diploma OR Degree in Nursing Management/Administration will be an added advantage, will be given priority. Must be Computer literate and have driver's license. Knowledge of Nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act etc. Skills required: 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. Interpersonal skills including conflict management and counselling. Insight into the procedures and policies pertaining to Nursing care. Demonstrate an in-depth understanding in nursing legislation and related legal and ethical nursing practises and how this impact on service delivery.
- DUTIES** : Planning, Organising, Leading and Controlling of optimal, holistic primary health care service with set standards within the professional/legal framework. Manage effectively the clinic and utilization of resources. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development. Display a concern for patients by promoting, advocating, facilitating proper treatment/care and ensuring that the facility adheres to Principles of Batho Pele and patient centred approach. Ensure Clinical Nursing Practice by nursing team in accordance with the scope of practice and nursing standards. Knowledge of Labour Relations Act and Disciplinary Code and Procedure. Implement annual performance plan for the health facility. Work collaboratively with the internal and external stakeholders.
- ENQUIRIES** : Ms. D. Pepenene Tel: (016) 950 6267
- APPLICATIONS** : Applications must be submitted to: Sedibeng District Health, Attention Deputy Director Human Resource. Hand Delivery at Johan Heyns, HR Department, 2nd Floor and sign in register book 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.
- NOTE** : 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. Shortlisted applicants in a possession of a foreign qualification must provide an evaluation certificate from the South African Qualifications Authority (SAQA). Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to

apply. 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.

- CLOSING DATE** : 15 September 2023
- POST 31/105** : **OPERATIONAL MANAGER - GENERAL**
Directorate: Nursing
- SALARY** : R497 193 – R559 686.per annum (plus benefits)
- CENTRE** : Tara the H. Moross Centre, Sandton
- REQUIREMENTS** : Appropriate Diploma / Degree in Nursing (R425) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A minimum of seven (7) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. A one-year Post Basic Qualification in Advance Psychiatry which is accredited by SANC will be an added advantage. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, Public Sector Regulations, Regulated Norms and Standards and other legislative framework. Computer literacy and valid driver's license
- DUTIES** : The Operational Manager will work day and night shift, weekends, and Public Holidays. Rotate in different Units and drive change for effective and efficient service delivery. Demonstrate basic understanding of Human Resource Policies and Practices through effective implementation of PMDS, Disciplinary Code, Leave Management and Supply Chain Management procedures. Demonstrate effective communication with other health care professionals and supervisors including complex reporting when required. Ensure effective and efficient coordination and integration of quality Nursing care through compliance to Batho Pele Principles, Mental Health Care Act procedures and Quality Assurance standards. Compile monthly reports and other statistical report. Participate in the Hospital Committees, Training, Coaching and mentoring of junior nurses.
- ENQUIRIES** : Mrs. L. Kekana Tel No: (011) 535 3006/3008
- APPLICATIONS** : must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address
- NOTE** : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
- CLOSING DATE** : 15 September 2023
- POST 31/106** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE REF NO: TMRH/CNP/2023/08/06**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum.
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Basic R425 qualification i.e., Degree/Diploma in I Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse. Current registration with the South African Nursing Council (SANC) as a Professional nurse. Post Basic qualification with the duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). A minimum of four years appropriate/recognizable

nursing experience after registration as Professional Nurse with SANC in General Nursing. **Grade 1:** minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training, and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g., Nursing Act, Health Act, Occupational Health, and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, etc. Good interpersonal skills, negotiating conflict handling and counselling skills.

DUTIES

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).

ENQUIRIES
APPLICATIONS

: Ms. MRE Damane Tel No: 011 891 7299:
: should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.

NOTE

: Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department

reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 15 September 2023
- POST 31/107** : **PROFESSIONAL NURSE - SPECIALITY GRADE 1 (X 4 POSTS)**
Directorate: Nursing
- SALARY** : R431 265 – R497 193.per annum (excluding benefits)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : Diploma / Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in terms of government notice no R212 in the relevant speciality. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. At least 1 year (of the 4 years) must be experience in a psychiatric environment.
- DUTIES** : Provision of optimal, holistic mental health nursing care. Participate in training, research, supervision and support of student and junior nurses and must be able to provide more advanced and comprehensive psychiatric skills to junior nursing staff and students. Demonstrating and understanding of nursing legislation and related legal and ethical nursing practice. Ensure and oversee the effective utilization of resources. Ensure the Implementation of the National Regulated Norms and Standards and Ideal Hospital Framework Standards. Participate in other committees as needed in the hospital to strengthen service delivery. Act as shift leader in the unit in the absence of the Unit Manager and ensure compliance to professional and ethical practice.
- ENQUIRIES** : Mrs. D Jones Tel No: (011) 535 3006/3012
APPLICATIONS : must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
- NOTE** : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
- CLOSING DATE** : 15 September 2023
- POST 31/108** : **ASSISTANT DIRECTOR - EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: TMRH/EHW/2023/08/04**
Directorate: Human Resources Management
- SALARY** : R424 104 – R508 692 per annum
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Matric, A Degree (NQF level 7) or equivalent qualification in Health or Social or Allied Sciences, Occupational Hygiene / Safety Professionals with minimum of 5 years within Employee Health and Wellness Environment. Registration with the relevant statutory professional body. Must have South African valid drivers' license. Knowledge of the Public Service Act, Public Service Regulations, DPSA EHW Strategic Framework, DPSA HIV/AIDS, TB and STI Policy & Framework, DPSA Health and Productivity Policy, DPSA SHERQ Policy. DPSA Wellness Management Policy, Organizing and project planning, Communication, Computer literacy, Report writing, Counselling, Decisive, Able to work under pressure, Able to work independently, Professional, Strategic, Influential.

DUTIES

: Develop, implement, monitor, evaluate and report on employee health and wellness strategies and programmes. Develop and implement the EHW marketing and promotion strategy. Monitoring, evaluation, and reporting to all stakeholders to ensure continuous improvement of the EHWP in the Institution. Oversee the provision of telephonic counselling, problem assessment and psychosocial and socio-economic support to employees facing challenges that hamper employee performance. Manage the identification of safety and health risk trends. Work with all EHWP Professionals in providing Health and Safety, COIDA, HIV & PHC etc services for employees. Develop programmes to address high risk hazards in the workplace. Report monthly on sick leave absenteeism and EHWP indicators. Assist in the reasonable accommodation PROGRAMME FOR employees who present with medical and psychological conditions. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programmes. Develop a EHWP costed OPERATIONAL plan. Drive and report on all Strategic Wellness programmes (Wellness Wednesday, Serve with a smile). Facilitate, and manage healthy lifestyle programmes and Organizational Wellness Programmes. Develop an EHWP Training Programme and Schedule. Ensure continuous professional development for all EHWP Professionals. Advise the CEO on the establishment of an OHS Committee. Establish a EHWP Committee. Provide regular verbal and written report to EXCO. Present quarterly performance report to the hospital extended EXCO.

ENQUIRIES

: Mr. J. Kubheka - Tel No: (011) 891 7306:

APPLICATIONS

: The Public Service does not charge any fees for applying for posts. Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.

NOTE

: Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note:

CLOSING DATE

: 15 September 2023

POST 31/109

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: TMRH/HRM/2023/08/05 (X1 POST)**

Directorate: Human Resource Management

SALARY
CENTRE
REQUIREMENTS

: R424 104 – R508 692 per annum, (plus benefits)
: Thelle Mogoerane Regional Hospital
: Grade 12 or equivalent. Must have appropriate National Diploma or Degree in Human Resource Management/Public Administration. Minimum five (5) years relevant experience in Human Resource environment (HR generalist) of which 3 years should be on supervisory capacity (level 7/8) as (HR Admin generalist). Experience in a Health environment will be an added advantage. Successful completed PERSAL training course. Knowledge and understanding of Public Service Legislative prescripts that govern Human Resource, Public Service Act, Public Finance Management Act etc, and other prescripts that govern Human Resource Management in the Public Service. Extensive knowledge of PERSAL system. Computer literacy (MS Word, MS Excel and PowerPoint). Good writing and communication skills, leadership skills, Planning skills, organizing skills, controlling skills, problem solving and communication skills (verbal and written). Presentation skills. Must have the ability to interact with diverse stakeholders. Must have good interpersonal relation. Ability to work under pressure. Good understanding of PSCBC resolutions. Financial management skills. Ability to work under pressure. Adhere to timelines on project. Knowledge of Auditor General processes. Ability to interact at strategic level and implement turn-around strategies. Proven project management skills. Must have knowledge of Quality Assurance in the Public Health and customer care services. Must have a valid Driver's license.

DUTIES

: Lead and manage the Human Resource team. Manage recruitment and selection processes, Manage salary administration, Manage all conditions of service and benefits i.e appointments, promotions, transfers, probations, housing allowances, manage leave and staff attendance, overtime, long service recognition, pension, termination of service by providing guidance to subordinates and managers while ensuring compliance to Human Resource legislative framework and prescripts. Approve and quality assure all mandates and transactions related to appointments, terminations, Manage processes regarding Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Give guidance, manage and monitor safekeeping of records and personal information. Training and motivation of staff. Administrate discipline and implement grievance procedures. Make-sure that PERSAL related transaction and mandates forwarded to Gauteng Development of Finance (GDF) are captured correctly. Advise staff accordingly on HR matters Maintain an efficient HR Unit including filing and record management system. Manage and implement proper grade and progression for both the (OSD) and non OSD categories. Attend to all audit queries and implement the recommendations. Training and motivation of staff. Administrate discipline and implement grievance procedures. Management and supervision of staff and activities within the department. Ensure that the unit do weekly and monthly plans, and equally do weekly, monthly and quarterly reports and present to Management. Participate in the management committees and meetings. Management and supervision of staff and activities within the department. Training and motivation of staff. Administer discipline and manage labour related matters including grievance procedures. Direct and management of performance to meet Batho Pele Standards of customer care in all areas within the hospital. Manage and implement ORW, Declaration of Financial Disclosures / e disclosures. Monitor overtime and capturing of the authorization for overtime. Ensure that leaves are correctly and timeously captured on PERSAL. Serve on relevant statutory committees as required. Contribute to the department's planning, budgeting, and procurement processes as well as monitoring and evaluation. Manage and Supervise staff under authority. Management of Performance Management Development System. Reporting of sectional activities and collating of statistics for management analysis. Compilation and updating of reports. Perform other duties as delegated by the supervisor.

ENQUIRIES
APPLICATIONS

: MR. J. Kubheka Tel No: (011) 897 7306
: should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.

NOTE

: Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional

Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 15 September 2023
- POST 31/110** : **ADMINISTRATION OFFICER (RISK) REF NO: TMRH/RISK/2023/08/07 (X1 POST)**
Directorate: Finance/ Human Resources
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815.per annum (plus benefits)
: Thelle Mogoerane Regional Hospital
: Grade 12. National Diploma/Degree in internal Auditing, Accounting, or Finance. Minimum 3 years' experience in the relevant field. Knowledge and understanding of the Public Finance Management Act, Public Service Act, Public Finance Management Act etc, and other prescripts that govern Human Resource Management in the Public Service. Treasury Regulations, Treasury Practices Notes, Supply Chain Management. Good understanding of PSCBC resolutions. Knowledge of auditing standards. Computer competency skills (MS Word, MS Excel, MS PowerPoint, and Microsoft outlook). Good Communications skills both written and verbal, and Good Interpersonal relations skills. Ability to work under pressure. Ability to interact at strategic level and implement turn-around strategies. Must have knowledge of Quality Assurance in the Public Health. Knowledge of the Batho Pele Principles. Ability to work under pressure. Excellent interpersonal and organizational skill. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature.
- DUTIES** : Coordinate and facilitate the Audit process both External and Internal, Track, update and monitor audit action plans. Draw or update annual Risk Register for the institution. Coordinate compilation of risk register per unit. Scheduling of meetings. Conduct regular internal control assessments in all units. Assist in strengthening risk activities and compliance to prescripts. Conduct and consolidate quarterly key control in all units and report to management. Strengthen the institutional administrative capacity by providing information, guidance, assistance and training on internal Control. Filing and record keeping of all documents for audit purpose Assist management to collate and consolidate documentation in preparation for the Audit Committee Meetings from relevant managers. Assist in development of SOP's where necessary. Be

analytic and innovative in executing tasks as allocated. Ensure compliance with policies and procedures. Loss control. Assist management in reviewing administrative procedures, internal controls throughout the institution, examining all findings and recommendations by the internal Audit and Auditor General relating to Controls and necessary, and intervening to ensure prompt implementation of corrective measures. Provide weekly and monthly reports to Executive Management and Provincial Office. Market all risk activities within the Hospital. Be willing to undergo meetings, continuous training and development programs as approved by Supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Perform other duties as allocated by the supervisor.

ENQUIRIES : MR. J. Kubheka Tel No: (011) 897 7306
APPLICATIONS : should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.

NOTE : Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

CLOSING DATE : 15 September 2023

POST 31/111 : **ADMINISTRATION OFFICER (REGISTRY) REF NO: TMRH/REG/2023/08/08 (1 POST)**
 Directorate: Administration and Support

SALARY : R294 321 – R343 815.per annum (Level 7) plus benefits
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Grade 12 certificate or equivalent. Minimum 3 years' experience in Administration processes. Appropriate formal qualification in Administration will be an added advantage. Must be computer literate. Have good communication, verbal and reporting skills, good planning and organizing skill, have good knowledge of prescripts governing patient administration, PFMA, Treasury regulations, public service Acts, UPFS, Records Management Acts, PAIA and

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| <u>DUTIES</u> | : | National core standards. Ability to work under pressure. Be prepared to work shifts including public holidays and weekends. |
| | : | General management of staff and all activities relevant to patient care in the administration. Manage Registry, Archives, Client Information and Linen Departments according to all relevant Acts, prescripts, and policies. Management of Records in line with Relevant Prescripts, Records Management Acts and PAIA. Ensure maintenance and effective use of equipment. Plan, coordinates and provide effective administrative support for all operational functions. Manage proper booking system. Contract, appraise and train staff in accordance with PMDS. Submit daily and monthly reports to management. Attend to grievances, complains, conflicts and queries in the department and apply disciplinary measures where necessary. Perform any other duties delegated by the supervisor. |
| <u>ENQUIRIES APPLICATIONS</u> | : | MR. P.B. Ntuli Tel No: (011) 897 7310. |
| | : | should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475. |
| <u>NOTE</u> | : | Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts. |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/112</u> | : | <u>REVENUE FINANCIAL CONTROLLER REF NO: TMRH/RFC/2023/08/09 (1 POST)</u> Directorate: Finance Department |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R269 214 plus benefits (Level 7) Thelle Mogoerane Regional Hospital Grade 12) certificate or equivalent. Minimum 3 years' experience revenue management on (level 5 or 6). Appropriate formal qualification in Finance, Accounting will be an added advantage. Computer competency skills (MS Word, MS Excel, MS PowerPoint, and Microsoft outlook). Must have experience in e-Receipting, SAP-HIS, SAP R3 and BAS system. Knowledge understanding PFMA, Treasury regulation, Public Services Act, Report writing |

skills, Interpersonal skills, Communication skills, Ability to maintain confidentiality, Team leadership, strategic thinking, must be able to plan, organize and coordinate the activities of the unit, ability to work under pressure and handle conflict, Be creative and innovative. Competencies/ Knowledge/ Skills: Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Comply with the rotation roster.

DUTIES : Ensure that monthly various revenue reconciliations are performed BAS/TPH45, BAS/PARKING, BAS/ACCOMODATION, Annexure F, Debtors Reconciliation, Revenue IYM, Revenue Checklist, Cash Management, Vendor Management, SAP-HIS monitoring of transactions, monitoring of Donations and reports. Effective financial control and monitoring of revenue management. Training of staff on Revenue related matters. Supervision and mentoring of staff in Revenue unit. Attend to auditors and develop and monitor auditor action plan to improve controls and eliminate audit findings. Assist in Risk Register reviews and monthly reports. Evaluate performance of subordinates continuously. Perform any other relevant administrative duties delegated.

ENQUIRY APPLICATIONS : Ms. N.S Zungu Tel No: (011) 891 7229
 : should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475. People with disabilities are encouraged to apply.

NOTE : Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

CLOSING DATE : 15 September 2023

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| <u>POST 31/113</u> | : | <u>STAFF NURSE</u> Directorate: Nursing |
| <u>SALARY</u> | : | Grade 1: R199 725 – R 222 929.per annum (salary will be in accordance with OSD) |
| <u>CENTRE REQUIREMENTS</u> | : | Tara the H. Moross Centre, Sandton Qualification that allows registration with the SANC as Staff Nurse (Enrolled Nurse). A 1-year psychiatric experience will serve as an added advantage. Must possess communication skills, empathy and compassion, time management, medical knowledge, organizational skills. Must know Batho Pele principles and its applicability. Must know and apply six-key ministerial priorities. Must be conversant with National Core Standards. Successful candidates will be subjected to medical surveillance. |
| <u>DUTIES</u> | : | perform nursing practice particularly for assessment of psychosocial health needs in line with physiological ones design, implementation and evaluation of care planning with the partnership of client – restoration and promotion of mental health and enhancement of quality of life as client's desire – collaboration with other mental health team members in the care provision. Safeguard Mental Health Care Users (MHCU) from unsafe practice. Ensure patients' rights of dignity, autonomy, privacy, confidentiality and access to information. Maintain a therapeutic environment conducive to mental health rehabilitation. Recognise the factors affecting mental health and the appropriate actions to take for mental health promotion. Identify the health-related needs of clients in different health care settings. Communicate health information and co-ordinate mental health education/promotion activities effectively. Collect and utilise updated evidence and reliable information for planning and improving mental health promotion and education activities. Intervene appropriately to safeguard the interests and well-being of clients. Administer medication to MHCU under the supervision of Registered Nurse. Attend in service trainings and staff meetings as required. Adhere to all facility policies and procedures. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr. T. Mohai Tel No: (011) 535 3006 must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address. |
| <u>NOTE</u> | : | Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/114</u> | : | <u>NURSING ASSISTANT</u> Directorate: Nursing |
| <u>SALARY</u> | : | Grade 1: R157 761 – R 175 728.per annum (salary will be in accordance with OSD) |
| <u>CENTRE REQUIREMENTS</u> | : | Tara the H. Moross Centre, Sandton Qualification that allows registration with the SANC as Nursing Assistant (Enrolled Nursing Assistant). A 1-year psychiatric experience will serve as an added advantage. Must possess communication skills, empathy and compassion, time management, medical knowledge, organizational skills. Must know Batho Pele principles and its applicability. Must know and apply six-key ministerial priorities. Must be conversant with National Core Standards. Successful candidates will be subjected to medical surveillance. |
| <u>DUTIES</u> | : | Observing patients for signs of physical or emotional distress and reporting concerns to the supervising nurse. Providing basic care such as bathing, |

shaving, grooming, and dressing patients. Observing and reporting changes in patient behaviour or body language that may indicate distress or danger to self or others. Escort patients to appointments in hospital or other areas of the facility as needed. Recording vital statistics such as weight, height, blood pressure, pulse rate, and temperature. Communicating with physicians or other health care professionals regarding the patient's progress or setbacks. Observing patients in order to identify problems that may require psychiatric intervention. Providing support and guidance to patients during therapy sessions. Collaborate with other members of the psychiatric nursing team to provide comprehensive care. Attend in service trainings and staff meetings as required. Adhere to all facility policies and procedures.

**ENQUIRIES
APPLICATIONS**

: Mr. T. Mohai Tel No: (011) 535 3006
 : must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE

: Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE

: 15 September 2023

POST 31/115

: **PROFESSIONAL NURSE - GENERAL GRADE 1 (X 5 POSTS)**
 Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R293 670 – R337 860.per annum (excluding benefits)
 : Tara the H. Moross Centre, Sandton
 : Basic R425 qualification i.e. Diploma / Degree in Nursing, or equivalent qualification that allows registration with SANC as a Professional Nurse. An appropriate experience in the psychiatry setting will be serve as an added advantage for psychiatry. Driver's license and computer literacy will be considered as an advantage.

DUTIES

: Provision of optimal, holistic knowledge of mental health care in nursing. Provide complex and advance comprehensive care to patients in a psychiatric unit in a cost effective, efficient and equitable manner. To understand the processes, procedures, and other legal framework pertaining to Nursing and Mental Health Care Act. To act as a shift leader when required to do so. To be able to work night duty and public holidays. Good communication skills and writing skills are of importance. Ensure the implementation of the National Regulated Norms and Standards and Batho Pele Principles. Participate in other structures (Committees) of the hospital outside the unit to strengthen service delivery. Maintain own professional growth and ethical standard.

**ENQUIRIES
APPLICATIONS**

: Mrs. D Jones Tel No: (011) 535 3006/3012
 : must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE

: Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it

is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

- CLOSING DATE** : 15 September 2023
- POST 31/116** : **CLINICAL PROGRAMME COORDINATOR: INFECTION PREVENTION AND CONTROL**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R497 193 – R559 686.per annum (excluding benefits)
: Tara the H. Moross Centre, Sandton
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. An appropriate 1 -year certificate in Infection Control from a recognized university will serve as added advantage. Form part of Quality Assurance unit and assist in Quality Assurance duties. Must be computer literate (MS Word, Excel and PowerPoint). Good communication skills. Knowledge of infection control policies, practice and guidelines. Must have a valid driver's license.
- DUTIES** : Facilitate, coordinate and review National, Provincial and Regional legislation regarding infection control policies and protocols and the monitoring thereof. Implement and maintain an effective hospital infection control surveillance system in alignment with the infection control policies. Monitor utilization of financial and human resources. Promotion of awareness, develop and monitor the implementation of continuous infection control related issues. Develop Infection Prevention and Control Standard Operating Procedures (SOP's) for the institution. Compile monthly, quarterly and annual Infection Prevention and Control reports. Coordinate and monitor the implementation of Best Care Always programme. Undertake/conduct infection surveillance, routine data collection and analysis for management intervention. Ensure that nosocomial infection and outbreaks are investigated and reported. Monitor the availability of protective clothing for patients and staff at all times. Develop an ongoing hand hygiene improvement intervention in the hospital. Establish and implement a system to facilitate early identification and isolation of confirmed and suspected infectious diseases.
- ENQUIRIES APPLICATIONS** : Mrs. D Jones Tel No: (011) 535 3006/3012
: must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
- NOTE** : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
- CLOSING DATE** : 15 September 2023

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost.

- APPLICATIONS** : All applications for ref. numbers starting with SSC must be addressed to the Acting Head of Department and should preferably be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245. All applications for ref. numbers starting with NSC must be addressed to the Acting Head of Department and should preferably be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag x1048, Richards Bay, 3900. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email addresses kznjobssouth@kzndard.gov.za for ref. numbers starting with SSC OR kznjobsnorth@kzndard.gov.za for ref. numbers starting with NSC. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
- CLOSING DATE** : 15 September 2023
- NOTE** : Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initialled as failure to do so may lead to disqualification of the application during the selection process. 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. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. NB: All shortlisted candidates may be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. NOTE: For all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.

MANAGEMENT ECHELON

- POST 31/117** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF. NO. SSC49/2023**
- SALARY** : R1 162 200 per annum. (level 13) all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.
- CENTRE REQUIREMENTS** : Cedara – Head Office
- : A Bachelor's degree or B.Tech degree (NQF level 7) in Supply Chain Management or Logistics or Operations Management a valid code EB driver's license. Experience: 5 years' middle management experience in a Supply Chain Management environment. Knowledge: Public Finance Management Act, Treasury Regulations, RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, Preferential Procurement Policy Framework, Broad Based

Economic Empowerment Act, Financial Delegations, Project Management Principles, SCM Practices and Procedures. Promotion of Access to Information Act, Contract Management, Logistics/Operations Management. Skills: Language, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, research, leadership, financial management, project planning and management, report writing, problem solving, communication, conflict management, be self-disciplined and be able to work under pressure, leadership, relationship management, decision making and policy development.

DUTIES : Manage contract management services. Provide demand services. Manage bids administration services. Manage supply chain management in the service centres. Manage the development and implementation of policies and procedures. Manage the resources of the Directorate.

ENQUIRIES : Ms APN Madlala Tel No:033 – 3438123

OTHER POSTS

POST 31/118 : **STATE VETERINARIAN (2 x POSTS)**

SALARY CENTRE : R811 560 per annum. (Level 11) all-inclusive salary MMS package
 : Ethekwini District (Durban) (Ref. no. SSC50/2023)
 : Zululand District (Ulundi) (Ref. no. NSC24/2023)

REQUIREMENTS : An NQF 8 Bachelor of Veterinary Science degree plus registration with the South African Veterinary Council (SAVC) as a veterinarian and a valid code EB driver's license. Experience: 1 – 2 years' post qualification relevant experience. Knowledge: Sound knowledge of the Veterinary and Para-Veterinary Professions Act, Animal Disease Act, Animal Identification Act, Animal Health Act, RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, BCEA, Community Development, Public Participation, Community Outreach, Project Management Principles and Social dynamics of KZN Communities. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organisational, research, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, people management, decision making, facilitation and project planning.

DUTIES : Ensure the prevention and control of animal disease. Improve animal health and production by extension and training in disease control methods to communal farmers. Provide primary animal health care and clinical services. Issue import, export certification permits for movement control. Provide veterinary technical support to livestock projects. Provide mentorship to veterinarians serving compulsory community service. Manage financial, human and asset resources.

ENQUIRIES : Dr. MS Masimege Tel: 033 – 343 8320 (Ethekwini)
 : Dr. C. Kutwana Tel: 035 – 780 6716 (Zululand)

POST 31/119 : **STATE VETERINARIAN – EPIDEMIOLOGY REF. NO. SSC51/2023**

SALARY CENTRE : R811 560 per. annum. (Level 11) all-inclusive salary MMS package
 : Allerton Veterinary Laboratory - Pietermaritzburg

REQUIREMENTS : An NQF 8 Bachelor of Veterinary Science degree plus registration with the South African Veterinary Council (SAVC) as a veterinarian and a valid code EB driver's license. Experience: 1 – 2 years' post qualification relevant experience. Knowledge: Sound knowledge of the Veterinary and Para-Veterinary Professions Act, Animal Disease Act, Animal Identification Act, Animal Health Act, RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, BCEA, Community Development, Public Participation, Community Outreach, Project Management Principles and Social dynamics of KZN Communities. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organisational, research, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, people management, decision making, facilitation and project planning.

- DUTIES** : Manage the implementation of disease surveys within the province. Provide epidemiological advice and data to the veterinary managers and other parties. Manage the capturing and distribution of disease outbreak information. Develop policies and strategies aimed at improving service delivery. Manage resources of the sub-directorate.
- ENQUIRIES** : Dr. SL Chisi Tel: 033 – 3476200

**KWAZULU NATAL
DEPARTMENT OF HEALTH**

- POST 31/120** : **HEAD CLINICAL DEPARTMENT: CHILD HEALTH AND PAEDIATRICS (MEDICAL): GRADE 01: REF NO. M05/2023**
Cluster: Maternal Child and Women's Health

- SALARY** : Grade 1: R2 354 559. per annum (An all-inclusive salary package)
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : Senior Certificate / Grade 12. Plus, Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. plus, Appropriate tertiary qualifications in the Health Science (Medical degree: MBChB or equivalent). plus, Initial and current registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics working for the Department of Health in South Africa. plus, A minimum of seven (07) years appropriate experience as a Medical Specialist in Pediatrics' after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist. plus, should you be shortlisted you will be required to submit proof of current and previous working experience endorsed by Human Resource department (certificate of service). plus, Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. plus, Unendorsed Valid driver's licence.
- Knowledge, Skills, Training and Competencies Required: -Job purpose: To improve and standardised the quality of child health and paediatric services through KZN, with a particular focus on the development of an integrated policy framework to enable institutions and community-based organisations to improve the health status of children and monitor and evaluate the activities relating to child health and paediatrics. The ideal candidate should possess the following: Leadership and technical expertise in improving health outcomes for new born and children. Appropriate skills in developing and implementing evidence-based programs and interventions. Ability to support and mentor district clinical specialist teams and other health professionals and work closely with provincial and national health authorities to ensure that health policy and guidelines are aligned with best practices. Appropriate specialist knowledge and skills, including knowledge of department of health protocols, within the field of expertise. Necessary knowledge and skills to review the merits of medico-legal cases and serve as an expert witness in civil liability claims related to child and paediatric health services. Skills in using data to evaluate program performance and drive improvement, with a particular focus on malnutrition, neonatal care, paediatrics and the integration of HIV/TB programs into child health services. Understanding of basic Human Resource matters including Labour Relations. Project management skills. Knowledge of Legislative prescripts governing the Public Service, Health Sector and Children. Assessment, diagnosis and management of patients within the field of expertise. Managerial and Financial Management skills. Computer skills. Problem solving skills. Ability to work as a team and consider inputs from other members of the Maternal, Child and Women's health directorate. Willingness to travel to all districts of the KZN province to support and encourage excellent in child health and paediatric services. Ability to communicate with internal stakeholders (such as the MEC, HOD, Senior Management Services, Clinical and support staff) and External stakeholders (such as National and Provincial Departments, Private Sector and Research Institutions).
- DUTIES** : Clinical Care: Provision of clinical services. Delivery of clinical care and after-hours cover. Ensure paediatric outreach programme. Scholarship: Support, supervision and mentorship of DCST members and HCU. Postgraduate teaching. Academic activities for in-service staff development. Research. Professionalism: Discipline. Communication. Collaboration. Ethics. Governance: Infrastructure. Health systems. Health services. Administration and Management: Personal activity reports. Programme management –

ENQUIRIES
APPLICATIONS

paediatric forum, neonatal forum and Area HCDs. Strategic planning for paediatric and child health services. Projects: Early childhood development plan. NDoH – Committee on Morbidity and Mortality in Children under- 5 years. Dr. M Netshinombelo Tel: 033 395 2740

FOR ATTENTION
NOTE

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

Mr. B Zungu
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV 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.

CLOSING DATE

15 September 2023

POST 31/121

HEAD CLINICAL UNIT PSYCHIATRIC SERVICES REF NO: FNH 14/2023

SALARY

Grade 1: R1 887 363 - R2 001 927.per annum
Grade 2: R2 061 837 - R2 252 583.per annum (All-inclusive salary package)
Other Benefits: Commuted Overtime (conditions apply)

CENTRE
REQUIREMENTS

Fort Napier Hospital
Senior Certificate (matric) Master degree (MMED Psych) or equivalent qualification PLUS A minimum of 3 years' experience after registration with HPCSA as a Medical Specialist in Psychiatry Certificate of Registration with HPCSA as A Medical Specialist Current registration with HPCSA as a Medical Specialist (2023 receipt) Shortlisted Candidates with foreign qualification will submit certificate of evaluation from HPCSA Recommendation: Experience in Forensic – Psychiatry will be a recommendation Experience **Grade 1:** As per minimum criteria above **Grade 2:** Appropriate qualification PLUS 5 years post registration experience as a HCU in Psychiatry. Knowledge, Skills, Training and Competencies Clinical and managerial skills. Knowledge of Clinical governance. Knowledge of medical prescripts, policies, procedure and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound Management, Negotiation, Interpersonal and problem-solving skills. Good verbal, problem solving skills. Professional and Confident. Ability to function well within a team.

DUTIES

Key Performance Areas: To effectively manage the forensic psychiatry services at Fort Napier Hospital and liaise with relevant stakeholders. To care, treat and rehabilitate the Mental Health Care User at the hospital (specifically the State Patients). To provide reports on cases referred by the courts and give expert evidence when required. To guide, support and supervise medical staff. To be involved in teaching and training of registrars and other clinical staff. To be involved in hospital committees that deal with clinical services and quality assurance. To assess and manage any risks within the medical section. Clinical management of state patients. To assess and manage clinical risks within the hospital. To perform all administrative and management functions within the clinical department.

ENQUIRIES

DR AL Mbhele Tel No: (033) 260 4357

APPLICATIONS : Must Be Forwarded To: The Human Resource Department or Hand Delivered to: 01 Devonshire Road Fort Napier Hospital Napierville PO Box 370 Pietermaritzburg 3200

FOR ATTENTION : MS S.P. Ndlovu

CLOSING DATE : 15 September 2023

POST 31/122 : **CLINICAL MANAGER (OBSTETRIC). REF NO: EKO/CM/01/2023 (X1 POST)**

SALARY : Grade 1: R1 288 095 - R1 427 352.per annum Other Benefits:13th Cheque, Medical Aid (Optional), Housing Allowance, Commuted Overtime (Employee must meet the prescribed requirements) and Rural allowance 18%

CENTRE : Ekombe Hospital

REQUIREMENTS : Senior Certificate (Grade 12) MBCHB Degree of equivalent qualification. Current registration with HPCSA as a Medical Practitioner {2023}. Diploma in Obstetrics and Gynaecology (or Higher) / MMED in Family Medicine. At least 3 years' experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner of which 1 year must have been spent in Obstetrics and Gynaecology department. Proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted) Recommendations: Post-graduate qualification in Management/ Leadership, A valid driver's license code 08/10 and Diploma in Obstetrics Knowledge, Skills and Competencies Required: Knowledge of health legislation and policies at public institution. Excellent human, communication, and leadership skills. Sound knowledge of clinical skills. Ability to develop policies. Sound knowledge of Obstetrics and Gynaecology. Computer literacy. Sound negotiation, planning, organizing, decision making and conflict management skills. Proof of training in ESMOE (only when shortlisted). Good team building and problem solver. Knowledge of medical disciplines and management skills. Knowledge and experience in District Health System.

DUTIES : Management of Obstetrics and Gynaecology inpatients. Provide the management support and supervision to all medical officers in maternity ward and theatre. Support continuous professional development by information seminars and scheduling external meetings. Chair monthly perinatal and mortality in absence of the chairperson. To ensure provision of protocols and guidelines to doctors. Participate to quality improvement plans. Ensure continuous monitoring of perinatal and mortality meetings through clinical audits. Perform overtime. Provide after-hours emergency Obstetrics and Gynaecology services. Ensure the running of antenatal and Gynaecology outpatient clinic. Manage the work in labour ward and theatre. Lead academic activities of the department and teaching of junior staff. Contribute to the running of the obstetrics services in the community referral clinics. Work as a part of team providing district hospital-based obstetrics and gynaecology services. Support PHC clinics referring to Obstetrics and Gynaecology department.

ENQUIRIES : Dr BP. Zungu (Medical Manager and Chief Executive Officer) Tel No: 035 834 8000 Ext 800

APPLICATIONS : Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital or Hand delivered to P16 Road Ekombe Hospital or You can email your application to sbusiso.langa@kznhealth.gov.za Private Bag X203, Kranskop, 3268

FOR ATTENTION : MR. SS. langa

NOTE : The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, 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. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach (only when shortlisted) an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a

documentary proof (only those that will be shortlisted). All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 15 September 2023
- POST 31/123** : **MEDICAL SPECIALIST (GR 1,2,3) VARIOUS DISCIPLINES REF NO. GS 67/23 (1 POST)**
(Multidisciplinary Adult Critical Care
Re-advertised.
Component: Critical Care
- SALARY** : Grade 1: R1 214 805. per annum
Grade 2: R1 386 069. per annum
Grade 3: R1 605 330. per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually. Rural allowance 18% of basic salary (when posted at Edendale Hospital)
- CENTRE REQUIREMENTS** : Greys Hospital: Pietermaritzburg
: **Grade 1:** Experience: Not Applicable: - Registration with HPCSA as a Medical Specialist after Registration as a Medical specialist in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine, or Obstetrics and Gynaecology
Grade 2: Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine, Obstetrics and Gynaecology
Grade 3: Experience: A minimum of 10 years' experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology Senior Certificate (Grade 12) or equivalent MBChB or equivalent Specialist qualification in either Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology Current registration with HPCSA as a "Specialist: in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology (Only shortlisted candidates will be required to submit Proof of all documents) The Employment Equity Target for this post is: African Male, African Female or Coloured Male Knowledge, Skills and Experience: Sound clinical knowledge within the relevant parent discipline Good communication and human relations Sound knowledge of clinical procedures and protocols within the parent discipline Assessment and management of patients Behavioural Attributes Stress tolerance, ability to work as an integral part of a team, self-confidence, and the ability to build and maintain good relationships with colleagues, nursing staff, allied medical staff and clinicians from other disciplines
- DUTIES** : The incumbent would be required to work fulltime in the multidisciplinary Adult Critical Care Unit, including overtime duties To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. To efficiently and appropriately assess and manage a broad spectrum of critically ill patients referred from the departments of Surgery, Orthopaedic Surgery, Surgical Specialities, Obstetrics & Gynaecology, and Internal Medicine. Assessing pre- and post-admission high-risk patients in the wards and providing clinical guidance to clinicians referring patients to the critical care units in Pietermaritzburg. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass the three hospitals in the PMB metropole Actively participate in, and assist in the progressive development of, training programmes across the Metropolitan Anaesthesia and Critical Care system to facilitate postgraduate training in Anaesthesia and Critical Care for Medical Officers, and for Registrars specialising in other

clinical disciplines Participating in the teaching programmes co-ordinated by the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management for vocational, postgraduate and nursing staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training Participating in outreach programmes for the development of Critical Care services in Area 2 of KwaZulu Natal Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Ensure the proper and economical use of equipment and other resource Co-ordinate participation in Quality Improvement measures by staff Undertaking appropriate clinical research and supporting the research efforts of junior staff in the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Northdale and Edendale) After achieving competency in critical care skills, the candidate will be afforded up to 20% of clinical time in their base discipline in order to maintain those skills Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital The incumbent of this post will report to the Head Clinical Unit: Adult Critical Care in all aspects of their job description.

ENQUIRIES : Dr A Ramkilawan Tel No: 033 8973241
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION : Mrs M. Chandulal
NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.
CLOSING DATE : 15 September 2023
POST 31/124 : **MEDICAL SPECIALIST REF: FNH 13/2023**
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 (All-inclusive salary package)
Other Benefits: Commuted Overtime (conditions apply)
CENTRE : Fort Napier Hospital
REQUIREMENTS : Senior Certificate (matric) master's degree (MMED PSYCH) or equivalent qualification PLUS Certificate of Registration with HPCSA as A Medical Specialist Current registration with HPCSA as a Medical Specialist. (2023 receipt) Shortlisted Candidates with foreign qualification will submit certificate of evaluation from HPCSA Experience **Grade 1:** Appropriate qualification PLUS registration with HPCSA as a specialist in Psychiatry. No Experience required. **Grade 2:** Appropriate qualification PLUS 5 years post registration experience as a Specialist in Psychiatry. **Grade 3:** Appropriate qualification PLUS 10 years post registration experience as a Specialist in Psychiatry. Knowledge, Skills, Training and Competencies Clinical and managerial skills. Knowledge of Clinical governance. Knowledge of medical prescripts, policies, procedure and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound Management, Negotiation, Interpersonal and problem solving skills. Good verbal, problem solving skills. Professional and Confident. Ability to function well within a team.
DUTIES : Key Performance Areas: To effectively manage the forensic psychiatry services at Fort Napier Hospital and liaise with relevant stakeholders. To care, treat and rehabilitate the Mental Health Care User at the hospital (specifically the State Patients). To provide reports on cases referred by the courts and give expert evidence when required. To guide, support and supervise medical staff. To be involved in teaching and training of registrars and other clinical staff. To be involved in hospital committees that deal with clinical services and quality assurance. Clinical management of state patients.
ENQUIRIES : DR AL Mbhele Tel No: (033) 260 4357
APPLICATIONS : Must Be Forwarded To: The Human Resource Department or Hand Delivered to: 01 Devonshire Road Fort Napier Hospital Napierville PO Box 370 Pietermaritzburg 3200
FOR ATTENTION : MS S.P. Ndlovu
CLOSING DATE : 15 September 2023

POST 31/125 : **MEDICAL SPECIALIST: ORTHOPAEDICS: GRADE 1 REF NO: HRM 68/2023 (1 POST)**

SALARY : Grade 1: R1 214 805 – R1 288 095.per annum (None to less than 5 years after registration with HPCSA as an Independent Medical Specialist)

CENTRE REQUIREMENTS : King Edward VIII Hospital complex
: MBCHB or equivalent PLUS Specialist registration in Orthopaedics PLUS Current registration with HPCSA as a Medical Specialist (2023)
Recommendations: Computer Literacy, Paediatric Fellowship/experience >1 year Knowledge, Skills, Training And Competencies Required: Sound clinical and surgical knowledge and experience in the Orthopaedics surgery, especially Paediatrics, Knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics, Good communication, leadership, decision-making and clinical skills, Ability to teach doctors, students and participate in continuing professional development

DUTIES : Key Performance Areas: Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of Clinical and customer care (patient perspective) in the respective specialty, Develop a full package of services including Paediatric orthopaedics, 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 hospital and referring facilities, Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research, Manage performance and training of junior staff within the area of control, Align clinical service delivery plans and priorities with hospital plans and priorities, Undertake appropriate Clinical audit to monitor performance of the service, Accept delegated responsibility from the Clinical head of the unit, Participate in Medico-legal unit multidisciplinary team, write reports and manage cases

ENQUIRIES : Dr. K.B. Bilenge Tel No: (031 – 360 3854)

APPLICATIONS : All applications can either be submitted via email to twiggy.garib@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin. building

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, 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 PLUS Proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref KE 28/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, there will be no payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

CLOSING DATE : 15 September 2023

POST 31/126 : **DIRECTOR: FRAUD MANAGEMENT AND INVESTIGATION: REF NO. G102/2023**

Cluster: Risk Management Services

SALARY : R1 162 200 per annum (Level 13) (An all-inclusive SMS Salary Package)

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : Undergraduate qualification (NQF 7) as recognized by SAQA in the field of Auditing/Internal Auditing/Risk Management/Legal/Policing/Forensic Investigation; Plus, A minimum of five (5) years in Investigation/Risk

Management/ Auditing working environment with five (5) years appropriate middle/senior management experience in an investigative working environment. Plus "Top Secret" Security Clearance. Plus, Unendorsed valid Code B driver's license. Recommendations: - Certified Fraud Examiner (CFE) certification will be an advantage. Knowledge, Skills, Training and Competence Required: - Job purpose: To ensure the efficient and effective rendering of special investigation services inclusive of detection, investigation and prosecution of fraud and corruption, theft and maladministration. The ideal candidate must possess the following: Criminal Procedure Act, Protection of Information Act, and general justice system. Criminal Investigations. Constitution of RSA, 1996. Public Service Act, 1994. Public Finance Management Act and Treasury Regulations, 1999. Employment Equity Act, 1998. Skills Development Act, 1998. Labour Relations Act, 1995. Basic Conditions of Employment Act, 1997. Witness Protection Act, 1998. Regulation of the inception of Communication, 2002. Prevention of Organized Crime Act, 1998. FICA. The Prevention and Combating of Corrupt Activities Act, 2004. Ability to communicate with Internal Stakeholders (Head: Health, Managers of Institutions, CFO and Communications Directorate) and External Stakeholders (Other Departments and Private Sector Organizations).

DUTIES

: Ensure the development and implementation of departmental policy framework enabling line managers to effectively and efficiently manage instances of fraud and corruption inclusive of hotline and whistle blowing policies and procedures with a view to comply with the imperatives of the Protected Disclosure Act, 2000. Ensure that fraud and corruption allegations are assessed to determine whether evidence is substantive in nature and facilitate processes enabling the Accounting Officer to decide on appropriate actions, oversee and coordinate approved investigations with a view to ensure the successful conclusion thereof, inclusive of project managing multi-disciplinary investigating teams/agencies. Manage monitoring mechanisms to ensure that formal disciplinary proceedings and/or criminal prosecution are initiated in accordance with current legislation, policies and procedures and report thereon. Ensure the effective and efficient management of resources allocated to the sub component, inclusive of staff development. Oversee the promotion of the departmental hotline and whistle blowing procedures to encourage the use of the facilities by members of staff to enable the successful investigation and prosecution of fraud and corruption. Manage processes to ensure the effective and efficient recovery of losses suffered by the State in accordance with current legislative requirements, policies and procedures. Manage processes and the develop appropriate systems for the collection, analysis and presentation of fraud and corruption data for submission to the Accounting Officer, DPSA, Auditor-General and PSC inclusive of informing planning processes to develop effective and efficient preventative and remedial actions.

**ENQUIRIES
APPLICATIONS**

: Ms. TC Mngqithi Tel: (033) 328 4004/2
 : 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 Langelibalele Street Natalia Building, REGISTRY, Minus 1:1 North Tower

**FOR ATTENTION
NOTE**

: Mr. B Zungu
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV 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.

- CLOSING DATE** : 15 September 2023
- POST 31/127** : **DIRECTOR: ORGANISATIONAL RISK ASSURANCE AND MANAGEMENT:
REF NO. G103/2023**
Cluster: Risk Management Services
- SALARY** : R1 162 200 per annum (Level 13) (An all-inclusive SMS Salary Package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Undergraduate qualification (NQF 7) as recognized by SAQA in Internal Auditing/Auditing/Accounting/Risk Management; plus, A minimum of five (5) years in Internal Auditing/Auditing/Risk Management environment with 5 years' appropriate middle/senior managerial experience in a risk management working environment; plus Membership with the relevant professional body; plus "Top Secret" Security Clearance. plus, Unendorsed valid Code B driver's license. Knowledge, Skills, Training and Competence Required: - The incumbent of this post will report to the Chief Director: Risk Assurance Management Services and will be responsible to effectively manage and coordinate the activities of the Risk Management Services Directorate in the Department. The ideal candidate must: Possess extensive knowledge of Public Sector Risk Management Framework, Organizational and government structures, Departmental policies and procedures, Medium Term Strategic Framework (government priorities) , Principles and practice of Enterprise Risk Management, Preferential Procurement Policy Framework Act, 5 of 2000, Governance and accountability, Internal control and assurance, ERM concepts, frameworks and methodologies, Best Practices on Corporate Governance, Framework for Managing Programme Performance Information, knowledge of PFMA and Treasury Regulations, Government priorities, policies and legislation, Departmental policies and strategies, Standard chart of accounts, Possess knowledge of Government's standard administrative procedures. Have the ability to monitor risk management activities/programmes and implementation thereof, Have the ability to identify new risks facing the department with significant management responsibilities Business and project planning and budgeting methodologies. Business and project plan monitoring and reporting methodologies; HR and procurement practices and procedures; and General management practice. Understanding of and exposure to Alternative Dispute Resolution mechanisms, financial management, change management, stakeholder engagement, programme and project management, strategic capability, and leadership. Have broad knowledge of health-related issues, have regulatory drafting skills, have excellent communication skills (both verbal and written), Possess knowledge and competence in managing human, physical and financial resources, have strong leadership and execution skills, Be computer literate with proficiency in MS Office Software Applications, Willing to work long hours and under pressure.
- DUTIES** : Manage risk by creating a disciplined, structured, and controlled environment within which risk can be anticipated and maintained within predetermined acceptable limits. Establish an integrated risk management framework for all aspects of risks across the department. Identify parameters of risks and their impact on the achievement of the objectives of the department. Design and implement a comprehensive plan for circulating risk management knowledge and information that will elicit the support of stakeholders across the department. Develop budget estimates and effectively manage all resources allocated to the directorate.
- ENQUIRIES** : Ms. TC Mngqithi Tel: (033) 328 4004/2
APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand delivered to: 330 Langaibalele Street Natalia Building, REGISTRY, Minus 1:1 North Tower
- FOR ATTENTION** : Mr. B Zungu
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by

a comprehensive CV 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.

- CLOSING DATE** : 15 September 2023
- POST 31/128** : **PHARMACY SUPERVISOR GRADE 1 REF NO: DANCHC 18/2023 (1 POST)**
- SALARY** : R906 540 per annum other benefits: All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). 12% In-Hospitable allowance (Rural Allowance).
- CENTRE REQUIREMENTS** : Dannhauser CHC
 : Experience: three (3) years' experience after registration with SAPC as Pharmacist Grade 12(Senior Certificate) or equivalent qualification. Degree/Diploma in Pharmacy that lead to registration with Pharmacy Council as Pharmacist. Current registration with South African Pharmacy Council as Pharmacist (2023). Three (3) years' experience after registration with SAPC as Pharmacist. Driver's license, knowledge of Rx Solution system. Knowledge, Skills, Training and Competencies Required for The Post Knowledge of Acts, current Health and Public Service Legislation, regulations and policies and ability to comply with applicable legislations. Understanding and knowledge of policies and procedures including Good Pharmacy Practice, National Drug Policy, Essential Drug Policy, Essential Drug List and Standard Treatment Guidelines. Excellent communication skills both written and verbal. Computer skills, project and time management skills. Sound planning and organising and administrative skills. Ability to be part of a Multi-Disciplinary Team. Commitment to service excellence, good supervisory, analytical and team building skills. Appropriate clinical and theoretical knowledge. Computer literacy with a proficiency in MS Office Software applications. Strong interpersonal communication and presentation skills.
- DUTIES** : Key Performance Areas: Provide accurate, efficient, comprehensive and cost-effective Pharmaceutical Services in line with the National, Provincial and District strategies and priorities. Assist with the formulation and implementation of Standard Operating Procedures for Pharmaceutical services and ensure they are in line with current statutory regulations and policy guidelines. Provide leadership management and support to all staff under his/her supervision. Ensure rational user and management of all resources i.e. Medicines and Assets. Provide and supervise training programmes (Pharmacist Intern and Pharmacy Support personnel). Assist in co-ordination of activities of essential Medicines Programmes including Pharmacy and Therapeutically committee and other hospital committees. Conduct service assessment and implement quality improvement plans. Liaise with other stakeholders within and outside the department of health such as other hospital management teams, Health District Office on Pharmaceutical and Management issues. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. Provide pharmaceutical advice to patients and health professionals. Assist in compilation of monthly financial and other reports as required by Pharmacy Manager, and or District Pharmacy Manager. Ensure compliance with policies and procedures relating to effective procurement, storage control and distribution of pharmaceuticals. Act in a supervisory role for pharmacist, interns and pharmacist assistants and deputies for Pharmacy Manager as deemed necessary. Ensure patient safety incidents are reported on time, and are minimized. Ensure compliance with the OHSC norms and

standards, and ideal Clinic or Hospital. Provide necessary orientation, training and EPMDS assessment of all staff in the Pharmacy component. Display sound understanding of relevant legislation, Acts, Policies and Procedures pertaining to Pharmacy including Essential Drug List (EDL) and Standard Treatment Guidelines (SGT). Assist in co-ordination of activities of essential Medicines Programmes and be part of an interactive multi-disciplinary team including Pharmacy and Therapeutics Committee (PTC). Provide pharmaceutical services in PHC clinics attached to Dannhauser CHC

- ENQUIRIES** : MS SZ Makhubo: Tel (034) 621 6217
- APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080
- FOR ATTENTION** : Mrs DBP Buthelezi
- NOTE** : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. preference will be given to African male.
- CLOSING DATE** : 15 September 2023
- POST 31/129** : **DENTIST. REF NO: EKO/DEN/01/2023 (X1 POST)**
- SALARY** : Grade 1: R880 521 - R975 738,per annum Other Benefits:13th Cheque, Medical Aid (Optional), Housing Allowance, (Employee must meet the prescribed requirements) and Rural allowance 18%
- CENTRE** : Ekombe Hospital
- REQUIREMENTS** : Senior Certificate Grade 12 Appropriate qualification that that allows registration with HPCSA as Dentist. Registration certificate with HPCSA as a Dentist: Independent Practice. Current registration with HPCSA as a Dentist {2023/2024}. Valid driver's licence (Code 08). Proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted) **Grade 1:** Appropriate qualification Plus registration with HPCSA as a Dentist. No experience required. Knowledge ,Skills And Competencies Required: Knowledge of related policies, directives and legislations. Ability to work under pressure. Problem solving skills. Supervisory. Literacy. Analytical. Computer and numeric skills. Good communication skills. Interpersonal. Good interpersonal relationship, disciplined, professional and compassionate. Good communication skills. Presentation, planning and organizing skills.
- DUTIES** : Ensure appropriate management and treatment of dental patients. Render quality Oral Health Care to patients (Whole spectrum, i.e. extractions under general anaesthetics, endodontics, prosthodontics, interceptive orthodontics, paediatric dentistry, Oral surgery etc). Involvement in Research. Training of dental students. Ensure appropriate referral of patients. Provide and ensure quality health care and information management including generation, collection, collection and analysis of data. Implement policies. Ensure oral health promotion and patient education. Participate in oral health preventative and promotion programs. Participate in oral health month activities (i.e., screening, health talks, etc.). Supervision of subordinates by ensuring quality of work, development and EPMDS. Render clinical dental services at all health facilities in the district, including travelling to the community clinics. Conduct service need index screening at schools (i.e. cleaning of teeth, extractions etc)
- ENQUIRIES** : Dr BP. Zungu (Medical Manager and Chief Executive Officer) Tel No: 035 834 8000 Ext 8004

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| <u>APPLICATIONS</u> | : | Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital or Hand delivered to P16 Road Ekombe Hospital You can email your application to sbusiso.langa@kznhealth.gov.za Private Bag X203, Kranskop, 3268 |
| <u>FOR ATTENTION NOTE</u> | : | MR. SS. Langa |
| | : | The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, 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. The reference number must be indicated in the column provided on the Z83 form as per job advertisement e.g., EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach (only when shortlisted) an evaluation/verification certificate from the. South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that will be shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship, and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified Due to financial constraints S&T Claims will not be considered. |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/130</u> | : | <u>MEDICAL OFFICER- INTERNAL MEDICINE GRADE 1, 2 & 3 REF NO: PSH 64/2023 (1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R833 523.per annum Grade 2: R953 049.per annum Grade 3: R1 106 037.per annum (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 applies) |
| <u>CENTRE REQUIREMENTS</u> | : | Port Shepstone Hospital |
| | : | Senior certificate, MBChB degree, Registration certificate with the HPCSA as a Medical Practitioner. Current HPCSA Registration 2023/ 2024. N.B: (Certificate of working experience and / or certificates of service are compulsory and must have complete dates and months. (Only shortlisted candidates will be requested to submit proof) Knowledge, Skills And Competencies Required Certificate of working experience endorsed by Human Resource Department/ Employer (only shortlisted candidates will be requested to submit proof) Sound knowledge and clinical skills in emergency care of patients in Internal Medicine Sound clinical knowledge, experience in Internal Medicine Communication skills in keeping with the management Ability to work in a multidisciplinary team setting |
| <u>DUTIES</u> | : | Key Performance Areas: Daily ward rounds, ward procedures and note keeping administrative work according to legislation Participation in CME, morbidity and mortality meetings and department audits Follow up of patients in outpatient clinics Participation in overtime duties Supervision of junior staff / students Liaise and facilitate onward referrals to other disciplines and tertiary hospitals |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr PB Dlamini Tel No: (039) 688 6147 or Dr B Bangani Tel No: 039 688 6000 |
| | : | Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240. Applicants Are Encouraged to Utilize Courier Services |
| <u>FOR ATTENTION NOTE</u> | : | Mr. ZM Zulu |
| | : | Application for employment (Z83) detailed. Curriculum Vitae (With Detailed Experience) Certified Copies – Must Not Be Submitted When Applying for Employment (Only Short Listed Candidates Will Be Requested To 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.

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| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/131</u> | : | <u>MEDICAL OFFICER- ANAESTHESIA GRADE 1, 2 & 3 REF NO: PSH 65 / 2023 (2 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R833 523.per annum Grade 2: R953 049.per annum Grade 3: R1 106 037.per annum (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 applies) Certificate of working experience endorsed by Human Resource Department/ Employer |
| <u>CENTRE REQUIREMENTS</u> | : | Port Shepstone Hospital Senior certificate, MBChB degree, Registration certificate with the HPCSA as a Medical Practitioner. Current HPCSA Registration 2022/ 2023. N.B: (Proof of working experience and / or certificates of service are compulsory and must have complete dates and months.(Only shortlisted candidates will be requested to submit proof) Knowledge, Skills and Competencies Required Basic diagnostic and clinical skills appropriate to Medical Officer level No prior experience in anaesthesia necessary Ability to function as a part of multi-disciplinary team. Good communication and interpersonal skills |
| <u>DUTIES</u> | : | key performance areas: Provide peri- and intra-operative anaesthetic care in Theatre and the Intensive Care Unit Candidates must commit to the completing the Diploma in Anaesthesia examination Maintain clinical, professional and ethical standards at all times Must be prepared to do full commuted overtime cover in Anaesthesia and Intensive Care Participate in training and mentoring of interns and other staff within the institution Participate in outreach as per departmental schedule |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr PB Dlamini Tel No: (039) 688 6147 or Dr V Moses 039 688 6285 Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240. Applicants Are Encouraged to Utilize Courier Services |
| <u>FOR ATTENTION NOTE</u> | : | Mr. ZM Zulu Application for employment (Z83) detailed. Curriculum Vitae (With Detailed Experience) Certified copies – must not be submitted when applying for employment (Only shortlisted candidates will be requested to 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 DAT</u> | : | 15 September 2023 |
| <u>POST 32/132</u> | : | <u>ENGINEER: INFRASTRUCTURE (GRADE A) REF NO: PMMH/ENG/1/2023 (1 POST)</u> Component: Engineer Services |
| <u>SALARY</u> | : | R795 147 – R847 221 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 Home Owner Allowance (conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) |
| <u>CENTRE</u> | : | Prince Mshiyeni memorial hospital |

REQUIREMENTS

: Degree in Engineering (B Eng/ BSC (Eng) or relevant equivalent qualification Registered with ECSA as a Professional Engineer. Valid Driver's License. 3 years' experience post qualification. Knowledge, Skills, Training and Competencies Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Quantity Surveying Profession Act 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as Issued by CIDB. Project and Construction Management Act of 2000. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Health Act and Regulations. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Applying Expertise and Technology. Adhering to Principles and Values. Deciding and Initiating Action. Delivering Results and Meeting Customer Expectations. Writing and Reporting. Formulating Strategies and Concepts. Planning and Organising. Presenting and communicating Information. Analysing. Learning and researching. Creating and Innovation. Relating and Networking. Computer Literate

DUTIES

: Key Performance Areas: Ensure Infrastructure Programme and Project Planning in line with IDMS. Ensure Infrastructure Programme and Project Implementation and Monitoring. Infrastructure and maintenance Project planning. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Implement quality control of work delivered by maintenance and infrastructure employees. Develop and manage the operational plan. Plan and allocate work to artisans. Do human resource performance reviews Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and Budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES

: MRS. G.P. Masondo Tel: 078 089 5556

APPLICATIONS

: To be forwarded to: The Human Resource Manager Or Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07 MOBENI 4060

FOR ATTENTION

: MR. M.F Mlambo

NOTE

: Directions to Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources 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 Z 83 e.g. Reference number PMMH/AD/PHARM/1/2023. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. 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 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. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. 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** : 15 September 2023
- POST 31/133** : **CLINICAL PSYCHOLOGIST GR 1, 2 & 3 REF NO: PSH 63/2023 (1 POST)**
- SALARY** : Grade 1: R790 077.per annum & 17% rural allowance
Grade 2: R918 630 .per annum & 17% rural allowance
Grade 3: R1 063 611 per annum & 17% rural allowance
- CENTRE REQUIREMENTS** : Port Shepstone Hospital
Grade 1: Experience: None after registration with the HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Experience: Minimum of 08 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 09 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: Minimum of 16 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Senior certificate. National Diploma/Degree in Clinical Psychology, Registration certificate with HPCSA as Psychologist. 2023 HPCSA Registration NB.: (Proof of experience detailing experience and / or certificates of service are compulsory and must have complete dates and months, only shortlisted candidates will be requested to submit proof. Knowledge, Skills And Competencies Required Sound clinical knowledge regarding Clinical Psychology diagnoses, assessment and treatment procedures. Knowledge and ability to administer and interpret psychological tests. Ability to function and contribute in a multi-disciplinary team. Mentor and in-service junior staff, nurses, interns, and students. Excellent communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Planning and organising offer outreach services. Medico legal work.
- DUTIES** : Key Performance Areas: Assess person by means of clinical interviews. Administer and write reports on psychometric assessment. Ability to conduct individual, group and family psychotherapy. Ability to communicate with patients and relatives. Maintain accurate records and statistics. Develop and implement policies in keeping with Provincial and National DOH Guidelines.
- ENQUIRIES APPLICATIONS** : Dr PB Dlamini Tel No: (039)688 6147/Dr M Panajatovic Tel Nio: 039688 6044
Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. Or 11 – 17 Bazley Street Port Shepstone 4240
- FOR ATTENTION** : Mr. ZM Zulu

NOTE : Detailed application for employment (Z83) and Curriculum Vitae Certified copies – Must Not Be Submitted When Applying for Employment. NB: Applicants Are Encourage to Utilise Courier Services (Only Short Listed Candidates Will Be Requested To Submit Proof Of Qualifications And Other Related Documents) Due to financial constraints, there will be no payment of S&T Claims. The appointment is 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). 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.

CLOSING DATE : 15 September 2023

POST 31/134 : **MEDICAL PHYSICIST (GR 1,2,3) REF NO. GS 68/23 (1 POST)**
Component: Radiation Oncology Department

SALARY : Grade 1: R734 811 per annum
Grade 2: R829 668 per annum
Grade 3: R946 461. per annum All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, **Grade 1:** Medical Physicist None after registration with the HPCSA as a Medical Physicist. **Grade 2:** Medical Physicist 8 years of appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** Medical Physicist 16 years of appropriate experience after registration with the HPCSA as a Medical Physicist

CENTRE REQUIREMENTS : Greys Hospital- Pietermaritzburg
: Senior certificate / Grade 12 Appropriate BSc Honours Degree in Medical Physics, or equivalent. Registration certificate with the HPCSA as a Medical Physicist Current annual registration with Health Professions Council of South Africa as a Medical Physicist (2023/2024). The Employment Equity Target for This Post Is: African Male, African Female, Coloured Male Recommendations: Physical ability to handle Radiotherapy and associated equipment. Ability to work full 40 hours a week and working overtime and after-hours when requested. Radiotherapy background_Knowledge, Skills, and Experience: Sound knowledge of ionising radiation and imaging in Radiotherapy. Sound knowledge of Radiotherapy dosimetry equipment, computers, software, treatment planning system and planning principles. Operation, monitoring of maintenance, record keeping, and care of all Radiotherapy equipment and accessories. Knowledge of the statutory regulations regarding the medical use of ionizing radiation. Knowledge of designing the Radiotherapy protocols and standard of operations. Sound knowledge of radiation protection, handling, transporting and disposal of radioactive materials. Ability to solve Radiotherapy physics problems.

DUTIES : Active participation in the routine execution of clinically related medical physics tasks. Provide Medical Physics support for Radiotherapy Treatment Planning in Brachy and External Beam. Participating in the implementation of new treatment techniques. Provide Radiation Protection Services and ensure regulatory compliance for the institution. Maintain routine radiation surveys for all Radiotherapy equipment. Assist with lecturing/ tutoring/ training of medical physics programme to the under and postgraduate registrars and radiotherapists. Actively participation and assist with the research and development programme of the Medical Physics. Liaise with Health Technology Services (HTS) and vendor's technicians regarding equipment maintenances. Participate in the departmental/ interdepartmental committees, e.g. QA committee, planning meetings and Hospital's Health and Safety programme on radiation. Provide limited Medical Physics support to Diagnostic Radiology. To ensure that Batho-Pele principles are upheld.

ENQUIRIES APPLICATIONS : MR. N Mdletshe Tel No: (033) 897- 3222/ 3540
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mrs M. Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.

CLOSING DATE : 15 September 2023

POST 31/135 : **ENGINEER: INFRASTRUCTURE (GRADE A-C) REF NO: MAD 46/2023 (X1 POST)**

SALARY : Grade A: R795 147 – R847 221.per annum
Grade B: R894 042 – R962 292.per annum
Grade C: R1 020 087 – R1 197 978 per annum per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
Degree/Diploma in Mechanical Engineering NQF level 6 or equivalent qualification. Registered with ECSA as a Professional Engineer. Valid driver's license. 3 years' experience post qualification. Knowledge, Skills and Competencies required: - Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act/ Treasury regulations/Practice Notes/ Instructions/ circulars/ construction procurement system. Provincial/Departmental Supply Chain Management Policies. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and regulations. Quantity surveying profession Act 2000. National Building Standards Act of 1997 and Regulation. Government Immovable Asset Management Act of 2007. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as Issued by CIDB. Project and construction Management Act of 2000. Promotion of Access to inform Act of 2000. Promotion of Administrative Justice Act of 2000. Health and Act Regulations National Environmental Management Act of 1998. Engineering Professional Act of 2000. Applying expertise and Technology. Adhering to principles and values. Deciding and initiating action, delivering results and meeting customers' expectations. Writing and reporting. Formulating strategies and concept. Planning and organizing. Computer literate.

DUTIES : Ensure infrastructure programme and project planning in line with IDMS. Infrastructure programme and project implementation and monitoring. Infrastructure project commissioning. Infrastructure programme and project evaluation. Research/ literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils. Effective and efficient management of resources within maintenance and infrastructure development. Co-ordinate and participate in project commissioning, including site visits. Review maintenance plans and budgets on completion of projects.

ENQUIRIES APPLICATIONS : Mr. A.N Ndamane Tel: 034 328 8030
All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

FOR ATTENTION NOTE : The Recruitment Officer
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.

CLOSING DATE : 15 September 2023

POST 31/136 : **ASSISTANT MANAGER NURSING (PHC) REF NO: DANCHC 21/2023 (1 POST)**

SALARY : R683 838 – R767 184.per annum other benefits: 13th Cheque, Medical Aid (Optional), 8% Rural Allowance and Housing allowance: Prescribed requirements to be met.

CENTRE REQUIREMENTS :
 Dannhauser CHC
 Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years' experience in PHC after obtaining a 1-year qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate/ recognizable experience at managerial level under PHC. Grade 12(Senior Certificate). Degree/Diploma in General Nursing and Midwifery. Registration with SANC as a General Nurse (2023). PHC Certificate endorsed by SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years' experience in PHC after obtaining a 1-year qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate/ recognizable experience at managerial level under PHC. Recommendations: Driver's license. Diploma in Nursing Administration Knowledge, Skills, Training and Competencies Required for The Post Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Right charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service. PHC Guidelines and other prescripts. Conflict, change and people management.

DUTIES : Key Performance Areas: Manage minor and acute, casualty, HAST, Mother and Child, Mobile services and satellite clinics. Delegate, supervise and coordinate the provisioning of effective and efficient patient care through adequate nursing care. Participate in the implementation of the nursing plan, clinical audits, QIP's and its implementation for quality care. Participate in the formulation of nursing standards, protocols, sops, policies and ensure implementation through monitoring and evaluation. Ensure that practice in nursing is in accordance with laws and regulations relevant to nursing and health care. Manage and monitor HR and Finance in all relevant clinical areas. Facilitate implementation of ICRM and OHSC monitor process and maintain status and compliance. Facilitate and oversee the development of Nursing Operational plan in the relevant clinical areas and satellite clinics. Monitor and ensure data collection and adherence to Data Management Principles. Coordinate and engage Sukuma Sakhe promoting activities/ events within the community. Facilitate and monitor implementation of PHC re-engineering. Monitor implementation of clinical governance in the units and satellite clinics. Provide guidance and leadership towards the realization of strategic goals and objectives. Delegate, supervise and coordinate the provision of effective, efficient quality of care. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes Health Care.

ENQUIRIES APPLICATIONS : Mrs B.A. Mbatha: Tel (034) 621 6100
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

FOR ATTENTION NOTE : Mrs DBP Buthelezi
 : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. preference will be given to African male.

- CLOSING DATE** : 15 September 2023
- POST 31/137** : **OPERATIONAL MANAGER NURSING (SPECIALITY) OPERATING THEATRE. REF NO: EKO/OM- OT/01/2023 (X1 POST)**
- SALARY** : Grade 1: R627 474 - R703 752. per annum Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%
- CENTRE REQUIREMENTS** : Ekombe Hospital
- : Senior Certificate (Grade 12) or equivalent qualification Plus Degree/ Diploma in General Nursing and Midwifery. One (1) year Post Basic qualification in Operating Theatre, Current registration certificate with SANC (2023) as a General Nurse and Midwifery. A minimum of 09 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least Five (5) years of the period referred above must be appropriate/ recognizable experience in Operating Theatre after obtaining the One (1) year Post Basic Qualification in Operating Theatre. Proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted) Knowledge, Skills and Competencies Required: Demonstrate an in dept understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern of patients, promoting and advocating proper treatment and care including a willingness and awareness to respond patient's needs required and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial Policies and Practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit.
- DUTIES** : Provide comprehensive quality nursing care to patients in a specialty unit in a cost effective and efficient manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all the resources within the unit effectively and efficiently to ensure optimal service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promotion and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations {Batho Pele}. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians. Ensure compliance with all National and Provincial professional prescripts in order to render safe patients service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training needs of staff. Ensure that equipment in the unit is adequate and is checked and functional. Work effectively and amicably at a supervisory level with persons of diverse intellectual, culture, racial or religious differences. Monitor and evaluation the care and management of all patients and ensure the maintenance of accurate and complete patient records.
- ENQUIRIES APPLICATIONS** : Ms PL. Ntuli (Deputy Nursing Manager) Tel No: 035 834 8000 Ext 8005
- : Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital Private Bag X203, Kranskop, 3268 or Hand delivered to P16 Road Ekombe Hospital or You can email your application to sbusiso.langa@kznhealth.gov.za
- FOR ATTENTION NOTE** : MR. SS. Langa
- : The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, 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. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach {only when shortlisted} an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof (only those that will be shortlisted). All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 15 September 2023
- POST 31/138** : **OPERATIONAL MANAGER NURSING PHC (ROSARY CLINIC) EE TARGETS (AFRICAN MALE) (REF NO: MAD 47/ 2023).(1 POST)**
- SALARY** : Grade 1: R627 474 - R703 752 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : madadeni provincial hospital
: Basic R425 Degree/ Diploma in General Nursing and Midwifery. Post basic Diploma in Clinical assessment, treatment and care. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Current registration with SANC (2023). At least 5 years of the period referred to above must be appropriate /recognizable experience in PHC after obtaining the 1 year post basic qualification in PHC. Knowledge, Skills, Training and Competencies Required: - Leadership, organizational, decision making and problem-solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.
- DUTIES** : Ensure that implementation of all priority programmes in the clinics are implemented and monitored. Manage and monitor proper utilization of human, financial, physical and material resources. Deal with the disciplinary and grievance matters including monitoring and managing absenteeism. Provision of administrative services by planning, organizing and ensure the availability of medication and essential equipment in all clinics. Monitor and evaluate HR performance EPMS for all relevant staff. Ensure data management in all clinics is implemented and monitored. Implement and provide support to Operation Sukuma Sakhe (flagship programme). Monitor infection prevention and control in the Clinic. Ensure that clinic committees are functional. Maintain good relations with community stakeholders. Ensure compliance to National Core Standards and Ideal Clinic Realization.
- ENQUIRIES APPLICATIONS** : Ms. N.W Kubheka Tel No: 034 328 8137
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
- FOR ATTENTION NOTE** : The Recruitment Officer
: 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.

- CLOSING DATE** : 15 September 2023
- POST 31/139** : **OPERATIONAL MANAGER NURSING (SPECIALITY): INTENSIVE CRITICAL CARE REF NO: ADD/OM/ICU1/2023 (1 POST)**
(Re-advertised and candidates who had previously applied may re-apply)
- SALARY** : R627 474.per annum Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu Natal
- REQUIREMENTS** : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification in Critical Care Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Specialty-Critical Care Nursing Science. Current registration receipt with SANC (2023). Certificate of Service endorsed by HR. Experience: Minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Intensive critical care nursing Unit after obtaining the 1 year post basic qualification in Critical Care nursing science. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem-solving skills. Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions Basic Computer skills.
- DUTIES** : Key Performances Areas: Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.
- ENQUIRIES** : Matron B.N Ndhlovu Tel No: 031 327 2000
- APPLICATIONS** : All documents to be posted to: For Attention: Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 Or dropped off in the “Application Box “, at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form

(Z83) must be accompanied by a detailed Curriculum Vitae. 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.

CLOSING DATE :

15 September 2023

POST 31/140

OPERATIONAL MANAGER (PHC) REF NO: MHLU 01/2023 (1 POST)

SALARY :

R627 474 – R703 572,per annum Other Benefits 13th Cheque, 8% Rural Allowance Medical Aid (optional), Homeowner Allowance (subject to meeting prescribed requirements)

CENTRE :

Mhlumayo Mobile Clinic (St Chads CHC)

REQUIREMENTS :

Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. current registration certificate with SANC as a professional Nurse in General nursing and Midwifery (2023) and Primary Health Care. A minimum of 09 years recognizable experience in nursing after registration as professional nurse with SANC in General nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Certificate Of Service Endorsed by Human Resource Department Is Required (Only When Shortlisted). Recommendations: Degree / Diploma in Nursing Administration. Computer literacy. Valid driver's license code 8/10. Knowledge, Skill, And Training And Competencies Required: Knowledge of nursing care process and processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing act, Occupational health and safety act, Patient right' s charter, Batho Pele principles, Public service regulations act, Disciplinary code and procedures , Grievance procedure etc. Leadership, organizational decision making and problem-solving abilities within the limits of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiations conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES :

Key performance Areas: Monitor and evaluate performance of Clinic staff according to asset standards, norms targets and to ensure effective reporting. Ensure provision of high-quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members i.e. Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the health care users to assist in the achievement of optimal health care. Maintain good relationships with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment. Ensure monitoring and evaluation of staff performance through the EPMS system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma Sakhe programs to maximize patient care. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material

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| | | resources. Be involved and assist other staff members in the clinical management of clients. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Covid- 19. |
| <u>ENQUIRIES</u> | : | Mr. SI Siyaya. Tel No: 036 637 9600 |
| <u>APPLICATIONS</u> | : | All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381. |
| <u>FOR ATTENTION</u> | : | Mr S.D.Mdletshe |
| <u>NOTE</u> | : | The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/141</u> | : | <u>ASSISTANCE MANAGER NURSING- PLANNING MONITORING AND EVALUATION REF: EB18/2023 (1 POST)</u> |
| <u>SALARY</u> | : | R627 474 – R693 645.per annum Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements |
| <u>CENTRE</u> | : | East Boom CHC |
| <u>REQUIREMENTS</u> | : | Grade 12/Standard 10 / Matric National Diploma/ Degree in Nursing that allows evaluation in health care environment A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, 3- 5 years' supervisory experience in Nursing, Current registration with South African Nursing Council (SANC), Valid driver's license, Computer Literacy. Knowledge, Skills, Trainings And Competencies Required For The Post: Knowledge of the legislative, policy and M&E Framework informing health service delivery, Knowledge of legislation and planning framework, Knowledge of hospitality quality assurance, Knowledge of infection prevention control practices, Knowledge of Health Facility functions and operations, Understand HR policies and practices and staff relations, knowledge of DHMIS policy, SOP and relevant information system, Understanding of Financial Management, Knowledge of Data Management Knowledge of M&E principles, Ability to critical analyse complex information and to interpret that in relation to performance, health outcome relevant to institutions, and performance, Strong leadership and management skills, Planning and organising skills, Project Management Skills |
| <u>DUTIES</u> | : | Administer an evidence /result –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, provide platform for M&E reports to be discussed by the Management team (including sub-districts) and feeder clinics, Implement the M&E Framework at facility level and monitor of implementations at feeder clinics. Coordinate development of the operation |

plan in the institution with input from all departments in the facility, Ensure all plans for department are in place, facilitate and co-ordinate planning sessions, Ensure alignment of plans with the Annual Performance Plan (APP) and District Health Plan (DHP), Monitor compliance with implementing the M&E Framework, Data Management Policy and SOS, Quality Assurance and Infection Prevention and Control policy and guidelines, Co-ordinate functions of Health Information Team, Ensure data collected and analysed on monthly basis and validated as per data management standard operating procedures. Page 3 of 8, Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery, ensure that standards, quality assurance and risk management is maintained within the CHC in line with National Core Standards, Ensured the development, review and maintenance of institutional policies and protocols, Monitor and report on the performance of all departments in the facility, Provide reports to the management and governance structure. Monitor inspection process that is in keeping with establishment quality assurance goals, which seek to ensure that patients care is maintained at an optimal level and delivered in accost effective manner, Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria, Monitor, evaluate and report on delivery of quality care at the institution including clinical care, waiting time and client experience of care, Monitor implementation of plans to promote clean audits, Monitor and evaluate staff performance EPMSD and deal with identified developmental needs. Ensure that institutional plans are in place, and aligned with the district Health Plan, Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of finding when conducting audits in accordance with the CHC and governing laws, Exercise control over discipline and manage grievances and staff conflicts in terms of laid down policies and procedures, Conduct staff meetings such as performance and information reviews to disseminate.

- ENQUIRIES** : Dr S Chetty Tel No: 033 264 4900
- APPLICATIONS** : To be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg 3201
- FOR ATTENTION** : Human Resource Practices
- NOTE** : Please note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed Z83 form and detailed curriculum vitae, only shortlisted candidates will be required to submit documents.
- CLOSING DATE** : 15 September 2023
- POST 31/142** : **ASSISTANT DIRECTOR PHYSIOTHERAPY REF NO: PSH 62/ 2023 (1 POST)**
- SALARY** : R578 367 per annum Other Benefits: 17% Rural Allowance Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : Matric, Appropriate qualification that allows registration with the HPCSA as a Physiotherapist. Current registration with HPCSA as a Physiotherapist. A minimum of 8 years appropriate/recognizable experience after registration as Physiotherapist of which 5 years must be appropriate/recognizable experience in Management Certificate of service endorsed by HR Knowledge, Skills And Competencies Required Sound knowledge of clinical and patient management skills within the discipline Ability to provide overtime during weekend Ability to assess, diagnose and manage patients Good communication skills Sound ethical practice skills Knowledge of data verification procedure and budgeting
- DUTIES** : Key Performance Areas: Present department on various meetings including cash flow Monthly in-service training Development, implementation, and supervision of quality improvement programmes within the physiotherapy department. Development, implementation of assessment, protocols, and guidelines in line with local and international standards and best practice. Provide continuous professional development Monitor and control all expenditure in the department Conduct employee performance and development system Overs the day-to-day management, administration and supervising of clinical services. Ensure that physiotherapy services comply with health and safety and IPC regulations.
- ENQUIRIES** : Dr PB Dlamini Tel No: (039)688 6147/Dr M Panajatovic Tel No: 039688 6044

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. Or 11 – 17 Bazley Street Port Shepstone 4240

FOR ATTENTION NOTE : Mr. ZM Zulu
 : Detailed application for employment (Z83) and Curriculum Vitae Certified copies – Must Not Be Submitted When Applying for Employment. Nb: applicants are encouraged to utilise courier services (only short-listed candidates will be requested to submit proof of qualifications and other related documents) Due to financial constraints, there will be no payment of S&T Claims. The appointment is 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). 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.

CLOSING DATE : 15 September 2023

POST 31/143 : **OPERATIONAL MANAGER GRADE 1 –GENERAL REF NO: DGH01/2023**
 Branch: TB Wards

SALARY : R497 193 - R559 686 per annum plus 13th cheque, housing allowance, medical aid (optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Doris Goodwin Hospital –Pietermaritzburg Edendale
 : A Grade 12 certificate or equivalent, Degree/ Diploma in General Nursing and Midwifery Registration with SANC as a General Nurse and midwifery, Current registration with SANC, plus a minimum of 7 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. General information: Short-listed candidates must be available for interviews at a date and time determined by Doris Goodwin Hospital and will be required to submit certified documentation and service record stamped by HR on the day of the interview following communication from HR. Knowledge of Public Service Policies, Acts and Regulations. Knowledge of Nursing Care processes and procedures. Knowledge of the Code of Conduct and the Labour Relations processes and procedures. Knowledge of Batho Pele principles and Patient’s Right Charter. Knowledge of policy directives informing HIV/AIDS/TB Programmes. Strong leadership, planning organizing and decision-making skills. Good interpersonal relations, conflict management and problem-solving skills. Recommendations: valid code B, EB or C1 driver’s license and computer literacy

DUTIES : Promote, facilitate, and monitor implementation of quality health care delivery. Promote quality nursing care as directed by the profession scope of practice. Assist in planning, organizing, and monitoring of objectives of unites and departments. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Demonstrate and understanding of Human Resource and Financial management practices and procedures. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Ensure implementation of EPMDs, formulate, and participate in the training and development of employees. Provide a safe therapeutic and hygienic environment as lied down by the Nursing Act, Occupational Health and Safety Act and other applicable prescripts. Facilitate and monitor implementation of quality improvement projects/ plans. Promote and monitor implementation of IPC strategies in the units. Ensure quality data management and utilization.

ENQUIRIES APPLICATIONS : MRS N Jojo, Tel: 033-3981038/033-3273500
 : All applications must be forwarded: The Human Resource Manager, Doris Goodwin Hospital Edendale main Rd KwaHlengabantu Old Santa Centre, P.O. Box 32 Plessislaer 3216

FOR ATTENTION NOTE : Mrs. HP Mnikathi, Human Resources, Tel no: 033-3981038/ 033-3273500
 : Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience with respective dates, copies of qualifications and ID will be submitted by shortlisted candidates. General information: Short-

listed candidates will be required to submit certified documentation and service record stamped by HR on the day of the interview following communication from HR. Successful candidates may be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received response from this institution within three months of the closing date, please consider your application unsuccessful. Note: Doris Goodwin Hospital reserves the right to fill or not fill the above mention post. Due to budget constraints shortlisted candidates will not be paid to candidates attending the interviews.

- CLOSING DATE** : 15 September 2023
- POST 31/144** : **ULTRASOUND RADIOGRAPHER/SONOGRAPHER REF GJGM61/2023 (X 1 POST)**
Component: Allied Health Component
- SALARY** : Grade 1: R444 741.per annum
Grade 2: R520785.per annum
Grade 3: Salary R612 642per annum
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** Experience – Nil for South African Radiographers that have completed Community Service and One (1) year relevant experience after registration as a Sonographer with recognised Health Professional Council in respect of foreign qualified Sonographer. **Grade 2:** Experience – Ten (10) years appropriate experience after registration with HPCSA as a Radiographer and Eleven (11) years' experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. **Grade 3:** Experience – Twenty (20) years Appropriate experience after registration with HPCSA as a Radiographer and Twenty-One (21) years' experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. Senior Certificate or equivalent, plus a Three (3) year National Diploma or B. Tech Degree in Diagnostic and Acts. Registration certificates as a Sonographer with HPCSA. Registration with HPCSA as a Sonographer (2023-2024). Knowledge, Skills and Competencies: Sound knowledge of ultrasound procedures. Knowledge of relevant Health & Safety policies, regulations and Acts. Knowledge of Quality Assurance procedure and methods. Sound communication, interpersonal, problem-solving, teaching and training skills.
- DUTIES** : Provide high quality ultrasound services according to the patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff and students. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality Improvement programmes and National Core Standards. Inspect and use equipment professionally to ensure that they comply with safety Standards. Develop protocols to ensure that sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmes. Participate in Continued Professional Development (CPD) programmes
- ENQUIRIES APPLICATIONS** : Mr MR Leso (Deputy Director: Radiography) Tel: (032) 4376132
: 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). 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 to departmental budgetary constraints.

- CLOSING DATE** : 22 September 2023
- POST 31/145** : **CLINICAL NURSE PRACTITIONER REF NO: SAHL 02/2023 (1POST)**
- SALARY** : Grade 1: R431 265 - R497 193.per annum
Grade 2: R528 696 - R645 720.per annum Other Benefits 13th Cheque, 8% Rural Allowance Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)
- CENTRE** : Sahlumbe Clinic (St Chads CHC)
- REQUIREMENTS** : **Grade 1** Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care: **Grade2** Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in general nursing, of which 10 years must be appropriate/ recognizable experience after obtaining the one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Certificate Of Service Endorsed by Human Resource Department Is Required (only when shortlisted). Knowledge, Skill, and Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills and conflict management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills, report writing and time management skills.
- DUTIES** : Performance Areas: Ensure data management at all levels, Manage and supervise effective utilization of allocated resources Demonstrate effective communication with patients, supervisors and other clinicians including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMS .Motivate staff regarding development in order to increase level of

expertise and assist patients and families to develop a sense of care, ensure that Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.

**ENQUIRIES
APPLICATIONS**

: Mr. SI Siyaya. Tel: 036 637 9600
: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION
NOTE**

: Mr S.D.Mdletshe
: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment Form effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za. The Reference Number must be indicated in the column provided on the Z83, e.g., STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply

CLOSING DATE

: 15 September 2023

POST 31/146

: **OCCUPATIONAL HEALTH NURSE. REF NO: EKO/ OHN/01/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 - R497 193.per annum Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%

**CENTRE
REQUIREMENTS**

: Ekombe Hospital
: Grade 1: Senior Certificate (Grade 12) or equivalent qualification Plus Degree/ Diploma in General Nursing and Midwifery that allows registration as a Professional Nurse with SANC. Current registration certificate with SANC (2023) as a General Nurse and Midwifery. A minimum of 04 years appropriate/ recognizable experience as a professional Nurse after registration with SANC in General Nursing. Post basic qualification in Occupational Health Nursing Science with a duration of at least One (1) year accredited with SANC. Proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (only when shortlisted). Knowledge, Skills and Competencies Required: Knowledge of applicable legislation and guidelines, including Scientific Nursing and Nursing Principles. Sound knowledge of Nursing Act, Occupational Health and Safety Act. Compensation of Occupational Injuries and Disease Act. Knowledge of basic Human Resource and Financial Management. Communication and report writing skills. Good interpersonal and leadership skills. Ability to formulate occupational health policies.

DUTIES

: Ensure compliance to baseline medical surveillance, periodical medical examination and exit medical examination for hospital staff. Develop and implement Occupational Health and Safety training programs, orientation and induction programs. To implement Occupational Health manuals and protocols. To conduct Occupational Health Audit functions in compliance with the Occupational Health and institution. Promote employee wellness and advocate for proper treatment, management and care. Provide optimal, holistic nursing care with set standards within a professional/ legal framework. To assist with the drawing and implementation of Quality Improvement Plan.

Identify and investigate Occupational Health Disease. To ensure environmental conditions meet and maintain compliance certificates as regulated by Occupational Health and Safety Act 85, 1993. Develop Occupational Health Business Plan and Strategic Plan in line with the institutional plans. Maintain good working relationship with the nursing and multidisciplinary team.

ENQUIRIES : Mr. SS. Langa (Assistant Director: HRM) Tel No: 035 834 8000 Ext 8002
APPLICATIONS : Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital Private Bag X203, Kranskop, 3268 or Hand delivered to P16 Road Ekombe Hospital or You can email your application to sbusiso.langa@kznhealth.gov.za

FOR ATTENTION : MR. SS. Langa
NOTE : The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, 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. The reference number must be indicated in the column provided on Z83 form as per job advertisement e.g., EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach (only when shortlisted) an evaluation/verification certificate from the. South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof (only those that will be shortlisted). All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship, and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified Due to financial constraints S&T Claims will not be considered.

CLOSING DATE : 15 September 2023

POST 31/147 : **PROFESSIONAL NURSE SPECIALITY- ADVANCED MIDWIFERY. REF NO: EKO/PN- AM/01/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193.per annum Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%

CENTRE : Ekombe Hospital (Obstetrics & Gynaecology)
REQUIREMENTS : Grade 12 (senior certificate) or equivalent. Degree / Diploma in General Nursing with Midwifery Minimum of 4 years recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Post basic qualification with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Proof of current registration with SANC as a General Nurse with Midwifery (2023) (only when shortlisted). Proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (only when shortlisted) Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, such as Nursing Act, Health Act, Patients' Rights Charter, Batho-Pele Principles Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Report writing, leadership, organization, decision making and problem solving abilities. Financial management skills and budgeting knowledge. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. An understanding of the challenges facing the Public Health Sector. Ability to

DUTIES

translate transformation objectives into practical plans. Ability to priorities issues and other work related matters and to comply with timeframes.

: Provide holistic nursing care to patients in all clinic streams in a cost effective and efficient manner. Execute duties and functions with proficiency in support of the vision, mission, and strategic objectives of the institution and within the prescripts of all other legislation. Ensure the utilization of Maternal and Neonatal updated guidelines and protocols. Participate in the sub-district perinatal meetings ensuring compliance in MNCHW programmes including EMTCT. Take charge of the unit during the absence of the Operational Manager in charge and to manage the unit accordingly. Provision of nursing care that leads to improved service delivery. Perform standard procedures and solve problems communicating with patients and relatives. Maintain clinical competence by ensuring that the scientific principles of nursing care are maintained and observing the principles of Infection Prevention and Control practices. Participate in the implementation of priority programmes and strategies to reduce morbidity and mortality rates, communicable and non-communicable diseases. Implementation of quality improvement plans. Ensuring accurate reliable statistics and reports are submitted timeously, including care of medical records. Protect and advocate rights of patients regarding health care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Communicate with the multi-disciplinary health care team and assist in decision-making pertaining to health care delivery. Utilize human, material and physical resources efficiently and effectively. Ensure staff ongoing education and training in ESMOE, MBFI, EMTCT, etc. Maintain client satisfaction through quality service innovation and professionalism. Conduct clinical audits and compile summary reports. Ensure implementation of Mother Baby Friendly initiatives

**ENQUIRIES
APPLICATIONS**

: Ms. PL. Ntuli Deputy Nursing Manager Tel No: 035 834 8000 Ext 8005
: Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital Private Bag X203, Kranskop, 3268 or Hand delivered to P16 Road Ekombe Hospital or You can email your application to sbusiso.langa@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: MR. SS. Langa
: The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, 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. The reference number must be indicated in the column provided on the Z83 form as per job advertisement e.g. EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach (only when shortlisted) an evaluation/verification certificate from the. South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that will be shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship, and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified Due to financial constraints S&T Claims will not be considered.

CLOSING DATE

: 15 September 2023

POST 31/148

: **CLINICAL NURSE PRACTITIONER: PHC REF NO: EST/60/2023 (1 POST)**

SALARY

: Grade 1: R431 265 – R497 193.per annum
Grade 2: R528 696 – R645 720 per annum Other benefits 13th Cheque, Medical Aid (Optional), Home Owner Allowance (Employee must meet prescribed requirements) and 8% Rural Allowance

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| <u>CENTRE REQUIREMENTS</u> | : Estcourt District Hospital (Connor Street Clinic) : Senior Certificate – Grade 12, Degree/Diploma in General Nursing and Midwifery plus 1 year post basic Qualification in primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Experience: Grade 1 A minimum of 4 years appropriate/ recognized experience in nursing after registration as Professional with SANC in general nursing. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 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 all applicable legislation and guidelines, including scientific nursing and nursing principles, Good interpersonal relationship skills and good listening skills, good communication and problem-solving skills, Co-ordination and planning skills, Ability to relieve in the services areas, Team building and supervisory skills, Ability to formulate patient care related care related policies. |
| <u>DUTIES</u> | : Key Responsibilities: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetrics and emergencies and high-risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patient to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock. |
| <u>ENQUIRES APPLICATIONS</u> | : Z.E.Mhlanga Tel No: (036) 342 7232 : All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310 for the attention of Human Resource Section Or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt. |
| <u>NOTE</u> | : This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply. Applications should be submitted on the new Z83 form obtainable from any Public Service Department or at www.kznhealth.gov.za website and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed Please Note That To Due Financial Constraints No S&T Will Be Considered For Payment To Candidates That Are Invited For Interviews: 15 September 2023 |
| <u>CLOSING DATE</u> | : 15 September 2023 |
| <u>POST 31/149</u> | : <u>CLINICAL NURSE PRACTITIONER: PHC REF NO: EST/53/2023 (1 POST)</u> |
| <u>SALARY</u> | : Grade 1: R431 265 – R497 193.per annum Grade 2: R528 696 – R645 720 per annum Other benefits ^{13th} Cheque, Medical Aid (Optional), Home Owner Allowance (Employee must meet prescribed requirements) and 8% Rural Allowance |
| <u>CENTRE REQUIREMENTS</u> | : Estcourt District Hospital (Madiba Clinic) : Senior Certificate – Grade 12, Degree/Diploma in General Nursing and Midwifery plus 1 year post basic Qualification in primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Experience: Grade 1 A minimum of 4 years appropriate/ recognized experience in nursing after registration as Professional with SANC in general nursing. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in primary |

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| <u>DUTIES</u> | : Health Care. Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles, Good interpersonal relationship skills and good listening skills, good communication and problem-solving skills, Co-ordination and planning skills, Ability to relieve in the services areas, Team building and supervisory skills, Ability to formulate patient care related care related policies. : Key Responsibilities: Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high-risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patient to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock. |
| <u>ENQUIRES APPLICATIONS</u> | : Z.E.Mhlanga Tel No: (036) 342 7232 : All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310 for the attention of Human Resource Section Or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt. |
| <u>NOTE</u> | : This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply. Applications should be submitted on the new Z83 form obtainable from any Public Service Department or at www.kznhealth.gov.za website and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) Please Note That To Due Financial Constraints No S&T Will Be Considered For Payment To Candidates That Are Invited For Interviews: 15 September 2023 |
| <u>CLOSING DATE</u> | : 15 September 2023 |
| <u>POST 31/150</u> | : <u>CLINICAL NURSE PRACTITIONER REF NO: KDC03/2023 (2 POSTS)</u> Component: Kwadukuza Clinic |
| <u>SALARY</u> | : Grade 1: R431 265.per annum Plus 8% rural allowance Grade 2: R528696.per annum Plus 8% rural allowance Benefit: 13thCheque, homeowner's allowance, and medical aid optional (Employee must meet prescribed conditions) |
| <u>CENTRE REQUIREMENTS</u> | : Ilembe Health District Office : Grade 1 -Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Grade 2 Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above-mentioned documents need not be attached on application but will be requested only if shortlisted). Knowledge of |

all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills, co-ordination, and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES

: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier. netAssist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES
APPLICATIONS**

: Mrs. R Bhagwandin – Deputy Manager Nursing Tel No: 032 - 5513686
: All Applications Should Be Forwarded To: The District Director: Human Resource Management Services, I Lembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Centre, and KwaDukuza 4450

NOTE

: Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(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 qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualification are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted.

CLOSING DATE

: 22 September 2023

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| <u>POST 31/151</u> | : | <u>PROFESSIONAL NURSE SPECIALITY NURSING MATERNITY: KING DINUZULU CLINIC REF NO: PN SPEC KDC 36/2023, (1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R431 265 - R497 193.per annum Other Benefits: 13 th cheque, medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R528 696 - R645 720.per annum Other Benefits: 13 th cheque, medical aid (optional), 8 % rural allowance, and housing allowance: employee must meet the prescribed requirements. |
| <u>CENTRE REQUIREMENTS</u> | : | Eshowe District Hospital- King Dinuzulu Clinic Senior certificate (Grade 12). Registration with South African Nursing Council as a General Nurse. A post basic qualification in Advanced Midwifery and Neonatal Science. Diploma in Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Experience Grade 1 : Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. Experience Grade 2 : Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1- year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies. 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 relevant health facility. Demonstrate effective communication with clients/patients, supervisors and other clinicians, including report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care. Work effectively co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating. Knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct. Knowledge on SANC rules and regulations. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele). |
| <u>DUTIES</u> | : | Coordination of optical, holistic specialized nursing care provided within set standards and Professional/ legal framework. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, and implementation of policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care. Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes, BANC, PMTCT, BFHI etc. Compile monthly and quarterly report. Audit clinical records by analysing data. Participate in health promotion and illness prevention initiatives. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Assistant Manager Nursing Phc: Mr Pm Mnguni Tel No: 035-4734500 Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. |
| <u>FOR ATTENTION NOTE</u> | : | Mrs GZ Dube: Human Resource Manager Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed applications will be considered. The |

Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 15 September 2023
- POST 31/152** : **CLINICAL NURSE PRACTITIONER: PHC REF NO: EST/55/2023 (1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193.per annum
Grade 2: R528 696 – R645 720 per annum Other benefits^{13th} Cheque, Medical Aid (Optional), Home Owner Allowance (Employee must meet prescribed requirements) and 8% Rural Allowance
- CENTRE** : Estcourt District Hospital (Mobile Clinic)
- REQUIREMENTS** : Senior Certificate – Grade 12, Degree/Diploma in General Nursing and Midwifery plus 1 year post basic Qualification in primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Experience: **Grade 1** A minimum of 4 years appropriate/ recognized experience in nursing after registration as Professional with SANC in general nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 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 all applicable legislation and guidelines, including scientific nursing and nursing principles, Good interpersonal relationship skills and good listening skills, Good communication and problem solving skills, Co-ordination and planning skills, Ability to relieve in the services areas, Team building and supervisory skills, Ability to formulate patient care related care related policies
- DUTIES** : Key Responsibilities: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high-risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patient to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.
- ENQUIRES** : Z.E.Mhlanga Tel No: (036) 342 7232
- APPLICATIONS** : All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310 for the attention of Human Resource Section Or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt.
- NOTE** : This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply. Applications should be submitted on the new Z83 form obtainable from any Public Service

Department or at www.kznhealth.gov.za website and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) Please Note That To Due Financial Constraints No S&T Will Be Considered For Payment To Candidates That Are Invited For Interviews:
15 September 2023

CLOSING DATE

:

POST 31/153

:

CLINICAL NURSE PRACTITIONER: PHC REF NO: EST/56/2023 (2 POSTS)

SALARY

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Grade 1: R431 265 – R497 193.per annum
Grade 2: R528 696 – R645 720 per annum Other benefits 13th Cheque, Medical Aid (Optional), Home Owner Allowance (Employee must meet prescribed requirements) and 8% Rural Allowance

CENTRE

:

Estcourt District Hospital (Ncibidwane Clinic)

REQUIREMENTS

:

Senior Certificate – Grade 12, Degree/Diploma in General Nursing and Midwifery plus 1 year post basic Qualification in primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Experience: **Grade 1** A minimum of 4 years appropriate/ recognized experience in nursing after registration as Professional with SANC in general nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 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 all applicable legislation and guidelines, including scientific nursing and nursing principles, Good interpersonal relationship skills and good listening skills, Good communication and problem solving skills, Co-ordination and planning skills, Ability to relieve in the services areas, Team building and supervisory skills, Ability to formulate patient care related care related policies

DUTIES

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Key Responsibilities: Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetrics and emergencies and high-risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patient to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

ENQUIRES

:

Z.E. Mhlanga Tel No: (036) 342 7232

APPLICATIONS

:

All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310 for the attention of Human Resource Section Or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt.

NOTE

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This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply Applications should be submitted on the new Z83 form obtainable from any Public Service Department or at www.kznhealth.gov.za website and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) Please Note That To Due Financial Constraints No S&T Will Be Considered For Payment To Candidates That Are Invited For Interviews:
15 September 2023

CLOSING DATE

:

POST 31/154

:

CLINICAL NURSE PRACTITIONER: PHC REF NO: EST/57/2023 (1 POST)

SALARY

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Grade 1: R431 265 – R497 193.per annum

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| CENTRE REQUIREMENTS | <p>Grade 2: R528 696 – R645 720 per annum Other benefits¹³th Cheque, Medical Aid (Optional), Home Owner Allowance (Employee must meet prescribed requirements) and 8% Rural Allowance</p> <p>Estcourt District Hospital (Injisuthi Clinic)</p> <p>Senior Certificate – Grade 12, Degree/Diploma in General Nursing and Midwifery plus 1 year post basic Qualification in primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Experience: Grade 1 A minimum of 4 years appropriate/ recognized experience in nursing after registration as Professional with SANC in general nursing. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 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 all applicable legislation and guidelines, including scientific nursing and nursing principles, Good interpersonal relationship skills and good listening skills, good communication and problem-solving skills, Co-ordination and planning skills, Ability to relieve in the services areas, Team building and supervisory skills, Ability to formulate patient care related care related policies.</p> |
| DUTIES | <p>key responsibilities: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high-risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patient to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.</p> |
| ENQUIRES APPLICATIONS | <p>Z.E.Mhlanga Tel No: (036) 342 7232</p> <p>All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310 for the attention of Human Resource Section Or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt.</p> |
| NOTE | <p>This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply Applications should be submitted on the new Z83 form obtainable from any Public Service Department or at www.kznhealth.gov.za website and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) Please Note That To Due Financial Constraints No S&T Will Be Considered For Payment To Candidates That Are Invited For Interviews:</p> |
| CLOSING DATE | <p>15 September 2023</p> |
| POST 31/155 | <p><u>PROFESSIONAL NURSE SPECIALITY-ADVANCE MIDWIFERY REF NO: EST/58/2023 (1 POST)</u></p> |
| SALARY | <p>Grade 1: R431 265 – R497 193.per annum</p> <p>Grade 2: R528 696 – R645 720 per annum Other benefits¹³th Cheque, Medical Aid (Optional), Home Owner Allowance (Employee must meet prescribed requirements) and 8% Rural Allowance</p> |
| CENTRE REQUERMENT | <p>Estcourt District Hospital (Wembezi Clinic)</p> <p>Grade 1 National Senior Certificate, Degree/ Diploma in General nursing, plus 1 year post basic qualification in advanced midwifery, Registration with SANC as General Nurse and advance midwifery, A minimum of 4 years appropriate/recognizable experience as a General Nurse. Grade 2 A minimum of 14 years appropriate/ recognizable nursing experience after registration as</p> |

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| | | a General Nurse with SANC of which 10 years must be appropriate/ recognizable experience in specialty after obtaining one year post basic qualification in the relevant specialty. knowledge, skills, training and competences required: Demonstrate Understanding of Nursing legislation and relation and legal and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies and practices. Good communications skills. Good interpersonal skills. Team building and supervisory skills. Knowledge of covid19 protocols |
| <u>DUTIES</u> | : | Key Performance Areas: Provide comprehensive quality nursing care to patients/ clients in a specialty unit in a cost-effective efficient manner. Assist in planning organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multidisciplinary team to ensure quality nursing care. Ensure compliance with all National, Provincial and Professional prescripts/ legislation. Participate in the analysis and formulation of nursing policies and procedures. Provide for safe therapeutic and hygienic environment. Demonstrate understanding of Human Resource, Labour relations Financial Management Policies and Procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records. Participate in teaching of staff and mothers/ relatives and mentorship of junior staff and trainees. Implement plan of action in emergency situations according to protocols and guidelines. To attend monthly nursing and multidisciplinary meetings. Implement PMTCT, KMC and BFHI and programmes. Conduct audits, draw and implement quality improvement programmes. Uphold the Batho Pele Principles and Patient Right Charter. Provide and manage all resource within the unit cost effectively and ensure optimal service delivery. Participate in the analysis, formulation and monitoring of objective policies and procedure including quality improvement programs. Participate in staff development using EPMDS system and other related programs and training. Maintain professional growth ethical standard through the code of conduct for public services and professional body. Provide direct and indirect supervision of all nursing and give guidance. Assist in orientation, induction and monitoring all nursing staff. Provide comprehensive holistic specialized quality nursing care to patients as a member of the multi-disciplinary team according to the identified needs within the professional legal framework. Promote quality specialized nursing care as directed by scope of practice and standard determined by the relevant specialty. Participating in IPC, norms and standard and Ideal Hospital Realization and management. |
| <u>ENQUIRES APPLICATIONS</u> | : | Z.E.Mhlanga Tel No: (036) 342 7232 |
| | : | All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310 for the attention of Human Resource Section Or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt. |
| <u>NOTE</u> | : | This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply. Applications should be submitted on the new Z83 form obtainable from any Public Service Department or at www.kznhealth.gov.za website and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) Please Note That To Due Financial Constraints No S&T Will Be Considered For Payment To Candidates That Are Invited For Interviews: |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/156</u> | : | <u>CLINICAL NURSE PRACTITIONER: PHC REF NO: EST/54/2023 (1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R431 265 – R497 193.per annum Grade 2: R528 696 – R645 720 per annum Other benefits13 th Cheque, Medical Aid (Optional), Home Owner Allowance (Employee must meet prescribed requirements) and 8% Rural Allowance |
| <u>CENTRE REQUIREMENTS</u> | : | Estcourt District Hospital (Ntabamhlophe Clinic) |
| | : | Senior Certificate – Grade 12, Degree/Diploma in General Nursing and Midwifery plus 1 year post basic Qualification in primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Experience: Grade 1 A minimum of 4 years appropriate/ recognized experience in nursing after registration as Professional with SANC in general |

nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 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 all applicable legislation and guidelines, including scientific nursing and nursing principles, Good interpersonal relationship skills and good listening skills, Good communication and problem solving skills, Co-ordination and planning skills, Ability to relieve in the services areas, Team building and supervisory skills, Ability to formulate patient care related care related policies

DUTIES : Key Responsibilities: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patient to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

ENQUIRES : Z.E.Mhlanga Tel No: (036) 342 7232
APPLICATIONS : All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310 for the attention of Human Resource Section Or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt.

NOTE : This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply. Applications should be submitted on the new Z83 form obtainable from any Public Service Department or at www.kznhealth.gov.za website and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) Please Note That To Due Financial Constraints No S&T Will Be Considered For Payment To Candidates That Are Invited For Interviews:

CLOSING DATE : 15 September 2023

POST 31/157 : **CLINICAL NURSE PRACTITIONER REF NO: EKUV 04 /2023 (2 POSTS)**

SALARY : Grade 1: R431 265 - R497 193.per annum
 Grade 2: 528 696 - R645 720.per annum Other Benefits :13th Cheque, 8% Rural Allowance Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)

CENTRE : Ekuvukeni Clinic (St Chads CHC)
REQUIREMENTS : **Grade 1** Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care: **Grade2** Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in general

nursing, of which 10 years must be appropriate/ recognizable experience after obtaining the one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Certificate Of Service Endorsed by Human Resource Department Is Required (only when shortlisted). Knowledge, Skill, and Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills and conflict management skills. Knowledge of human resource management. Ability to formulate vision, mission, and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills, report writing and time management skills.

DUTIES

: Performance Areas: Ensure data management at all levels, Manage and supervise effective utilization of allocated resources Demonstrate effective communication with patients, supervisors and other clinicians including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose , treat and dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMS. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a s sense of care, ensure that Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.

ENQUIRIES APPLICATIONS

: Mr. SI Siyaya. Tel No: 036 637 9600
 : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381

FOR ATTENTION NOTE

: Mr S.D.Mdletshe
 : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote presentively in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote presentively in all occupational categories in the Department. Person with disability are encouraged to apply

CLOSING DATE

: 15 September 2023

POST 31/158

: **CLINICAL NURSE PRACTITIONER REF NO: MTE 03/2023 (1 POST)**

SALARY

: Grade 1: R431 265 - R497 193.per annum
 Grade 2: R528 696 - R645 720.per annum Other Benefits: 13th Cheque, 8% Rural Allowance Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)

CENTRE REQUIREMENTS

: Kwa-Mteyi Clinic (St Chads CHC)
 : **Grade 1** Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Current registration certificate with SANC as a

professional Nurse in General Nursing and Midwifery (2023). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care: **Grade2** Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in general nursing, of which 10 years must be appropriate/ recognizable experience after obtaining the one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Certificate Of Service Endorsed by Human Resource Department Is Required (only when shortlisted). Knowledge, Skill, And Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills and conflict management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills, report writing and time management skills.

DUTIES

: Performance Areas: Ensure data management at all levels, Manage and supervise effective utilization of allocated resources Demonstrate effective communication with patients, supervisors and other clinicians including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMS. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care, ensure that Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.

ENQUIRIES

: Mr. Si Siyaya. Tel No: 036 637 9600

APPLICATIONS

: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION NOTE

: Mr S.D.Mdletshe
 : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za. The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote

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| | | representivity in all occupational categories in the Department. person with disability are encouraged to apply |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/159</u> | : | <u>CLINICAL NURSE PRACTITIONER REF NO: CJMH 24 /2023 (2 POSTS)</u> |
| <u>SALARY</u> | : | R431 265 – R497 193.per annum Other Benefits: 13TH Cheque Rural Allowance is compulsory Homeowner's allowance must meet prescribed requirements |
| <u>CENTRE</u> | : | Nondweni clinic (1 Post) Hlathidam clinic (1 Post) |
| <u>REQUIREMENTS</u> | : | Grade 12/Senior certificate. An appropriate B Degree/Diploma in Nursing that allows registration with SANC as a professional nurse and midwife. A post basic nursing qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Recommendation One year diploma in Psychiatric Science Knowledge, Skills Training and Competencies Required: Leadership, Organizational, Decision making, supervisory and problem-solving abilities within the limit of the Public Sector and Institutional policy framework. Knowledge of TB/HIV and AIDS, MCWH and other communicable and non-communicable. Ability to formulate patient's care related policies, vision, mission, and objectives 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 to relevant resources under programmes. Competencies (knowledge/skills). Good communications and interpersonal skills. Planning and organizational skills. |
| <u>DUTIES</u> | : | Provision of an integrated, quality, and comprehensive Primary Health Care services by promoting health, prevent diseases curative and rehabilitative services to the clients, individuals, families and community. Provide PICT and adherence counselling to all clients. Promote advocacy, disclosure and adherence to treatment and care, thus ensuring that facilities comply with Batho Pele principles. Provide primary prevention strategies and management of COVID-19, TB/HIV/ AIDS, MCWH and other communicable disease and non-communicable disease. Maintain inter-sectoral collaboration with other government structures. Support operation WBPHCOT and Sukuma Sakhe Activities. Ensure availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the monitoring of HR performance through EPMDS. Ensure data management is implemented and monitored. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Assist the unit manager with overall management and necessary support for effective functioning of the clinic. Promote preventive health for clients and community in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Work as part of the multidisciplinary team to ensure good Nursing Care in the clinic. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented in a clinic must be able to handle obstetric emergencies and high-risk conditions. Supervision of patients and provision of basic patients' needs e.g oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Provide direct and indirect supervision of all nursing staff and give guidance. Motivate staff regarding development in order to increase the level of expertise and assist patients and families to develop a sense of self care. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patients in the clinic. Provide nursing care that lead to improved service delivery by upholding Batho Pele Principles and Rights Charter. Ensure compliance with and implementation of National Core Standards; deal Clinic Realization and Maintenance, CCMDD, ect. |
| <u>ENQUIRIES</u> | : | Mrs. T. P. Ndlovu Tel No: (034) 271 6405 |
| <u>APPLICATIONS</u> | : | For attention Human Resource Manager All application should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu, Private Bag X5503, Nqutu, 3135 |
| <u>NOTE</u> | : | Only shortlisted candidates have to submit proof of previous experience / certificate of service endorsed by Human Resource Department. Application |

form Z83 and CV only must be submitted. due to financial constraints no s & t or relocation costs will be paid for attending interviews.
15 September 2023

CLOSING DATE

POST 31/160

CLINICAL NURSE PRACTITIONER REF NO: LIME 01/2023 (1 POST)

SALARY

Grade 1: R431 265 - R497 193.per annum
Grade 2: R528 696.00- R 645 720.per annum Other Benefits: 13th Cheque, 8% Rural Allowance Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)

CENTRE REQUIREMENTS

Limehill Clinic (St Chads CHC)
Grade 1 Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care: **Grade 2** Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in general nursing, of which 10 years must be appropriate/ recognizable experience after obtaining the one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Certificate Of Service Endorsed by Human Resource Department Is Required (only when shortlisted). Knowledge, Skill, Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills and conflict management skills. Knowledge of human resource management .Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills, report writing and time management skills.

DUTIES

Performance Areas: Ensure data management at all levels, Manage and supervise effective utilization of allocated resources Demonstrate effective communication with patients, supervisors and other clinicians including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose , treat and dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a s sense of care, ensure that Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.

ENQUIRIES APPLICATIONS

Mr. SI Siyaya. Tel: 036 637 9600
All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION NOTE

Mr S.D.Mdletshe
The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above

instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : September 2023
- POST 31/161** : **CLINICAL NURSE PRACTITIONER REF NO: ISIGWE 01/2023 (01 POST)**
- SALARY** : Grade 1: R431 265 - R497 193.per annum
Grade 2: R528 696 - R645 720.per annum Other Benefits 13th Cheque, 8% Rural Allowance Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)
- CENTRE REQUIREMENTS** : Isigweje Clinic (St Chads CHC)
Grade 1 Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care: **Grade2** Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in general nursing, of which 10 years must be appropriate/ recognizable experience after obtaining the one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Certificate Of Service Endorsed by Human Resource Department Is Required (only when shortlisted). Knowledge, Skill, and Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills and conflict management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills, report writing and time management skills.
- DUTIES** : Performance Areas: Ensure data management at all levels, Manage and supervise effective utilization of allocated resources Demonstrate effective communication with patients, supervisors and other clinicians including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose , treat and dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a s sense of care, ensure that Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.
- ENQUIRIES** : Mr. SI Siyaya. Tel No: 036 637 9600

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| <u>APPLICATIONS</u> | : | All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381. |
| <u>FOR ATTENTION NOTE</u> | : | Mr S.D.Mdletshe |
| <u>NOTE</u> | : | The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/162</u> | : | <u>CLINICAL NURSE PRACTITIONER REF NO: GCI 02/2023 (1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R431 265 - R497 19 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: 13 th Cheque, 8% Rural Allowance Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) |
| <u>CENTRE REQUIREMENTS</u> | : | Gcinalishona Clinic (St Chads CHC) Grade 1 Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care: Grade 2 Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in general nursing, of which 10 years must be appropriate/ recognizable experience after obtaining the one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Certificate Of Service Endorsed by Human Resource Department Is Required (only when shortlisted). Knowledge, Skill, and Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills and conflict management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills, report writing and time management skills. |

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| <u>DUTIES</u> | : | Performance Areas: Conduct Sub- District Situational Analysis in relation to Departmental Policies, Guidelines implementation and conduct on the job Training according to gaps identified per program. Deputize the operational Manager. Ensure data quality of the facility. Adapt and modify training material to keep it in line with current PHC developments and maintain interest in all PHC Programs. Promote and support implementation of Quality Nursing Care directed by OHSC and ideal Clinic Realization initiative. Plan and organize training according to required skills and gaps identified. Maintain appropriate nursing standards and ensure that staff is kept informed of changes in the Nursing Practices, Legislation, Policies and Guidelines. Monitor implementation of skills and knowledge acquired through supportive supervision and mentoring. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi-disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern of patients, promoting and advocating proper treatment and care including willing to respond to patient's needs and expectations according to Batho Pele Principles. |
| <u>ENQUIRIES</u> | : | Mr. SI Siyaya. Tel: 036 637 9600 |
| <u>APPLICATIONS</u> | : | All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381. |
| <u>FOR ATTENTION</u> | : | Mr S.D.Mdletshe |
| <u>NOTE</u> | : | The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/163</u> | : | <u>CLINICAL NURSE PRACTITIONER (PMTCT) REF NO: DANCHC 22/2023 (1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R431 26 – R497 193.per annum Grade 2: R528 696 – R645 720.per annum other benefits: 13 th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met. |
| <u>CENTRE</u> | : | Naas Farm Clinic |
| <u>REQUIREMENTS</u> | : | Grade 1: Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing Grade 2: Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate |

/recognisable experience after obtaining the one year post basic qualification in Primary Health Care Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Knowledge, Skills, Training and Competencies Required for The Post Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Key Performance Areas: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g., oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g., IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase the level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES
APPLICATIONS**

: Mrs T.P. Magudulela: Tel (034) 621 6217
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

**FOR ATTENTION
NOTE**

: Mrs DBP Buthelezi
 : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae Only. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. preference will be given to african male

CLOSING DATE

: 15 September 2023

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| <u>POST 31/164</u> | : | <u>CLINICAL NURSE PRACTITIONER REF NO: DANCHC 23/2023 (1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R431 26 – R497 193.per annum Grade 2: R528 696 – R645 720.per annum other benefits: 13 th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met. |
| <u>CENTRE REQUIREMENT</u> | : | Naas Farm Clinic Grade 1: Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing Grade 2: Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Knowledge, Skills, Training and Competencies Required for The Post Relevant legal framework such as Nursing Acts, Occupational Health, and Safety Act, Batho Pele and Patient’s Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification, and submission to FIO timeously. Motivate staff regarding development to increase the level of expertise and assist patients to develop a sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical, and other stock. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mrs T.P. Magudulela: Tel (034) 621 6217 All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080 |
| <u>FOR ATTENTION NOTE</u> | : | Mrs DBP Buthelezi Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained |

from the State Security Agency (SSA) to the following checks 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.

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| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/165</u> | : | <u>CLINICAL NURSE PRACTITIONER REF NO: DANCHC 24/2023 (1 POST)</u> |
| <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), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met. |
| <u>CENTRE REQUIREMENTS</u> | : | Thandanani Clinic Grade 1: Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing Grade 2: Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Knowledge, Skills, Training and Competencies Required for The Post Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient’s Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification, and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mrs T.P. Magudulela: Tel (034) 621 6217 All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser; 3080 |
| <u>FOR ATTENTION</u> | : | Mrs DBP Buthelezi |

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| <u>NOTE</u> | : | Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae Only. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. preference will be given to African male. |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/166</u> | : | <u>CLINICAL NURSE PRACTITIONER REF NO: DANCHC 25/2023 (1 POST)</u> (Re-Advertisement) |
| <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), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met. |
| <u>CENTRE REQUIREMENTS</u> | : | Thembalihle Clinic Grade 1: Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing Grade 2: Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Knowledge, Skills, Training and Competencies Required for The Post Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification, and submission to FIO timeously. Motivate staff regarding development to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the |

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| | | clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock. |
| <u>ENQUIRIES</u> | : | Mrs T.P. Magudulela: Tel (034) 621 6217 |
| <u>APPLICATIONS</u> | : | All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080 |
| <u>FOR ATTENTION</u> | : | Mrs DBP Buthelezi |
| <u>NOTE</u> | : | Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae Only. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. Preference Will Be Given To African Male |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/167</u> | : | <u>CLINICAL NURSE PRACTITIONER REF NO: ROCK 03/2023 (1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R431 265 - R497 193per annum Grade 2: R528 696 - R645 720.per annum Other Benefits: 13 th Cheque, 8% Rural Allowance Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) |
| <u>CENTRE</u> | : | Rock Cliff Clinic (St Chads CHC) |
| <u>REQUIREMENTS</u> | : | Grade 1 Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery(2023).Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care: Grade 2 Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in general nursing, of which 10 years must be appropriate/ recognizable experience after obtaining the one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Certificate Of Service Endorsed by Human Resource Department Is Required (only when shortlisted). Knowledge, Skill, and Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills and conflict management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills, report writing and time management skills. |
| <u>DUTIES</u> | : | Performance Areas: Conduct Sub- District Situational Analysis in relation to Departmental Policies, Guidelines implementation and conduct on the job Training according to gaps identified per program. Deputize the operational |

Manager. Ensure data quality of the facility. Adapt and modify training material to keep it in line with current PHC developments and maintain interest in all PHC Programs. Promote and support implementation of Quality Nursing Care directed by OHSC and ideal Clinic Realization initiative. Plan and organize training according to required skills and gaps identified. Maintain appropriate nursing standards and ensure that staff is kept informed of changes in the Nursing Practices, Legislation, Policies and Guidelines. Monitor implementation of skills and knowledge acquired through supportive supervision and mentoring. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi-disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work effectively, co-operatively, and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern of patients, promoting and advocating proper treatment and care including willing to respond to patient's needs and expectations according to Batho Pele Principles.

**ENQUIRIES
APPLICATIONS**

: Mr. SI Siyaya. Tel: 036 637 9600
 : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION
NOTE**

: Mr S.D.Mdletshe
 : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment Form effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za. The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship, and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply

CLOSING DATE

: 15 September 2023

POST 31/168

: **ASSISTANT DIRECTOR: SYSTEMS REF NO: EMP39/2023**

SALARY

: R424 104 - R496 467.per annum (Level 9) plus 13th Cheque, Home Owners Allowance (Employee must meet prescribed requirements), Medical aid (Optional)

**CENTRE
REQUIREMENTS**

: Queen Nandi Regional Hospital (Empangeni)
 : An appropriate Degree/ National Diploma in Administration/Management or equivalent, 3-5 years' experience in Systems Management. Code 8 Valid driver's license Recommendations: Extensive supervisory experience in Systems Management Components Knowledge, Skills and Competencies Required: Leadership and supervisory skills. Skills in discipline and grievance procedures. Computer literacy good verbal and written communication skills. Knowledge of relevant prescripts, policies and procedures and procedures manuals pertaining to administrative divisions within your span of control. Good organizational, planning and problem-solving skills. Innovation and drive. Time management. Project management. Clinical governance.

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| <u>DUTIES</u> | : | Key Performance Areas: Manage staff in registry, telecommunication, transport, grounds, catering, security, cleaning and pottering, linen/laundry and staff accommodation services. Maintain effective and efficient utilization of resources. Train, develop and monitor staff. Develop and implement effective and efficient work systems. Must be prepared to act in the absence of the Deputy Director: Facilities Management. Implement effective and efficient discipline and grievance procedures. Attend meetings and workshops. Ensure 24 hour coverage for essential departments under his/her supervision. Ensure clean environment in the institution. Ensure that all contractors are performing according to tender specifications. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Deputy Director Human Resources Mr SM Ndabandaba Tel No: 035 9077011 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>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 be available for interviews at a date and time determined 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 to severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost-cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview. |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/169</u> | : | <u>ENVIRONMENTAL HEALTH PRACTITIONER: WASTE MANAGEMENT</u> <u>REF NO: MAN20/2023 (1 POST)</u> Province: KZN Department of Health |
| <u>SALARY</u> | : | R402 441.per annum. Other Benefits: 13 th Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Home owner allowance (employee must meet prescribed requirement) |
| <u>CENTRE REQUIREMENTS</u> | : | Manguzi Hospital Senior Certificate (Grade 12) National diploma in environmental health, registration with HPCSA as an environmental health practitioner, valid EB drivers licence. Knowledge, Skills, Training And Competencies Required ability to work under pressure and prioritizing as per changing demands, possess good communication numeracy and interpersonal skills, good knowledge of departmental policies and protocols, conflict management skill and organizational skill, be able to work under pressure without compromising |

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| <u>DUTIES</u> | : quality of care, relationship management, occupational health and safety act ,national health act, and KwaZulu- Natal health act. Key Performance Areas: Implement waste management principles, policies, legislation and standards, establish and coordinate all the activities of an institutional waste management committee, including implementation of committee resolutions. Manage health care waste (including its budget) for the entire catchment area of the institution, including waste from EMRS bases and medico-legal mortuaries linked to that institution. develop and implement an institutional waste management plan, which will include inter alia, waste avoidance, waste minimization, reuse, recycling and recovery initiatives train institutional staff on waste management best practices. Supervise waste segregation, containerization and all processes and ensure compliant monitoring. Report on the waste information system. Manage and oversee the weighing of waste, record keeping, internal collection and storage of health care waste. Identify waste services that need to be outsourced and participate in the development of specification thereof. monitor and evaluate the services of all health care waste management service providers. Manage and supervise alia employees (including on –site management staff and general orderlies) that are involved in health care waste management in the institution. conduct and coordinate outreach programmes to educate communities on community-generated health care waste throughout the catchment area of the institution. Conduct and coordinate outreach programmes to educate communities on community-generated health care waste throughout the catchment area of the institution liaise with institutional management and the district office on all health care waste management issues. HR Manager Tel: 035 5920150 |
| <u>ENQUIRIES APPLICATIONS</u> | : should be forwarded to: Mr. N.T Ngubane Assistant Director: HRM Manguzi District Hospital Private Bag x 301 KwaNgwanase 3973 |
| <u>NOTE</u> | : Directions To Candidates: -The following documents must be submitted: - Application must be accompanied by new Z83 form, obtainable from any Public Service Department, or obtainable at (www.kznhealth.gov.za) and a recent updated Comprehensive Curriculum Vitae (previous experience must be comprehensively detailed i.e. positions held and dates). n the case of foreign qualification: it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) or other regulating bodies to their applications if shortlisted. only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants 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. Employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: Security clearance, credit records, qualification, citizenship and previous experience verifications Failures to comply with the above instructions will results to your application being disqualified. note: Due to financial constraints S&T Claims will not be considered. |
| <u>CLOSING DATE</u> | : 15 September 2023 |
| <u>POST 31/170</u> | : <u>OPTOMETRIST REF NO: LRH 53/2023</u> Component: Medical |
| <u>SALARY</u> | : Grade 1: R359 622.per annum Grade 2: R420 015.per annum Grade 3 R 491 676.per annum Other Allowances 13 th Cheque, Medical Aid (Optional) And Housing Allowance (Employee Must Meet Prescribed Requirements) |
| <u>CENTRE REQUIREMENTS</u> | : Ladysmith Regional Hospital : Matric certificate. Degree as an Optometrist. Registration as an optometrist with the Health Professional Council of South Africa. Current registration (2023). Previous and current work experience (Certificate /s of service) endorsed and stamped by HR must be attached. Grade 1: Experience – Nil for South African Optometrists OR 1-year relevant experience, after registration |

as an Optometrist with a recognized Health Professional Council in respect of foreign qualified optometrists. **Grade 2:** Experience – 10 years appropriate experience after registration with HPCSA as an Optometrist or 11-year relevant experience, after registration as an Optometrist with a recognized Health Professional Council in respect of foreign qualified optometrists. **Grade 3:** Experience – 20 years appropriate experience after registration with HPCSA as an Optometrist or 21-year relevant experience, after registration as an Optometrist with a recognized Health Professional Council in respect of foreign qualified optometrists. NB: only shortlisted candidates will be required to submit certified documents and certificate of service on or before day of the interview following communication from HR. Knowledge and Skills: Sound knowledge in the application of Optometry practice and ethics. Knowledge of current health and public service regulations and policies. Ability to work within a multi-disciplinary team. Good communication and interpersonal skills. Good organization, planning and management skills. Decision making and networking skills.

DUTIES : Key Performance Areas: Exercise clinical responsibility to ensure optimal service delivery. Provide clinical intervention and issue assistive devices. Ensure execution of appropriate treatment and provide visual counselling. Refer patients requiring more specialized eye care to specific institutions for further management. Maintain accurate patient medical records and compile daily statistics. Function within a multi-disciplinary team and link with external service providers, NGOs, and organisations for persons with disabilities, in order to provide comprehensive holistic care. Assist with management of the department, which includes maintenance of equipment and ordering of materials in a cost-effective manner. Be involved in community outreach programmes. Provide education and preventative methods to the community and to patients attending hospital and attached clinics. Participate in clinical audits and quality improvement programmes. Ensure rotational visits to attached clinics to provide optometry services. Supervise and assist junior staff.

ENQUIRIES APPLICATIONS : Mr N.R.Fakeni (Assistant Director Physiotherapy) Tel No: 036-6372111
 : All applications should be emailed to LadysmithHospitalJobApp@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag x 9928, Ladysmith, 3370

FOR ATTENTION NOTE : Mr S.L.Dlozi.
 : 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 only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted)

CLOSING DATE : 15 September 2023

POST 31/171 : **EMPLOYEE ASSISTANCE PRACTITIONER REF: DANCHC 19/2023 (1 POST)**

SALARY : R359 517 – R420 402.per annum (Level 8) Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.

CENTRE REQUIREMENTS : Dannhauser CHC
: Experience 3 – 5 Years' Experience in Relevant Field Grade 12/ Senior certificate. Bachelor's Degree/Diploma in Social Science/Social Work or National Diploma in Employee Wellness. 3 – 5 years' experience in a relevant field. Knowledge, Skills, Training and Competencies Required For The Post Knowledge of Public Sector. Sound knowledge in Employee Wellness. Knowledge in developing guidelines and standards. Sound knowledge on the Healthy Lifestyle Programmes, HIV/AIDS. Sick Leave, PILLIR, Stress Management etc. Knowledge of National, Provincial and Departmental policies, prescripts, and legislation. Counselling, HIV/AIDS Counselling. Crisis Management. Problem Solving. Change Management. Computer Literacy

DUTIES : Key Performance Areas: Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at Institution level. Roll out Provincial Policies at institutional level to Management, Employees and Unions e.g. Substance abuse, absenteeism management etc. Review existing policies, procedure and guidelines so that it is applicable to workforce. Establish and facilitate Employee Wellness Programmes. Monitor and evaluate the Employee Wellness Programme. Adapt existing monitoring and evaluation tools to new programmes implemented. Capture all Monitoring and Evaluation results in Head Office templates which would then be collated for Departmental use. Compile monthly, quarterly and annual Employee Wellness reports. Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the Institutions based on relevant qualification and experience. Marketing and promotion of EWP within the institution. Facilitate fitness and risk assessments in relation to PILIR cases, and conduct home visits especially in relation to absenteeism, PILIR management, IOD and chronic care. Provide training in terms of accessing EWP services to all staff. Commemorate wellness days in line with the health calendar. Develop marketing material, pamphlets, and articles for the Institution's newsletters. Ensure the implementation of Special Programmes such as HCT, Financial Wellness, that is, retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management. Collate and record stats and forward to Head Office in the relevant templates.

ENQUIRIES APPLICATIONS : Mrs DBP Buthelezi: Tel (034) 621 6226
: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

FOR ATTENTION NOTE : Mrs DBP Buthelezi
: Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. Preference Will Be Given To African Male

CLOSING DATE : 15 September 2023

POST 31/172 : **ENVIRONMENTAL HEALTH PRACTITIONER (WASTE MANAGEMENT)**
REF NO: DANCHC 20/2023 (1 POST)

SALARY : R359 622 – R408 201.per annum other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.

CENTRE : Dannhauser CHC
REQUIREMENTS : Experience: One (1) year Community Service experience Grade 12 (Senior Certificate). Degree/National Diploma in Environmental Health. Registration with HPCSA as an Environmental Health Practitioner (2023). Valid Driver's licence. Knowledge, Skills, Training and Competencies Required For The Post Technical and practical knowledge of Environmental Health. In depth knowledge on Health care waste management. In depth knowledge of Health Care Risk Management. In depth knowledge of legislative and policy framework in area of operation. Computer literacy. Innovative. Analytical, negotiation and communication skills.

DUTIES : Key Performance Areas: Manage the health care waste for the entire CHC and clinics including EMS base and medico-legal mortuaries. Ensure the implementation of all waste management principles, policies, legislation, and standards. Develop and ensure the implementation of institutional waste management of institutional waste management of institutional waste management plan and monitor and evaluate its implementation. Oversee and train staff involved in waste management activities. Manage health care waste (including its budget) for the entire catchment of the facility including clinics. Ensure that all Health Care Risk Waste is weighed and recorded before removal and ensure that all HCRW has a tracking system. Keep proper records and a waste manifest for all HCRW streams. Establish and coordinate all activities of all institutional waste management committee including implementing committee resolution and liaise with the institutional management and district office on all such activities. Report to institutional management and district management on the status of HRCW management. Ensure the implementation of all waste management principles, policies, legislation, and standards and enforce compliance to all HCRW norms and standards. Develop and ensure the implementation of institutional waste management for approval. Identify training needs and conduct trainings/in-service training as required and oversee the training of all staff involved in waste management activities.

ENQUIRIES : Mr B.N. Manatha: Tel (034) 621 6100
APPLICATIONS : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

FOR ATTENTION : Mrs DBP Buthelezi
NOTE : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. preference will be given to African male.

CLOSING DATE : 15 September 2023

POST 31/173 : **FOOD SERVICES MANAGER REF NO: PMMH/FSM/1/2023 (1 POST)**
Component: Catering

SALARY : R359 517 – R420 402.per annum (Level 8) Other Benefits Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional)

CENTRE REQUIREMENTS : Prince Mshiyeni memorial hospital
 : Senior Certificate (Grade 12) or equivalent qualification. Degree/National Diploma in Food Service Management, Food and Beverage Management or Catering Management 1-2 years administrative or clerical experience. Knowledge, Skills, Training and Competencies Interpersonal skills Strong leadership qualities, good decision making, communication skills and problem-solving skills Ability to work under pressure and meet deadlines good report writing and interpersonal skills Knowledge of Menu planning and Food preparation. Store control Health & safety Delegating Financial management.

DUTIES : Key Performance Areas: Formulate and implement business plan, job description, performance appraisal and catering policies Initiate open channels of communications on all levels Use allocated resources efficiently to maintain service standards Deal effectively with personnel problems and refer them to EAP if problems persists Perform administrative duties i.e. stock levels, costing of kitchen issues Deal effectively with grievance and disciplinary matters according to code of conduct Evaluate training needs and provide formal and on the job training with regards to meal preparation and presentation of normal diets and Specialized meal preparation and presentation Monitor and maintain officer's personal hygiene and cleanliness Maintain a healthy and safe environment by continuous inspections Promote the safe use and care of equipment within the component Inspect and report on findings in health and safety zones and make recommendations

ENQUIRIES APPLICATIONS : MR K.N Ngcobo Tel: 031 907 8615
 : To be forwarded to: The Human Resource Manager or Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07 MOBENI 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. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources 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 Z 83 e.g. Reference number PMMH/AD/PHARM/1/2023. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's License, Qualifications, etc. 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 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. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the posts. 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 : 15 September 2023

POST 31/174 : **SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: DANCHC 27/2023 (1 POST)**

SALARY : R359 517 – R420 402.per annum (Level 8) Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements.

CENTRE REQUIREMENTS : Dannhauser CHC
 : Experience: A minimum of 3 years appropriate/recognisable experience in SCM and at least 1-year supervisory experience in SCM. Grade 12(Senior Certificate). Bachelor's degree or National Diploma in Supply Chain Management/Commerce/Cost and Management accounting/Financial Accounting, Financial Management (majoring with SCM/ Procurement/Costing/ Accounting/finance) and Business Management. Valid driver's License. Knowledge, Skills, Training and Competencies Required for The Post Knowledge of BAS accounts (budgets and expenditure) reports and Vulindlela reports. Knowledge of inventory recording management. Knowledge of FAR (Additions/Disposals). Knowledge of all SCM prescripts and practice notes applicable to your work environment. Proven knowledge of stores and warehouse management of public health facility Knowledge of PFMA and treasury regulations. Knowledge of human resource management prescripts related to your work environment. Computer literacy with proficiency in MS office software applications. Ability to work under pressure and high by your employer. Good understanding of contract management

DUTIES : Key Performance Areas: Ensure effective and efficient provision of demand, logistics and warehouse, acquisition, and asset management services in SCM unit to support core service delivery and oversee Financial Management Component (Budget, Expenditure and Revenue). Ensure procurement plan is in place, synchronized from business plan. Ensure functioning of bid/quotation committees, cash flow, BOS, Loss and Damage Control and other financial committees. Ensure goods and services are procured in line with the procurement plan and adherence to budget allocations. Ensure compliance management of assets as per prescripts. Ensure proper management of stock controls system, recording, stores and warehouse and update RIDV timeously. Monitor the management of contracts by facilities and facilitate renewal of expired contract. Ensure implementation of SCM prescripts, procedure and maintain control mechanism in SCM staff. Develop, train and monitor staff in line with EPMDS. Maintain effective and efficient utilization of all allocated resources Maintain proper filing system and effective control of face value books, registers and respective cards & scheduled templates for the betterment of audits trails and retrieval of records. Develop and implement risk management plan as outlined on the institutional risk plan and attend to audit queries timeously. Develop internal SCM SOPs and ensure SCM that it complies with any statutory requirements including ICR and NCS. Co-ordinates submission of finance and SCM report/returns including procurement plans/assets Additions and Donations and any other reports required by Head Office or District Office. Ensure adequate availability of material/inventories by ensuring timeous procurement of goods and services. Ensure EASI or any other system are fully implemented in SCM. Implement discipline and grievance procedures. Perform any duties allocated by Supervisor (Finance Manager). Deputize Finance Manager on his/her absence.

ENQUIRIES APPLICATIONS : Mr S.C Mbense: Tel (034) 621 6100
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

FOR ATTENTION NOTE : Mrs DBP Buthelezi
 : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed

applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. preference will be given to African male.

CLOSING DATE : 15 September 2023

POST 31/175 : **SAFETY OFFICER: REF NO: EKO/SO/01/2023 (X1 POST)**

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

CENTRE : Ekombe Hospital

REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification Plus Degree/ national Diploma in Safety Management/ Environmental Health. At least 3-5 years' experience in Safety Management/ Environmental Health. Proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (only when shortlisted) Recommendation: Valid Driver's license Knowledge, Skills and Competencies Required: Legislation pertaining to Occupational Health and Safety Act. Identification, control, elimination and monitoring of hazards Health education and administration of the service. Computer literacy, Accident investigation, Disaster management Good Communication Skills.

DUTIES : Identification of potential situations that could lead to injury/disability/death of staff member/ visitor. Property damage or loss, internal disasters, medico-legal claim and reporting thereof to Department of Labour within timeframes. Ensuring the delegate management and administrative functions are carried out timely and correctly in order for safety to function in the institution. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of health and safety training, orientation, and induction programmes. Participate in safety audits for the institution in compliance with the Occupational Health and Safety act, 85 of 1993. Ensuring that the buildings, construction, plants, and machinery meet and maintain compliance certificates that are regulated by the Occupational Health and Safety Act, 85 of 1993 and its regulations.

ENQUIRIES : Mr. SJV. Sikhakhane Systems Manager Tel No: 035 834 8000 Ext 8006

APPLICATIONS : Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital Private Bag X203, Kranskop, 3268 or Hand delivered to P16 Road Ekombe Hospital or You can email your application to sbusiso.langa@kznhealth.gov.za

FOR ATTENTION : MR. SS. LANGA

NOTE : The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, 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. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach (only when shortlisted) an evaluation/verification certificate from the. South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof (only those that will be shortlisted). All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit

records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
15 September 2023

CLOSING DATE

POST 31/176

EMPLOYEE WELLNESS PRACTITIONER: REF NO: EKO/EWP/01/2023 (X1 POST)

SALARY

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

CENTRE

Ekombe Hospital

REQUIREMENTS

Senior Certificate (Grade 12) plus. Bachelor's Degree/ National Diploma in Social Science/ Social Work or National Diploma in Employee Wellness/ Nursing/ Healthcare and Therapy/ Human Science. Current registration with the relevant statutory body e.g., South African Nursing Council or South African Council for Social Services Professions {SACSSP}. 3-5 years of experience in the employee wellness field. Proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (only when shortlisted) Recommendation: A valid code 08 driver's license. Computer certificate Knowledge, Skills and Competencies Required: Good knowledge of Public Sector. Sound knowledge in Employee Wellness. Knowledge in developing guidelines and standards. Good knowledge on the health lifestyle programme, HIV/AIDS, Sick leave, PILLIR, Stress management etc. Knowledge of National, Provincial and Departmental policies, prescripts, and legislation counselling. HIV/AIDS Counselling. Crisis management. Excellent report writing and writing skills. Project planning and management. Presentation skills, Problem solving skills. Analytical thinking. Communication and conflict management skills. Tact and diplomacy. Ability to handle confidentiality matters.

DUTIES

Promote a quality employee assistance programme. Educate all staff on employee assistance programme. Develop, implement and review EAP policies and procedures including clinics. Establish a referral system with internal and external service providers. Provide assessment, referral counselling and intervention support services of staff. Develop, plan and manage EAP Sub programmes such as Wellness Programmes, Alcohol and Drug Rehabilitation programmes/ counselling/ support groups, financial planning and life skills training, marital and family counselling. Plan and manage all EAP related programmes and events throughout the year. Conduct needs analysis for employees within the hospital. Maintain confidential records in electronic format of all staff that accesses the EAP at the hospital. Monitor and evaluate the effectiveness of the EAP at the hospital. Provide case management reports on EAP, do follow ups, provide and analyse statistics which would inform trends and incidents of EAP related issues.

ENQUIRIES

Mr. SS. Langa (Assistant Director: HRM) Tel No: 035 834 8000 Ext 8002

APPLICATIONS

Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital Private Bag X203, Kranskop, 3268 or Hand delivered to P16 Road Ekombe Hospital or You can email your application to sbusiso.langa@kznhealth.gov.za

FOR ATTENTION

MR. SS. Langa

NOTE

The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do so may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, 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. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach {only when shortlisted} an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that will be shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to

apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship, and previous experience verifications. Failure to comply with the above instructions will result in your application being disqualified. Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 15 September 2023
- POST 31/177** : **DIAGNOSTIC RADIOGRAPHER REF GJGM60/2023 (X 1 POST)**
Component: Allied Health Component
- SALARY** : Grade 1: R359 622.per annum
Grade 2: R420 015.per annum
Grade 3: R491 676.per annum
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Experience – No registration with HPCSA as a Diagnostic Radiographer. **Grade 2:** Experience – Minimum of Ten (10) years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform Community Service as required in South Africa. Minimum of Eleven (11) years' experience after registration with HPCSA in the relevant profession in respect of Foreign qualified employees of whom is not required to perform Community Service as required in South Africa **Grade 3:** Experience – Minimum of Twenty (20) years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform Community Service as required in South Africa. Minimum of Twenty-One (21) years' experience after registration with HPCSA in the relevant profession in respect of Foreign qualified employees of whom is not required to perform Community Service as required in South Africa Matric (Grade 12) or Senior Certificate. National Diploma / Degree in Diagnostic Radiography. Registration Certificate with the Health Professionals Council of SA (HPCSA). Current Registration practice receipt (2023/2024) with HPCSA as a Diagnostic Radiographer. Knowledge, Skills, and Competencies: Sound knowledge of public service 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.
- DUTIES** : Provide high quality Diagnostic Radiography Service observing safe radiation protection standards. provide radiation protection to patients, staff and the public. 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 programmes. Assist clinicians on radiography related matters. Perform clerical duties when necessary. anticipate in the implementation of NCS, Quality Assurance and Quality Framework. Promote Batho Pele principles in the execution of duties for service delivery.
- ENQUIRIES** : Mr MR Leso (Deputy Director: Radiography) Tel: (032) 4376132
- APPLICATIONS** : 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
- FOR ATTENTION** : Mr. T Latha
- 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). 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.

- CLOSING DATE** : 22 September 2023
- POST 31/178** : **PHYSIOTHERAPIST GRADE 1 REF NO: STC 20/2023 (1 POST)**
- SALARY** : R359 322 per annum Other Benefits 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)
- CENTRE** : St Chads CHC
- REQUIREMENTS** : Senior Certificate/Grade 12, Bachelor's Degree in Physiotherapy, Current registration with (HPCSA) as a Physiotherapist. No experience required after registration with Health Professional Council of South Africa (HPCSA) as Physiotherapist. Certificate Of Service Endorsed by Human Resource Department Is Required (Only When Shortlisted). Knowledge, Skill, Training and Competencies Required: Sound knowledge of Physiotherapy diagnostic and therapeutic procedures. Knowledge on use and care of equipment. Good knowledge of scope of practice, ethical codes and relevant legislation. Clinical reasoning and decision-making skills. Ability to work within multi- disciplinary team. Good organising and time management skills. Excellent communication and interpersonal skills. Basic supervisory skills
- DUTIES** : Performance Areas: Comprehensive assessment of all patients using correct diagnostic and therapeutic techniques. Development of appropriate treatment programmes for patients. Individual and group therapy for patients referred for Physiotherapy. Implement High-Risk baby programme. Run neuro developmental delay stimulation group and individual therapy together with Occupational therapist. Consult family members and provide education and basic counselling regarding the condition of their loved ones. Run 2 cerebral Palsy groups per month according to their classification. Treat children with the following conditions, CP Children, Down syndrome Hydrocephalus, and Neuro Developmental delayed on daily basis. Issuing, maintenance and monitoring of assistive devices for children. Recording of clinical findings and discussions in patient file. Data collection and analysis to identify gaps and formulate and implement remedial action. Monitor patient's safety. Preparing documents required for National Core Standards and other Accreditation endeavours.
- ENQUIRIES** : Dr.S.E. Mnguni: Tel: 036 6379600
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
- FOR ATTENTION** : Mr S.D.Mdletshe
- NOTE** : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship, and previous employment experience). Please note that applications will not be acknowledged.

Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply

CLOSING DATE : 15 September 2023

POST 31/179 : **ARTISAN FOREMAN GRADES A & B-PLUMBER COMPONENT: MAINTENANCE. REF NO: AP 33/2023, (1 POST)**

SALARY : Grade A: R344 811.per annum
Grade B: R410 658.per annum. Other Benefits: 13thcheque, medical aid (optional), housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital

REQUIREMENTS : Trade test in plumbing in terms of section (1392) (h) of the Manpower Training Act 1981, as amended. Valid driver's license. Grade A: Five (5) years' experience. Grade B: Ten (10) years' experience. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of Occupational Health and Safety act and safety standards. Knowledge of basic maintenance. Team leadership skills. Problem solving and analysis. Decision making skills. Good communication skills. Able to work under pressure (to be standby and perform overtime)

DUTIES : Plan and prepare work plans including in-house projects for artisan and handyman. Supervise and train artisans and handyman. Interpret schematic drawings. Creativity skills (able to draw up specifications for various projects). Technical report writing. Production, process knowledge and skills.

ENQUIRIES : Assistant Director-Facilities Management Tel No: 0354734500

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 15 September 2023

POST 31/180 : **HUMAN RESOURCE OFFICER (SUPERVISOR) REF: DANCHC 26/2023 (1 POST)**

SALARY : R294 321 – R343 815.per annum Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements.

CENTRE REQUIREMENTS : Dannhauser CHC
: Experience: A minimum of 3-5 years appropriate /recognisable experience in Human Resource Practices Grade 12(Senior Certificate), 3 - 5 years' experience in Human Resource Practices. Knowledge, Skills, Training and Competencies Required for The Post Knowledge of Public Service Prescripts and Human Resource Management policies. Broad knowledge of persal system. Computer literacy i.e. Spreadsheets (MS Excel), word processing (MS Word), E-mails (Outlook) and Presentations (PowerPoint). Ability to maintain high level of confidentiality. Sound management of negotiation, interpersonal, communication (written and verbal) problem solving and supervisory skills. In-depth knowledge of Human Resource practices. Ability to draw and analyse persal reports. Strong leadership skills. Interpersonal skills. Problem solving and decision-making skills.

DUTIES : Key Performance Areas: Manage day to day functioning of Human Resource Practices. Ensure that the employment practices i.e. recruitment and selection, appointments, verification of qualifications, transfers are in accordance with the laid down policies and procedures. Supervise the processing of payment for exit benefits for staff exiting the public service. Ensure effective debt management for in-service and out of service staff. Ensure that the payment of all fringe benefits and allowances are done accurately. Formulate internal policies and procedures. Check and approve/disapprove Persal transactions according t delegations. Manage and maintain staff records on leave, PILLIR, housing allowance, injury on duty and related matters. Management of overtime and commuted overtime. Prepare reports on Human Resource administration issues and statistics. Assess staff performance and apply discipline. Exercise direct control and supervision of staff. Orientate and train newly appointed staff and in-service staff on Human Resource matters.

ENQUIRIES APPLICATIONS : Mrs DBP Buthelezi: Tel (034) 621 6226
: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

FOR ATTENTION NOTE : Mrs DBP Buthelezi
: Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae Only. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. preference will be given to African male.

CLOSING DATE : 15 September 2023

POST 31/181 : **SUPPLY CHAIN PRACTITIONER (ACQUISITION, LOGISTIC& DEMAND) – REF NO: DANCHC 28/2023 (1 POST)**

SALARY : R294 321 – 343 815.per annum (Level 7) Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.

CENTRE REQUIREMENTS : Dannhauser CHC
: Experience: A minimum of 3-5 years' experience in Supply Chain environment Grade 12 (Senior Certificate). Computer literacy in MS Word, MS Excel, MS PowerPoint and Outlook. Valid Driver's licence. Knowledge, Skills, Training

and Competencies Required for The Post Sound knowledge of prescripts, policies and procedures governing Finance and Supply Chain Management. Interpersonal and problem solving. Good organization and planning skills and ability to make independent decision, conflict management skills. Ability to plan, organize, build team spirit, and meet deadlines. Ability to apply technical professional knowledge and skills. Knowledge of MS Office Software applications. Knowledge of current health and public service legislation regulations and policies. Ability to apply technical professional knowledge and skills in immediate work area. Knowledge of and understanding of the operational framework and the lineage thereof with the financial system of the department.

DUTIES : Key Performance Areas: Provide demand management support service for the institution and clinics under the jurisdiction of the institution. Provide acquisition management support service for the institution and clinics under the jurisdiction of the institution. Provide inventory and logistics management support service. Provide clerical support service to finance and SCM Committees. Assist with drafting clear specifications in order to obtain quality goods and services required. Conduct internal audit risk assessment, identify gaps, draft and implement remedial actions. Attend to Auditor General audit queries, compile and implement audit improvement plan action plans. Render contract management clerical support service. Manage and monitor stock on RIDV template. Ensure effective, efficient and economical management of resources allocated to the unit. Supervise, train and develop staff in line with EPMDs ad segregation of duties. Ensure compliance with the Departmental SCM Policy Framework. Treasury regulations and practice notes. Compile and submit monthly and quarterly SCM reports.

ENQUIRIES : Mr SC Mbense: Tel (034) 621 6100
APPLICATIONS : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

FOR ATTENTION : Mrs DBP Buthelezi
NOTE : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. preference will be given to African male.

CLOSING DATE : 15 September 2023

POST 31/182 : **FACILITY INFORMATION OFFICER: REF NO: EKO/FIO/01/2023 (X1 POST)**

SALARY : R294 321 per annum Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements).

CENTRE : Ekombe Hospital
REQUIREMENTS : Senior Certificate (Grade 12) plus. National Diploma/ Degree in Information Technology or Management Information System or Statistics or Computer Science plus. Computer Literacy and Code EB (08) Driver's License (Only when shortlisted). Proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (only when shortlisted) Recommendation: A minimum of 03 years' experience in Routine Health Information System (Tier.net, Web DHIS and EDRweb) Knowledge, Skills and Competencies Required: Extensive knowledge of DHIS, Tier.net and EDRweb. Strong sound communication skills. Ability to understand statistics/ information aspect and to compile into meaningful graphic presentation. High

level of commitment, dedication, and accuracy. Ability to compile meaningful presentation and/or graphic presentation of statistics and to compare strategic objectives with report results. Supervisory and presentation skills. Computer Literacy: MS Applications (Word, Excel/ Outlook). Planning, organizing, and report writing skills. Good interpersonal relations, Conflict management and problem-solving skills.

DUTIES : Coordinate the collection of quality routine and non-routine facility data and the maintenance of the Institutional Health and Management Information Databases. Ensure the maintenance and security of DHIS, TB/HIV information system. Supervision and ensuring that data capturees capture correctly and timeously all health information as per collection tools and various other health information. Compiling and presentation of facilities monthly clinical statistics reports and information to promote health information use. Ensure validation, completeness, and integrity of all health information data. Presentation of facility health information at the monthly Health information committee meeting. Ensuring that quarterly reports are compiled, captured, and submitted timeously to the next level inclusive of surveys. Improvement provision of accurate and complete data through staff trainings on data management/ standard operating procedures/ policies. Conduct validation and verification audits on collected health information to ensure quality of data. Provide advice regarding information technology and system related needs to Managers. Address Auditor General Findings on predetermined objectives and development plans. Manage EPMDs of staff in Data Management Office. Ensure the effective and economical management of all allocated resources of the Data Management office.

ENQUIRIES : Dr BP. Zungu (Medical Manager and Chief Executive Officer) Tel No: 035 834 8000 Ext 8004

APPLICATIONS : Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital or Hand delivered to P16 Road Ekombe Hospital or You can email your application to sbusiso.langa@kznhealth.gov.za Private Bag X203, Kranskop, 3268

FOR ATTENTION NOTE : MR. SS. Langa
: The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, 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. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach (only when shortlisted) an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that will be shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified Due to financial constraints S&T Claims will not be considered.

CLOSING DATE : 15 September 2023

POST 31/183 : **FACILITY INFORMATION OFFICER COMPONENT: MONITORING AND EVALUATION REF NO: FIO 34/2023. (1 POST)**

SALARY : R294 321.per annum (Level 7) Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital

- REQUIREMENTS** : Senior certificate/Grade 12 or equivalent qualification. National Diploma /Degree in Information Technology. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, skills, training and competencies required: Strong and sound communication skills. Ability to understand statistics / information aspects and to complete into meaning graphic presentation. High level of commitment, dedication, and accuracy. technical knowledge in the Information Technology Environment. Supervisory and power point presentation skills. Ability to meet deadlines.
- DUTIES** : Coordinate the collection of data and the maintenance of the institution Health and Management Information Systems. Analyse and interpret data /information and recommend as per DHIS policy and procedures. Provide feedback of information through both summary and comprehensive reports to management. Have mechanism in place to improve quality of information technology and systems related needs. Training and developing of support staff. Ensure monthly statistics /data is timeously submitted to the District Office. Convene the information meetings and participate in institutional management meetings and relevant forums. Putting mechanism in place to improve the quality of information received and verification processes for hospital and clinics. Ability to use the different WEB based programs efficiently and effectively (ART /TB/EDR/ETR.NET). Supervising and training of staff including data capturers. Ensure the quarterly reports deadlines are met. Attend district information management meetings. Roll out (install) TB/HIV information system in health facilities. Co-ordinate the collection of routine and non-routine data including surveys.
- ENQUIRIES APPLICATIONS** : Chief Executive Manager Mr r Ngcobo Tel No: 035-4734500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 15 September 2023
- POST 31/184** : **SUPPLY CHAIN CLERK SUPERVISOR COMPONENT: SUPPLY CHAIN MANAGEMENT-ACQUISITION. REF NO: SCC AQ 35/2023. (1 POST)**
- SALARY** : R294 321.per annum (Level 7) Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Eshowe District Hospital
: Grade 12 / senior certificate. Minimum of 3 years in experience in Supply Chain Management). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies

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| <u>DUTIES</u> | : | Required: Knowledge of legislative framework governing the Public Service. Knowledge of supply chain management. Knowledge of SCM Procedures and policies in asset management. Good communication skills. Computer Literacy Responsible for Acquisition Management Sub-section. Ensure acquisition of goods, services and works are in line with Departmental SCM Delegations and Policies/prescripts. Assist end-users with evaluation of offers/quotations received. Ensure documents are compiled and prepared for awarding by Quotations Award Committee (QAC). Provide administration/secretarial support during QAC meetings. Implement risk management to prevent fraud and corruption. Submit procurement monthly reports or whenever required. Monitor staff performance through EPMDS. Ensure proper management of resources within the sub-component. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS) |
| <u>ENQUIRIES</u> | : | Assistant Director Finance: Ms Nzb Khanyile Tel No: 035-4734500 |
| <u>APPLICATIONS</u> | : | Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. |
| <u>FOR ATTENTION</u> | : | Mrs GZ Dube: Human Resource Manager |
| <u>NOTE</u> | : | Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T). |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/185</u> | : | <u>SUPPLY CHAIN CLERK SUPERVISOR COMPONENT: SUPPLY CHAIN MANAGEMENT-ASSETS. REF NO: SCC AST 36/2023. (1 POST)</u> |
| <u>SALARY</u> | : | R294 321.per annum (Level 7) Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements. |
| <u>CENTRE</u> | : | Eshowe District Hospital |
| <u>REQUIREMENTS</u> | : | Grade 12 / senior certificate. Minimum of 3 years in experience in Supply Chain Management.). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service. Knowledge of supply chain management. Knowledge of SCM Procedures and policies in asset management. Good communication skills. Computer Literacy |
| <u>DUTIES</u> | : | Oversee the proper management of assets from the compilation and stocktaking of the assets register. Responsible for write-off board of survey and loss control procedures where necessary. Conduct internal audits on a monthly basis. Investigate differences between stock count register and the inventory register. Update the disposal plan with the specific details of the items that are to be disposed. Maintain proper filing system and effective control of all order books. Co-ordinate in service training in order to promote service delivery. Compile and submit monthly returns and reports. Examine and update records |

relating to equipment, registers, and requisitions. Support train and mentor supply chain management officials to ensure the imperatives and practices are implemented. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS)

**ENQUIRIES
APPLICATIONS**

: Assistant Director Finance: Ms NZB Khanyile Tel No: 035-4734500
 : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 15 September 2023

POST 31/186

: **ADMINISTRATIVE CLERK SUPERVISOR REF NO:**
PMMH/ACS/TRANS/1/2023 (1 POST)
 Component: Transport

SALARY

: R294 321 – R343 815,per annum (Level 7) Other Benefits Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital
 : Senior Certificate (Grade 12) or equivalent qualification. 3-5 years appropriate experience in Fleet /Transport Administration. Recommendation Valid Driver's Licence. Computer literacy National Diploma /Degree in Fleet Management or Transport Logistics. Knowledge, Skills, Training and Competencies Interpersonal skills Strong leadership qualities, good decision making, communication skills and problem-solving skills Ability to work under pressure and meet deadlines good report writing and interpersonal skills Supervisory skills, knowledge of vehicle maintenance and service procedure. Knowledge of fleet disposal procedure. Knowledge and understanding of legislative framework governing the public the service, Knowledge of traffic law.

DUTIES

: Key Performance Areas Allocate state vehicles to the drivers for official use. Ensure that drivers and other officials have valid driver's licence before issuing them with state vehicles. Ensure that trip inspection is performed; make sure that all vehicle are road worthy and ensure that all state vehicles are clean at all times Monitor utilization of petrol cards and analyses the transactions report from the bank and ensure that petrol cards are available and valid Compile monthly report, update the invoices received, and register on monthly basis and complete state vehicle log sheets Manage performance and development of transport staff and comply with the legislative prescripts of the Department of Health Ensure that vehicle service plan is available, all vehicle are booked on time for services and repairs without compromising the services delivery Ensure that the institution have full and functional Accident Committee Monitor the vehicle expenditure and ensure that all the repairs and services are cost

effective Ensure that all the addendums are presented at the Cash-Flow Committee meeting

ENQUIRIES : MR K.N Ngcobo Tel: 031 907 8615

APPLICATIONS : To be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07 MOBENI 4060

FOR ATTENTION : MR. M.F Mlambo

NOTE : Directions to Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources 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 form Z 83 e.g. Reference number PMMH/AD/PHARM/1/2023. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. 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 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. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered 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 : 15 September 2023

POST 31/187 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO:**
PMMH/SCMP/DM/01/2023 (1 POST)
Sub-Component: Demand Management

SALARY : R294 321 – R343 815.per annum (Level 7) Other Benefits: 13th cheque Medical Aid (optional), Housing Allowance (conditions apply).

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS : Qualification: Degree/ National Diploma in Supply Chain Management/ Cost & Management Accounting/Financial Management/ Financial Accounting/Public Management/ Public Administration. Experience: 1-2 years clerical/ administrative experience in Supply Chain Management division. Other Requirements And Recommendations Valid EB Driver's License (Code 8) Knowledge, Skills And Competencies Required Knowledge of all SCM prescripts applicable to your work environment Proven knowledge of Stores and Warehouse Management of the public health facility Knowledge of Public Finance Management Act and Treasury Regulations Knowledge of Human Resources Management prescripts applicable to your work environment

Computer Literate with proficiency in MS Office Software Application and BAS Project Management Skills will serve as an added advantage Ability to adhere to policies and practices/ ability to keep abreast of work related developments Ability to apply technical technical/ professional knowledge and skills in immediate work area.

DUTIES

: Key Performance Areas Provide need assessment to ensure that required goods and services are in compliance with Departmental SCM Policy Framework, Practice Notes and Treasury Regulations. Determine clear specification for the quality of goods and services required. Ensure that the requirements are linked to budget and analyse the supplying industry for compliance. Respond promptly, courteously, and efficiently to suggestions, queries and complaints from Wards, departments and stakeholders. Establish and ensure that a needs analysis is conducted. Facilitate the quotation process. Compile and maintain supplier's database. Conduct the evaluation and compliance thereafter of vendor's/ supplier's performance. Supervise resources (Human, Financial, and Equipment) in the unit. Co – ordinate the Nonstock item Requisition process

MR CD Zuma Tel: 031-907 8311

ENQUIRIES

APPLICATIONS

: To be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07 MOBENI 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. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources 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 Z 83 e.g. Reference number PMMH/AD/PHARM/1/2023. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. 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 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. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered 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

: 15 September 2023

POST 31/188 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: PMMH/SCMP/L&W/02/2023 (1 POST)**
Sub-Component: Logistics and Warehouse Management

SALARY : R294 321 – R343 815.per annum (Level 7) Other Benefits: 13th cheque Medical Aid (optional), Housing Allowance (conditions apply).

CENTRE REQUIREMENT : Prince Mshiyeni Memorial Hospital
: Qualification: Degree/ National Diploma in Supply Chain Management/ Cost & Management Accounting/Financial Management/ Financial Accounting/Public Management/ Public Administration. Experience: 1-2 years clerical/ administrative experience in Supply Chain Management division. Other Requirements And Recommendations Valid EB Driver's License (Code 8) Knowledge, Skills And Competencies Required Knowledge of all SCM prescripts applicable to your work environment Proven knowledge of Stores and Warehouse Management of the public health facility Knowledge of Public Finance Management Act and Treasury Regulations Knowledge of Human Resources Management prescripts applicable to your work environment Computer Literate with proficiency in MS Office Software Application and BAS Project Management Skills will serve as an added advantage Ability to adhere to policies and practices/ ability to keep abreast of work related developments Ability to apply technical technical/ professional knowledge and skills in immediate work area.

DUTIES : Key Performance Areas: Manages stores or warehouse where all stocks are kept. Receive and analyze requests for required goods and place orders for items which are not held in stock. Verify all received goods for quality and quantity against ordering documents and make a follow up if the delivery conditions reflected on the order form are not complied with. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and ensure the maintenance of the register of suppliers. Ensure that all stocktaking of all assets in stock is conducted at least once a year. Ensure integrated Human Resource Management Ensure implementation of policies relating to your area of responsibility and comply with the National Core Standards Ensure timeous submission of credible SCM in year reports as prescribed from time to time Supervise human resources/staff. Allocate and ensure quality work/ Personnel development / Assess staff performance/ Apply discipline

ENQUIRIES APPLICATIONS : MR CD Zuma Tel: 031-907 8311
: Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07 MOBENI 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. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources 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 Z 83 e.g. Reference number PMMH/AD/PHARM/1/2023. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. 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 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. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. 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** : 15 September 2023
- POST 31/189** : **SOCIAL WORKER REF NO: DANCHC 29/2023 (1 POST)**
- SALARY** : Grade 1: R294 411 – R338 712.per annum
Grade 2: R359 520 – R410 289.per annum
Grade 3: R432 348 – R500 715.per annum other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.
- CENTRE REQUIREMENTS** : Dannhauser CHC
: **Grade 1:** Experience: No experience after registration with South African Council for Social Services Profession (SACSSP) or a minimum of 1 year appropriate /recognisable experience after registration as a Social Worker with SACSSP. **Grade 2:** Experience: Minimum of 10 years appropriate /recognisable experience after registration as a Social Worker with SACSSP **Grade 3:** Experience: Minimum of 20 years appropriate /recognisable experience after registration as a Social Worker with SACSSP. Grade 12(Senior Certificate). Bachelor's degree in social work. Proof of current registration with SACSSP as a Social Worker (2023). A valid driver's license knowledge, skills, training and competencies required for the post knowledge and understanding of human behaviour. Knowledge and understanding of policies and prescripts related to the field of work. Understanding social work values and the principles. Counselling, report writing, verbal and written communication, planning, advisory. Monitoring and evaluation, interpretation, policy analysis and research.
- DUTIES** : Key Performance Areas: Render a social work service with regards to the care, support, protection and development of vulnerable, groups, families and communities through the relevant programmes, attend to any other matters that could result in, or stem from social instability in any form. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Establish social work services and network for the institution and maintain communication with stakeholders. Keep up to date with new developments and contribute to the development of policies. Support social auxiliary workers and volunteers. Monitor and evaluate the effectiveness of recommended interventions, report on progress and identify. Further amended interventions to address identified conditions. Liaise/ attend meetings with other departments and non-governmental institutions to take cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and outcomes. Implement social welfare programme in accordance with the need of the community and government priorities. Perform all administrative functions required in the unit. Undertake first level social work research and development.
- ENQUIRIES APPLICATIONS** : Dr F.P. Mtshali: Tel (034) 621 6100
: All applications should be forwarded to Assistant Director: HRM; KZN: Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080
- FOR ATTENTION** : Mrs DBP Buthelezi

NOTE : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. department of preference will be given to African male.

CLOSING DATE : 15 September 2023

POST 31/190 : **CLEANING AND GROUNDS MANAGER REF NO: PSH 61/ 2023 (1 POST)**

SALARY : R294 321 per annum Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Port Shepstone Regional Hospital

REQUIREMENTS : Matric / Senior Certificate NQF 6 Degree/Diploma in Human Resource, Public Administration/Public Management, or any other relevant qualifications. Minimum 3 years' experience in a clerical / administration Computer Certificate of service endorsed by HR Recommendation Experience in Cleaning Grounds will be an added advantage Knowledge, Skills And Competencies Required Knowledge of PFMA, LRA, OHS, Public Service Act, Performance management and Infection Control Good verbal and written communication, problem solving, conflict resolutions skills and good interpersonal relations Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint Competence in human resources management, financial management, conflict management and change management Ability to plan, organize and negotiate and work as a team Health and Safety /Quality Assurance /IPC /Waste Management knowledge is critical

DUTIES : Key Performance Areas: Assess performance requirements and delivery schedules to ensure that cleaning services rendered by external service providers is in line with service level agreement Monitor progress constantly by inspecting wards, offices and premises and provide feedback to the manager on service standards. Manage human resources effectively and efficiently and promote sound labour relations. Implement and monitor effective hospital policies, protocols, practices within the day-to- day operational areas. Identify service deficiencies and hazards e.g. loose flooring, and report to the management. Attend to complaints regarding hygiene, investigate and resolve problems. Monitor and ensure proper utilization of financial and physical resources. Supervise general orderlies / cleaners / porters and control staff performance to promote service excellence Supervise the provision of cleaning services. Exercise control over equipment and cleaning material. Oversee the private cleaners and porter ring services. Detailed application for employment (Z83) and Curriculum Vitae Certified copies – Must Not Be Submitted When Applying for Employment. NB: Applicants Are Encourage to Utilise Courier Services (Only Short-Listed Candidates Will Be Requested to Submit Proof of Qualifications And Other Related Documents)

ENQUIRIES : Mr DG Gounden Tel No: (039) 688 6111

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. Or 11 – 17 Bazley Street Port Shepstone 4240

FOR ATTENTION : Mr. ZM Zulu

NOTE : Due to financial constraints, there will be no payment of S&T Claims. The appointment is 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). 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.

- CLOSING DATE** : 15 September 2023
- POST 31/191** : **ADMINISTRATIVE CLERK SUPERVISOR: TRANSPORT REF NO: ADD/TRAN32/2023**
Component: Transport
- SALARY** : R294 321.per annum (Level 7) Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE REQUIREMENTS** : Addington Hospital: Kwazulu Natal
Senior Certificate /Grade 12, A Valid Driver's license. A minimum of 3-5 years' experience in Transport/ Fleet administrative services. Certificate of Service endorsed by HR. Recommendation: Computer literacy: MS Office applications. Knowledge, Skills Training and Competencies Required: Supervisory and analytical skills. Good interpersonal skills. Knowledge and vehicle maintenance and services procedures. Planning skills Verbal and writing skills. Knowledge of policies, prescripts, and procedures pertaining to fleet management.
- DUTIES** : Key Performance Areas: Coordinating transport and ensuring that it is always used in the best and cost-effective way. Formulate institutional transport policies / procedures in line with the district policy and enforce its implementation. Complete the state vehicle log sheets and monthly returns. Ensure accident reports are prepared and submitted to the committee in time. Ensure that all state vehicles are in good condition and clean. Ensure that trip sheets are filled correctly, and pre-inspection is conducted before vehicle is allocated. Provide day to day management of vehicles in terms of usage and maintenance. Ensure that petrol cards are available and valid. Do in-service training to all transport users about proper completion of trip sheets, filling of petrol and general handling of state vehicles. Management of employee performance and development systems. Update the invoices received and register monthly. Ensure that vehicles are serviced, and records are available. Ensure that all the state vehicles are road worthy. Management of budget and expenditure. Be part of loss and damage committee. Comply with the legislative framework for the department.
- ENQUIRIES APPLICATIONS** : MR C.H Myeza Tel No: 031 327 2000
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.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. 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.
- CLOSING DATE** : 15 September 2023
- POST 31/192** : **LAUNDRY MANAGER REF NO: ADD/LM31/2023**
- SALARY** : R241 485 per annum (Level 6) Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

CENTRE REQUIREMENTS : Addington Hospital: Kwazulu Natal
 : Senior Certificate/Grade 12. A minimum of two (2) years' administrative /clerical experience in Laundry. Certificate of Service endorsed by HR. Knowledge, Skills Training and Competencies Required: Knowledge of the functions and regulations applicable to the Laundry / Linen management applicable public service policies and procedures. Knowledge of office procedures, laundry practices, report writing and staff supervising. Have an excellent written communication and language skills. Have good telephone etiquette and peoples skills. Have sound organizational skills and ability to act with tact and discretion. Have a high level of reliability. Have the ability to prioritize issues and other work-related matters and adhere to timeframes. Be able to operate independently. Be computer literate with proficiency in MS Word, Excel Outlook and PowerPoint applications. Be willing to work extra hours.

DUTIES : Key Performance Areas: Oversee day to day smooth running of the Laundry Services. Implement and monitor Laundry Services guidelines compliance. Ensuring available 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 reports missing items. Communicate challenges with other Heads of Section and Regional Laundry Services. Responsible to compile EPMS 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-governmental stakeholders. Ensuring functionality of Equipment leasing with maintenance Department for repairs and other jobs to be rendered. Participate effectively on all Departmental Programme.

ENQUIRIES APPLICATIONS : MR C.H Myeza Tel No: 031 327 2000
 : 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.

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. 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.

CLOSING DATE : 15 September 2023

POST 31/193 : **FOOD SERVICES AID SUPERVISOR REF NO: DANCHC 30/2023 (1 POST)**

SALARY : R171 537 – R199 461.per annum other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.

CENTRE REQUIREMENTS : Dannhauser CHC
 : Experience: A minimum of 3-5 years' experience in food services Grade 10/ ABET level 4. Knowledge, Skills, Training and Competencies Required for The Post Knowledge of food preparation. Knowledge in the use of kitchen equipment. Knowledge of dietary requirements. Knowledge of Health and Safety requirements. Supervisory skills, problem and solving skills, planning,

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| | | and organizing. Good verbal and written communication. Good customer care and interpersonal skills. Basic mathematical skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Ensure that a hygienic environment is maintained in the kitchen at all times. Ensure staff comply with health and safety measures. Ensure that staff comply with all the hygienic prescriptions e.g. washing hands regularly, wear the required protective clothing etc. Ensure that food is stored correctly and disposed as per prescribed standards. Perform stocktaking of kitchen stores. Ensure that sufficient stock levels are maintained. Complete order form to procure stock. Report damaged equipment for repairs. Keep record of all account payments, and that are paid timeously. Supervise all activities in the food services, including food preparation, distribution, serving and staff supervision. Ensure that correct measures are complied with in respect of the preparation and serving of food. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr B.N. Manatha: Tel (034) 621 6100 |
| | : | All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080 |
| <u>FOR ATTENTION NOTE</u> | : | Mrs DBP Buthelezi |
| | : | Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. Preference Will Be Given To African Male |
| <u>CLOSING DATE</u> | : | 15 September 2023 |
| <u>POST 31/194</u> | : | <u>DRIVER REF: DANCHC 31/2023 (1 POST)</u> |
| <u>SALARY</u> | : | R171 537 – R199 461.per annum other benefits: 13 th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. |
| <u>CENTRE REQUIREMENTS</u> | : | Dannhauser CHC |
| | : | Experience: A minimum of 5 years' driving experience in Grade 10. Driver's license (Code EC). PDP Knowledge, Skills, Training and Competencies Required for The Post Basic knowledge of Public Service. Knowledge of Transport Policies, Prescripts, Rules, and Regulations. Knowledge of National Road Regulations and Road Traffic Act. Knowledge of Batho Pele Principles. knowledge of driving. good verbal and written communication. basic life skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Drive heavy motor vehicles / busses to transport goods and services as directed. Transport staff / work teams as directed, collect goods and transport to designated destinations. Undertake routine maintenance and checks on vehicles. Detect and repair minor mechanical problems, and check level and condition of oil, fuel, tyres, water etc. Inspect vehicles / equipment for defects. Report any defects to the supervisor. Ensure the safekeeping of vehicle. Ensure that security measures are activated at all times. Keep accurate records and log sheets with regard to vehicles and goods/ passengers. Complete trip authorization form |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr B.N. Manatha: Tel (034) 621 6100 |
| | : | All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080 |
| <u>FOR ATTENTION NOTE</u> | : | Mrs DBP Buthelezi |
| | : | Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration |

with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks 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. preference will be given to African male.

CLOSING DATE

: 15 September 2023

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

CLOSING DATE : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 31/195 : **DEPUTY DIRECTOR: AGRICULTURAL INFORMATION SYSTEMS (ELSENBERG, STELLENBOSCH), REF NO. AGR 46/2023**

SALARY : R811 560 per annum (level 11) (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Post graduate Degree in Economics, Agricultural Economics, Development Planning or Planning; A minimum of 5 years management level experience in the development of government statutory documents as well as in government monitoring and reporting; A valid driving license (Code B or higher). Recommendation: Experience of working in a government environment. Competencies: Knowledge the following: Western Cape Agriculture sector; Policy development processes and key role players in the Western Cape; Government systems and processes; Strategic processes and players in the Western Cape. Skills needed: Analytical and policy analysis; networking; Strategic thinking; Communication (written and verbal); Report writing; Planning and organising; Conflict management; People Management; Strategic Planning; Budget Management.

DUTIES : Conduct strategic research relevance to the Western Cape Agriculture Sector; Develop and annually review the Department's strategic planning documents (Departmental Strategic Plan (SP) and Annual Performance Plan (APP). Coordinate the Department's contribution to Provincial Strategic Processes; Perform management, administrative and related functions.

ENQUIRIES : Dr DP Troskie at Tel No: (021) 808 5190
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/196 : **GROUNDS SUPERVISOR: FACILITIES MAINTENANCE (ELSENBERG, STELLENBOSCH), REF NO. AGR 48/2023**

SALARY : R294 321 per annum (Level 7)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 1–2-year post school qualification (equivalent or higher qualification); A minimum of 3 years supervisory level experience in a garden and grounds maintenance environment; A valid driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Ability to drive a vehicle with a trailer. Competencies: Knowledge of horticulture or agriculture; Skills needed: Proven computer literacy; Communication (written and verbal); Problem solving and decision making; Leadership abilities and assertiveness; Ability to work independently and as part of a team.

DUTIES : Ensure an effective grounds maintenance unit; Manage the execution of general routine activities regarding the upkeep of gardens and grounds; Implement general financial administrative prescripts; Perform administrative and related functions in the unit; Manage the workshop and storage of tools

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| | | and equipment; Render assistance with the provisioning of clean drinking water and the moving of offices and furniture; Render standby duties and overtime. |
| <u>ENQUIRIES</u> | : | Mr V Govender at Tel No: (021) 808 5422 |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>POST 31/197</u> | : | <u>ACCOUNTING CLERK: ACCOUNTS AND BAS ADMINISTRATION (ELSENBERG, STELLENBOSCH), REF NO. AGR 45/2023</u> |
| <u>SALARY</u> | : | R202 233 per annum (level 5) |
| <u>CENTRE</u> | : | Department of Agriculture, Western Cape Government |
| <u>REQUIREMENTS</u> | : | Grade 12 (Senior Certificate or equivalent qualification) with accounting and/or mathematics as a passed subject. Recommendation: Experience in the financial field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Basic Accounting System; Public Finance Management Act; National Treasury Regulations and Provincial Treasury Instructions; Financial prescripts; Proven computer literacy; Written and verbal communication skills. |
| <u>DUTIES</u> | : | Procurement, stores and stationery; Monthly reporting and record keeping of credit sales, claims, gift and donations, operating lease, fruitless and wasteful, irregular and unauthorised as well as theft and losses register; Compile and capture journals on BAS on municipality accounts, credit sales and interdepartmental claims; Document control; Clearing of inconsistent allocations on BAS; Perform post audit on all LOGIS payments. |
| <u>ENQUIRIES</u> | : | Mr V Govender at Tel No: (021) 808 5422 |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>POST 31/198</u> | : | <u>HOUSEHOLD SUPERVISOR (ELSENBERG, STELLENBOSCH), REF NO. AGR 44/2023</u> |
| <u>SALARY</u> | : | R171 537.per annum (level 4) |
| <u>CENTRE</u> | : | Department of Agriculture, Western Cape Government |
| <u>REQUIREMENTS</u> | : | Grade 10 or equivalent qualification (ABET level 4); A minimum of 3 years relevant experience in an industrial food service kitchen. Competencies: Good understanding of Occupational Health and Safety Act, the Hazard Analysis Critical Control points (HACCP) and good safety points and computer literacy. Skills required: working under pressure and meet deadlines; good interpersonal and communication skills and positive attitude towards service delivery. |
| <u>DUTIES</u> | : | Supervise Food Service Aids; Responsible for the ordering, receiving of goods; Responsible for record keeping of products; Preparation and implementation of the standard menu, production planning, portioning and distribution of all meals; Implement, maintain and supervise safety measures for the preparation of meals, the use of apparatus and equipment and general hygiene in the unit; Implement and main security measures to limit loss of stock, apparatus and equipment in the unit; Assist the Administrative Officer with general administration and Human Resources matters (i.e. recruitment and selection, orientation of new staff, in-service training, discipline, grievances and staff performance appraisal). |
| <u>ENQUIRIES</u> | : | Ms LB Smith at Tel No: (021) 808 5372 |
| <u>APPLICATIONS</u> | : | To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, westerncape@immploy.com . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). |
| <u>NOTE</u> | : | To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you |

did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

CLOSING DATE : 26 September 2023

POST 31/199 : **GROUNDSMAN: GENERAL SUPPORT SERVICES (ELSENBURG), REF NO. AGR 47/2023**

SALARY : R125 373.per annum (level 2)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic Literacy and Numeracy (ABET level 2/Grade 5). Competencies: General knowledge of garden layout, cutting and trimming lawns, groundsman work, appropriate tools and the usage thereof. Skills required: good verbal communication skills and basic numeracy.

DUTIES : Responsible for keeping of the grounds and gardens; Ensure that jobs are executed according to set standards; Responsible for delivering of a support service; Ensure that equipment and other tools are kept in a good working condition.

ENQUIRIES : Mr JW Smith at Tel No: (021) 808 5343
APPLICATIONS : To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for, and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

CLOSING DATE : 26 September 2023

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 31/200 : **ASSET MANAGEMENT CLERK: LIBRARY ADMIN SUPPORT SERVICES (SCM SECTION)- 2 POSTS AVAILABLE, REF NO. CAS 36/2023**

SALARY : R202 233 per annum (level 5)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Working knowledge of policies and procedures of SCM which include the Legislative Framework of Supply Chain Management Asset Management. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Acquisition Management; Logistic Information System (LOGIS) or similar system; Computer literacy in MS Office Package (Word, Excel,

- PowerPoint, outlook); Ability to work independently and as part of a team; Communication skills (written and verbal).
- DUTIES** : Render asset management clerical support: Compile and maintain records (e.g. asset records/databases); Check and issue furniture, equipment and accessories to components and individuals, Identify redundant, non-serviceable and obsolete equipment for disposal, Verify asset register; Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database; Register suppliers on Logis or similar system, Request and receive quotations; Render logistical support services: Place orders for goods; Receive and verify goods from suppliers; Capture goods in registers databases.
- ENQUIRIES APPLICATIONS** : Ms M Hendricks at Tel No: (021) 483 2436
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/201** : **SCHOOL SPORT COORDINATOR: RECREATION (3-YEAR CONTRACT POSITION), REF NO. CAS 38/2023**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (level 5) plus 37% in lieu of benefits
: Department of Cultural Affairs and Sport, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Diketo, Kgati and/or Ncuva; A valid (code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; Indigenous Games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
- DUTIES** : Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.
- ENQUIRIES APPLICATIONS** : Philasande Macwili at Tel No: (021) 483 9517
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 31/202** : **ASSISTANT DIRECTOR (TRIBUNAL SUPPORT): OFFICE OF THE CONSUMER PROTECTOR, REF NO. DEDAT 22/2023**
- SALARY** : R424 104 per annum (level 9)

- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year bachelor's degree (equivalent or higher qualification) in the legal field; A minimum of 3 years' experience working in a legal and/or regulatory environment. Recommendation: Admission as an attorney or Advocate; Working knowledge of legal processes; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Overall understanding of the legal environment related to consumer protection and/or the court process; Labour processes; Financial management including the Public Finance Management Act; Project management; Public service procedures; Applicable policies and procedures; Relationship management; ECM (MyContent); Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Project Management; Accounting finance and audit; Information technology formal training; Legal administration; Strategic planning; Ability to work independently and as part of a team.
- DUTIES** : Administrative and operational services provided to the Western Cape Consumer Affairs Tribunal (WCCAT); Render a prosecution service to WCCAT; Project implementation and administration; Operational plan development and implementation of counterfeit goods operations; Financial management.
- ENQUIRIES** : Mr A Searle at Tel No: (021) 483 8440
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH AND WELLNESS: WESTERN CAPE, PROVINCIAL GOVERNMENT
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that the Post 30/242: Quantity Surveyor Production Grade A to C Directorate: Infrastructure Programme Delivery: Grade A: R687 879 per annum Grade B: R783 693 per annum Grade C: R881 121 per annum (A portion of the package can be structured according to the individual's personal needs): Head Office, Cape Town have been cancelled.

OTHER POSTS

- POST 31/203** : **MEDICAL SPECIALIST GRADE 1 TO 3 (DISTRICT PSYCHIATRIST)**
 Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 214 805 per annum
 Grade 2: R1 386 069 per annum
 Grade 3: R1 605 330 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Khayelitsha and Lentegeur Hospital catchment area (The incumbent will be jointly appointed to the Department of Health and the Department of Psychiatry and Mental Health, University of Stellenbosch)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Specialist in Psychiatry. Inherent requirements of the job: Available and willing to participate in after-hours duties. Valid (Code B/EB) driver's licence. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign

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| <u>DUTIES</u> | : | Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. |
| | : | (key result areas/outputs): The provision of specialist clinical services to inpatients and outpatients, including outreach services at Khayelitsha District Hospital and the Khayelitsha-Eastern Substructure Support of the consultant body and Head of Clinical unit for clinical services, academic meeting and training at Lentegour Hospital. Management of relevant clinical governance and administrative requirements. Leadership of a multidisciplinary clinical team. Academic teaching, training and research. |
| <u>ENQUIRIES</u> | : | Dr M Mausling, tel.no. (021) 370-1325/1314 |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Successful candidates may be subjected to a competency assessment. |
| <u>CLOSING DATE</u> | : | 22 September 2023 |
| <u>POST 31/204</u> | : | <u>DEPUTY DIRECTOR: CLIMATE CHANGE AND UTILITIES CHAMPION</u> Directorate: Facilities Management |
| <u>SALARY</u> | : | R811 560 per annum A portion of the package can be restructured according to the individual's personal needs |
| <u>CENTRE</u> | : | Head Office, Cape Town |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Honours degree (NQF level 8) in a finance related field and registered as a Certified Energy Auditor with the Association of Energy Engineers. Experience: A minimum of 8 years extensive experience in matters relating to climate change, energy and water management as well as energy efficiency and energy auditing. Competencies (knowledge/skills): Relating and Networking, Creating and Innovating, Persuading and Influencing, Presenting and Communicating Information, Analysing, Writing and Reporting, Delivering Results and Meeting Customer Expectations, Applying Expertise and Technology, Planning and Organizing, Adapting and Responding to Change, Working with People, Learning and Research. In-depth knowledge of financial management as applicable to feasibility studies. In-depth knowledge of financial modelling techniques. Understanding of energy utilisation. Energy auditing and management. Excellent communication and presentation skills. In-depth knowledge of climate change mitigation strategies. Energy auditing and management. Ability to engage with peers and other stakeholders. In-depth knowledge of energy and water saving technologies. In-depth knowledge of financial payback proposals. In-depth knowledge of Municipal tariff structures. In-depth knowledge of the working and executing of shared energy savings contracts. Energy auditing and management. Ability to engage peers and to influence others. In-depth knowledge of energy and water saving technologies. Knowledge of the Western Cape Provincial Health service. |
| <u>DUTIES</u> | : | (key result areas/outputs): Develop and implement policies, procedures and strategies with the aim of achieving Net Zero. Conduct feasibility studies and financial modelling. Identification and implementation of Energy interventions working within a multi-disciplinary team which includes amongst others Infrastructure Planning, Engineering and Technical Services, Facility Management, other Western Cape Government Departments and Service Providers for example the Energy Services Company (ESCO). Monitor progress toward targets and reduce emissions. Monitor and evaluate energy and water utilisation, expenditure savings, and carbon footprint reporting. Conduct engagement with departmental management. |
| <u>ENQUIRIES</u> | : | Dr A Kharwa tel. no. (021) 918-1635 |
| <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> | : | 22 September 2023 |

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| <u>POST 31/205</u> | : | <u>REGISTERED COUNSELLOR</u> Overberg District |
| <u>SALARY</u> | : | Grade 1: R645 129 per annum Grade 2: R734 811 per annum Grade 3: R829 668 per annum (A portion of the package can be structured according to the individual's personal needs). |
| <u>CENTRE REQUIREMENTS</u> | : | Cape Agulhas Sub-district Office Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Counsellor. Registration with a professional council: Registration with the HPCSA as a Counsellor. Experience: Grade 1: None after registration with the Health Professions Council of South Africa as a Counsellor. Grade 2: A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as a Counsellor. Grade 3: A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as a Counsellor. Inherent requirements of the job: Valid driver's licence. Willingness to travel in the sub-district to consult clients, attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e, MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. 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-pressured environment. Conceptualization skills as appropriate for individual and group evidence-based intervention, identification and application. Ability to work in a diverse, multi-cultural and inclusive environment. |
| <u>DUTIES</u> | : | (key result areas/outputs): Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Upskilling of mental health workers and other stakeholders as indicated. Attend regular clinical supervision. Form part of the sub-district and district mental health teams. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms D Liedeman-Prosch, tel. no. (028) 514-8400 |
| | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). |
| <u>CLOSING DATE</u> | : | 22 September 2023 |
| <u>POST 31/206</u> | : | <u>MEDICAL PHYSICIST GRADE 1 TO 3 (5/8TH)</u> |
| <u>SALARY</u> | : | Grade 1: R459 258 (5/8th) per annum Grade 2: R518 544 (5/8th) per annum Grade 3: R591 537 (5/8th) per annum |
| <u>CENTRE</u> | : | Groote Schuur Hospital, Observatory |

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| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Inherent requirement of the job: Ability to communicate in two of the three official languages of the Western Cape, of which one must be English. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: A minimum of 8 years of appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: A minimum of 16 years of appropriate experience after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills). Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic radiology and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem-solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines. |
| <u>DUTIES</u> | : | (key result areas/outputs): Active participation in the routine execution of clinically related medical physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under-and-postgraduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the research and development programme of the Medical Physics Department. |
| <u>ENQUIRIES</u> | : | Ms N Joubert, tel. no. (021) 404-6270/6266, E-mail: nanette.joubert@uct.ac.za |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". |
| <u>CLOSING DATE</u> | : | 22 September 2023 |
| <u>POST 31/207</u> | : | <u>OCCUPATIONAL HEALTH AND SAFETY OFFICER</u> Directorate: Assurance |
| <u>SALARY</u> | : | R359 517 per annum |
| <u>CENTRE</u> | : | Head Office, Cape Town |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate three-year National Diploma or Degree in health and safety management or related field. Experience: Appropriate experience. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Occupational Health and Safety, Quality Assurance Component and Directorate Assurances. Client and task orientated. A sound knowledge of Occupational Health & Safety Act 85 of 1993 and relevant regulations. A sound knowledge of Compensation for Occupational Injuries and Disease Act 130 of 1993. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, Power Point and E-mail. |
| <u>DUTIES</u> | : | (key result areas/outputs): Promotion of a safe health care environment through monitoring and management of the occupational health and safety risks within the district. Workplace Health Risk Assessments (HRA) Hazard chemical agents' inventory, Monitoring, and evaluation. Oversee district and facilities compliance with relevant occupational health and safety |

requirements, legislation, codes of practice, standards, and norms. Establish and co-ordinate the activities of the local Health and Safety Committees. Ensure compliance with legally required appointments in terms of the OHS Act. Education and training within areas of control. Develop staff literacy and expertise on Occupational Health and Safety principles, practices and guidelines within the district and the facilities. Health and safety promotion. Ensuring effective administration of the occupational health and safety activities. Continuous Professional Development. Maintain scientific, regulatory, and business knowledge appropriate to the profession.

ENQUIRIES : Dr Z Vundle, tel. no. (082) 862-4331
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 September 2023

POST 31/208 : **RADIOGRAPHER (ULTRASOUND) GRADE 1 TO 3 (SONOGRAPHER)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R444 714 per annum
 Grade 2: R520 785 per annum
 Grade 3: R612 642 per annum

CENTRE : Gugulethu Community Health Centre
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound/ Radiographer. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to perform after-hours and weekend duties. A valid driver's licence (Code B/EB). Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal, ante-natal Doppler paediatric, gynaecology- and abdominal-ultrasound studies. Completion of supplementary courses on diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

DUTIES : (key result areas/outputs): Provide a comprehensive diagnostic ultrasound service at an advanced level with the focus on Obstetrics and Gynaecology (OSG) imaging in Gugulethu CHC/ MOU). General care of patients as part of a multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service. appropriate referral as well as equipment management. Maintain case records and statistics. Actively take part in CPD-program, as a learner as well as In-service training.

ENQUIRIES : Sr T Kami, tel. no (021) 699-8624, email: Tandiswa.Kami@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

- CLOSING DATE** : 22 September 2023
- POST 31/209** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 3 (PRIMARY HEALTH CARE)**
Garden Route District
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R 528 696 (PN-B2) per annum
- CENTRE** : Primary Health Care Clinics, Mossel Bay Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. Inherent requirements of the job: Communication skills in at least two of the three official languages of the Western Cape. A valid (Code B/EB) driver's licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : (key result areas/outputs): Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Provide PHC services to the surrounding farming communities. Manage human resources under supervision.
- ENQUIRIES** : Ms A Lamprecht, tel no. (044) 604-6106
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
- CLOSING DATE** : 22 September 2023
- POST 31/210** : **ASSISTANT DIRECTOR: FINANCIAL MANAGER (PATIENT FEES AND ADMINISTRATION)**
- SALARY** : R424 104 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Public Management or Public Administration or Finance related e.g. Economics/Accounting. Experience: Appropriate experience in Patient Fees and Admin with appropriate experience in a supervisory capacity. Inherent requirement of the job: Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Problem solving and lateral thinking. Good communication, training, presentation, interpersonal relationships, leadership and conflict

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| | | resolution skills. Advanced computer proficiency with extensive knowledge source systems such as AR BILLING, CLINICOM, BAS, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Patient Fees and Admin. |
| <u>DUTIES</u> | : | (key result areas/outputs): Provide effective and efficient leadership and support to Patient Fees and Administration sections within the finance component. Monitor revenue collection to ensure collection targets are met. Ensure efficient and accurate billing of patients including correct classification of patients. Monitor debtors accounts and manage debt collection processors including medical aid patients. Assist with Auditor General audit process and implement interventions to mitigate findings. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms A Bezuidenhout, tel. no. (021) 404-3249 |
| <u>NOTE</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>CLOSING DATE</u> | : | No payment of any kind is required when applying for this post. |
| | : | 22 September 2023 |
| <u>POST 31/211</u> | : | <u>ASSISTANT DIRECTOR: FINANCE (PATIENT ADMINISTRATION, REVENUE, MEDICAL RECORDS AND INFORMATION MANAGEMENT)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R424 104 per annum |
| <u>CENTRE</u> | : | Helderberg Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Patient Administration, Revenue, Medical Records. Appropriate experience in Information Management and People Management. Appropriate supervisory experience. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Extensive knowledge of medical records, revenue, information systems (HIS/Clinicom UPFS, Sinjani, BAS), as well as ICD10 coding. Ability to compile, interpret, analyse reports and knowledge of Public Financial Management Act. Management, supervisory and leadership skills, interpersonal relations and computer literacy (MS Word, Excel and PowerPoint). Ability to communicate in at least two of the three official languages of the Western Cape (written & verbal). |
| <u>DUTIES</u> | : | (key result areas/outputs): Overall management of Reception, Admissions, Medical Records, Revenue, and Information Management sections. Budget, cash and debt management. Monitor, control, analyse interpret and report monthly statistics of departments. Maintain financial and patient information systems. People Management functions within the sections. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms S Leo, tel. no. (021) 850-4704 |
| <u>NOTE</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>CLOSING DATE</u> | : | No payment of any kind is required when applying for this post. |
| | : | 22 September 2023 |
| <u>POST 31/212</u> | : | <u>OFFICE MANAGER: CHIEF DIRECTOR: STRATEGY</u> Chief Directorate: Strategy |
| <u>SALARY</u> | : | R424 104 per annum |
| <u>CENTRE</u> | : | Head Office, Cape Town |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: An appropriate 3-year National Diploma or Degree (or equivalent). Experience: Appropriate experience in rendering administrative or executive support services to senior management. Inherent requirement of the job: Valid Driver's licence. Competencies (knowledge/skills): Advanced computer skills. Ability to work under pressure and to meet deadlines. Ability to work independently but collaboratively with various stakeholders within and outside the Chief Directorate. Excellent written and communication skills in at least two of the three official languages of the Western Cape. |
| <u>DUTIES</u> | : | (key result areas/outputs): Manage the office of the Chief Director. Render administrative support and secretariat services to the Chief Director's office. Project manages key deliverables of the Chief Director's office including follow up on progress of tasks allocated to the Chief Directorate's managers. Compile administrative reports from the Chief Director's office. Manage the budget and assets allocated to the Office of the Chief Director. Keep abreast of relevant |

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| | | prescripts/policies and procedures applicable to effectively support the Chief Director. |
| <u>ENQUIRIES</u> | : | Ms N Nkosi, tel.no. (021) 483-6833 |
| <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> | : | 22 September 2023 |
| <u>POST 31/213</u> | : | <u>INDUSTRIAL TECHNICIAN PRODUCTION (ANAESTHETICS)</u> |
| <u>SALARY</u> | : | R294 321 per annum |
| <u>CENTRE</u> | : | Tygerberg Hospital, Parow Valley |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Mechanical Engineering. Experience: Appropriate practical experience with the repair and maintenance of anaesthetic and respiratory life support equipment (preferred) or proven experience in medical equipment maintenance. Inherent requirements of the job: Valid driver's licence (Code B) and own reliable transport in order to handle call-out duty. Willing to work overtime. Do standby duties and handle after-hour calls. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Active interest in life support equipment in a hospital environment. Knowledge of medical equipment maintenance is essential. Ability to read circuit diagrams, fault-find and repair medical equipment. Practical experience with the repair and maintenance of anaesthetic and respiratory life support medical equipment or have an interest in the maintenance of mentioned equipment. Ability to manage, plan and organize maintenance schedules. Good interpersonal relations. Possess accurate technical ability and insight in order to solve problems. Possess accurate technical ability and insight in order to solve problems. Computer literacy. Understand the functions of Clinical engineering. (key result areas/outputs): Carry out maintenance, repairs, calibrations, routine inspections and evaluation of anaesthetic and respiratory life support equipment and all equipment maintained by the Clinical Engineering Department and allocated to the workshop. General administrative duties as required by Clinical Engineering i.e. Write reports, specifications and record keeping of equipment and departmental activities. Liaise with hospital staff and private sector employees. Train various staff and hospital personnel. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures. |
| <u>DUTIES</u> | : | (key result areas/outputs): Carry out maintenance, repairs, calibrations, routine inspections and evaluation of anaesthetic and respiratory life support equipment and all equipment maintained by the Clinical Engineering Department and allocated to the workshop. General administrative duties as required by Clinical Engineering i.e. Write reports, specifications and record keeping of equipment and departmental activities. Liaise with hospital staff and private sector employees. Train various staff and hospital personnel. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures. |
| <u>ENQUIRIES</u> | : | Mr JD du Preez or Ms M Rossouw, tel. no. (021) 938-4634 |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | Shortlisted candidates will be subjected to a competency test on the day of the interview. No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : | 22 September 2023 |
| <u>POST 31/214</u> | : | <u>ADMINISTRATION CLERK: ADMISSIONS (WARDS)</u> Overberg District |
| <u>SALARY</u> | : | R202 233 per annum |
| <u>CENTRE</u> | : | Swellendam Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health environment with experience with HECTIS and CLINICOM System. Inherent requirements of the job: Willingness to work overtime when required. Must be willing to work, day and nightshift, weekends, and public holidays. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of HECTIS and Clinicom. Computer literacy (MS Word and Excel) and knowledge of record keeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised. |
| <u>DUTIES</u> | : | (key result areas/outputs): Patient administration including admission and discharge of patients and liaise with all clients and ensure follow-up appointments on Clinicom system. Update patient information on systems. Record and collect patient statistics, daily, weekly, and monthly. Clinicom and |

other PGWC system computer duties, including folder and x-ray control. Maintain patient confidentiality on information.

ENQUIRIES : Ms M Rust, tel. no. (028) 514-8400

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.

CLOSING DATE : 22 September 2023

POST 31/215 : **SECURITY OFFICER**

SALARY : R147 036 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Registration with a professional council: Candidates have to be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: appropriate experience as a security officer in a health facility. inherent requirements of the job: must have a valid driver's licence. must be physically fit. proficiency in English (both written and verbal) as well as one of the two official languages of the western cape. willingness to work shifts, change shifts when required and be available on a 24-hour basis. competencies (knowledge/skills): knowledge of security related prescripts, regulations, and procedures. good interpersonal and communication skills. ability to work in a team, independently and to work under pressure.

DUTIES : (key result areas/outputs): Ensure access/egress and controlling of all hospital keys. Patrolling of buildings, parking areas and perimeter fencing. Supervise outsourced security officers. Control of parking areas and removing illegal parkers. Taking and writing statements, reports and giving evidence in Court or disciplinary inquiries. Investigation of crimes, incidents, and security breaches.

ENQUIRIES : Mr S Ndzuzo, tel. no. (021) 404-3111

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 22 September 2023

POST 31/216 : **DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: Valid code (B) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime. Willingness to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills.

DUTIES : (key result areas/outputs): Ensure an efficient and effective transport service for Lentegeur Hospital. Ensure routine Maintenance of GG vehicles. Ensure an effective daily Transport Administration and support to Supervisor. Ensure vehicles are kept clean and tidy. Ensure correct collection and delivery of blood and specimens.

ENQUIRIES : Ms A Brandt, tel.no. (021) 830-2704

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates may be subjected to a practical test and/or competency test. No payment of any kind is required when applying for this post.

CLOSING DATE : 22 September 2023

POST 31/217 : **HOUSEHOLD AID (13 POSTS)**

SALARY : R125 373 per annum

CENTRE : Tygerberg Hospital, Parow Valley

- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in cleaning in a healthcare or hygiene environment. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Willingness to work shifts, weekends, public holidays and night duty. Physically able to move freely between various areas of the hospital. Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Relieve in other departments, when necessary.
- DUTIES** : (key result areas/outputs): Responsible for cleaning duties (i.e., sweeping, dusting, emptying bins -daily, mopping, scrubbing, polishing, cleaning windows, deep cleaning of toilets, general refuse as well as medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor. Handling of linen (soiled linen, dirty linen, clean linen, counting of linen, packing linen room, etc). Food hostess duties (to collect and service meals to patients with the assistance of a Nurse).
- ENQUIRIES** : Mr JJ Roberts, tel. no. (021) 938-4121
- APPLICATION** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Candidates may be subjected to a practical/ competency assessment test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 22 September 2023

**DEPARTMENT OF INFRASTRUCTURE
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 18 September 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 31/218** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CIVIL AND STRUCTURAL (EDUCATION INFRASTRUCTURE), REF NO. DOI 15/2023 R1**
- SALARY** : Grade A: R795 147 - R847 221 per annum
Grade B: R894 042 - R962 292 per annum
Grade C: R1 020 087 - R1 197 978 per annum (OSD as prescribed).
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate Engineering Degree (B Eng/BSc (Eng)) or relevant qualification in Civil/Structural engineering; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for professional registration as a Professional Engineer (Shortlisted candidates will be requested to submit proof of payment and letter of acknowledgment from ECSA) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment); A valid code B driving licence. Recommendation: Experience of the following: Contract documentation and administration; Project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge of the following: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Skills needed: Technical report writing, creating high performance culture, professional judgement,

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| | | networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Act/regulations of Occupation Health and Safety (OHS-Act); National building regulations and all relevant built environment legislation; Public sector procurement; Ability to work under pressure. |
| <u>DUTIES</u> | : | Manage service providers (PSPs, contractors, etc.), manage and review PSP outputs and project documentation to ensure compliance with norms and standards, built environment regulations and legislation; Monitor, control and report on project progress, project programme and project expenditure; Managing and processing of documents for approval, input to monthly progress reports, input to monthly cost reports, payment certificates and invoices, fee claims, EPWP documentation as per Education Infrastructure operational requirements; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms M Greeff at Mercia.Greeff@westerncape.gov.za |
| | : | Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>POST 31/219</u> | : | <u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL) MECHANICAL: EDUCATION INFRASTRUCTURE, REF NO. DOI 89/2023</u> |
| <u>SALARY</u> | : | Grade A: R795 147 - R847 221 per annum Grade B: R894 042 - R962 292 per annum Grade C: R1 020 087 - R1 197 978 per annum (OSD as prescribed). |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Infrastructure, Western Cape Government |
| | : | An appropriate Mechanical Engineering Degree (B Eng/BSc (Eng)) or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure. |
| <u>DUTIES</u> | : | Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters. |
| <u>ENQUIRIES</u> | : | Ms R Kok at Tel No: (021)-483 3056 |

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/220** : **PROPERTY MANAGER: PROPERTY MANAGEMENT REGION 1, REF NO. DOI 80/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (level 9)
: Department of Infrastructure, Western Cape Government
: 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience. Recommendation: Property management related experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management and Labour relations processes; Financial management. Skills needed: Computer literacy (MS Office and MDA); Written and verbal communication; Problem solving; Sound budgeting; Facilitation and Presentation skills.
- DUTIES** : Facilitate and supervise the maintenance of a complete record of acquisitions and disposals and maintain an updated lease management system in respect of all immovable assets within the portfolio; Assist in the negotiations with prospective/existing landlords in respect of new leases, renewals and cancellations and the optimal utilisation of leases-in space; Assist with the implementation of disposal strategies for superfluous provincially immovable assets, demolitions and real rights; Execute and supervise interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Supervise property rates and municipal utilities payment processes; Supervise all debtor management and creditor control functions; Management of the human resources of the sub-directorate; Assist with the budgetary inputs and ensure the recovery and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES APPLICATIONS** : Mr E Arendse at Tel No: (021) 483 3800
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/221** : **ASSISTANT DIRECTOR: LOGISTICS, REF NO. DOI 91/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (level 9)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting, Supply Chain Management, Commerce or related field; A minimum of 3 years supervisory level experience in Finance, Supply Chain Management, Accounting, Auditing or similar environment. Competencies: Knowledge of the following: Accounting; Public Finance Management Act; Logistic Information System (LOGIS); Asset Management; Proven computer literacy (MS Excel); Written and verbal communication skills.
- DUTIES** : Implement a Logistics management system for an effective bid/quotation process and the maintenance thereof in accordance with departmental policies and procedures and compliance with applicable legislative; Implement an effective and efficient logistics function compliant with departmental policies and procedures and applicable legislative requirements, including, ordering, receiving and distribution of goods, management of inventory, warehousing and accounts payable system; Implement an approved and appropriate disposal plan developed and implemented in accordance with departmental policies and procedures and compliant with application legislative requirements including the identification of redundant, obsolete and unserviceable goods, disposal of goods in accordance with the disposal plan, accurate recording of the disposals and appropriate reporting; Effectively utilise LOGIS for provisioning, stock control and reporting in compliance with user and legislative requirements; Effectively utilise Vulindlela as a management information system to monitor and report on revenue; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals.
- ENQUIRIES** : Mr C Matthyse at Tel No: (021) 483 4363

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/222 : **STATE ACCOUNTANT: BUDGET REVENUE AND EXPENDITURE REF NO. DOI 85/2023 (3 POSTS AVAILABLE).**

SALARY CENTRE REQUIREMENTS : R359 517 per annum (level 8)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree/ equivalent or higher); A minimum of 1-year relevant experience in management accounting. Competencies: Knowledge of the following: Business and organisational structure of the department; Applicable legislative and regulatory requirements, policies and standards; Management Accounting/Financial accounting field, Database management and administration; Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.

DUTIES : Monitor revenue and expenditure; Assist with monthly, quarterly, and annual reporting – IYM, conditional grants, earmarked funds, annual report, IRM; Assist in adjustment budget process; Assist with the prevention of unauthorised expenditure, under spending and over-spending; Evaluate and make recommendations on submissions with financial implications to the relevant manager and programme manager; Assist in annual budget process.

ENQUIRIES APPLICATIONS : Ms R Davids at Tel No: (021) 483 4505
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/223 : **SENIOR STATE ACCOUNTANT: DEBTS, REF NO. DOI 88/2023**

SALARY CENTRE REQUIREMENTS : R359 517 per annum (level 8).
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/ B- Degree or equivalent qualification) in Financial Accounting or related; A minimum of 1-year supervisory experience in a Financial Accounting/Management environment; A valid code B (or higher) driving licence. Recommendation: Proven computer literacy (Ms Excel). Competencies: Knowledge of the following: Revenue and Debt Management; PFMA and applicable legislation. Skills in the following: Communication (verbal and written) skills in the following: High level of computer literacy (MS Office), especially high level of excel capability and managing databases in excel; Ability to work in a team, Ability to work under pressure; change management; supervisory; time management, planning and organising and analytical and problem solving.

DUTIES : Revenue and Receivables Management: Manage the development and maintenance of Policies and Standard Operating Procedures; relevant accounting system; collection of fees; receipting system; reconciliations; preparation of bad debt write-off and monitoring and analysis of debtors. Disclosures in the financial statements and reporting according to GRAP 2: Manage the information of the disclosure of debtors in the financial statements; gathering of applicable revenue information to be included in the statement of performance with notes in the Financial Statements; preparation of debtor status reports; preparation of exposure to non-recoverable debt reports. Analyse System reports: Access and interpret financial reports. Operational management of the Sub-component: Human Resource Management; Service delivery management; Financial Resource Management; Information management; Performance management; Compliance management.

ENQUIRIES APPLICATIONS : Ms R Davids at Tel No: (021) 483 4505
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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| <u>POST 31/224</u> | : | <u>SURVEY TECHNICIAN PRODUCTION: SURVEY AND MAPPING, REF NO. DOI 77/2023</u> |
| <u>SALARY</u> | : | Grade A: R353 013 - R376 806 per annum Grade B: R398 865 - R428 619 per annum Grade C: R451 587 - R531 117 per annum (OSD as prescribed) |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Infrastructure, Western Cape Government An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Surveying, Cartography or relevant qualification; Minimum of 3 years post qualification technical experience; Compulsory registration with SAGC as a Survey Technician or Surveyor; A valid (code B) driving license. Competencies: Knowledge of the following: Spatial perception and technical; Mapping (Computer –aided and manual). skills needed: Planning and organizing, Communication (Written and verbal); People management, Strategic capability and leadership, technical report writing, Sound engineering and professional judgement; Must be thorough and self-motivated. |
| <u>DUTIES</u> | : | Responsible for the following: Information and plans in digital and hard copy formats for topographical survey mapping; Preparation of topographical survey drawing, using Microstation, CAD, uSmart and Civil Designer; Designer; Quality control of outsourced cadastral compilation and calculations to ensure compliance with prescribed TMH11 standards; Quality control of outsourced expropriation plans and sketches to ensure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sector relating to cadastral and expropriation data. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr M. Hendrickse at Tel No: (021) 483 3107 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>POST 32/225</u> | : | <u>PERSONAL ASSISTANT: FINANCE, REF NO. DOI 78/2023</u> |
| <u>SALARY</u> | : | R294 321 per annum (level 7) |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Infrastructure, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Basic financial administration; Skills in the following: Computer literacy; Communication (written and verbal); Sound organising; Good telephonic etiquette; High level of reliability; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivated. |
| <u>DUTIES</u> | : | Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms S Andrews at Tel No: (021) 483 5180 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>POST 31/226</u> | : | <u>REGIONAL FOREMAN: ROUTINE MAINTENANCE, CONSTRUCTION AND SPECIALISED MAINTENANCE -REGION 2 REF NO. DOI 86/2023</u> |
| <u>SALARY</u> | : | R294 321 per annum (level 7) |
| <u>CENTRE</u> | : | Department of Infrastructure, Western Cape Government Oudtshoorn (1 Post) Ladismith (1 Post) |
| <u>REQUIREMENTS</u> | : | Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience; A valid code B (or higher) driving licence with PDP. Recommendation: Experience in the following: Maintenance and management of multiple teams on road construction and/or maintenance projects; Civil construction activities; Operating minor construction machines; Willingness to |

travel as required. A valid Code EC driving licence is recommended. Competencies: Knowledge of the following: Standards and procedures; Administrative processes; Health and Safety; Disciplinary measures and Legislation. Skills needed: Supervisory; Planning and problem solving; Communication (verbal and written); Conflict and diversity management; Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated; Logical thinking. Ability to interpret and give instructions.

DUTIES : Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the road transport network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads; Supervision personnel; Ensure that deadlines are met, and safety precautions adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network.

ENQUIRIES APPLICATIONS : Mr M Stegmann at Tel No: (044) 272 6071
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/227 : **PORTFOLIO OFFICER: PROPERTY MANAGEMENT (REGION 1), REF NO. DOI 79/2023**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (level 7)
: Department of Infrastructure, Western Cape Government

: An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1-year property related experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management processes; Labour relations; Financial management. Skills needed: Written and verbal communication; Problem solving; Sound budgeting; Facilitation; Presentation.

DUTIES : Maintain a complete record of the following: Valid leases and update the lease management system in respect of all immovable assets within the leasing-in portfolio; Assist and prepare documentation for the negotiations with prospective and existing landlords in respect of new leases, renewals and cancellations; Assist in the compilation of reports and draft submissions for approval to the delegated authority in terms of disposal of superfluous provincially immovable assets; Execute interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Execute administrative requirements in terms of requests for real rights, to the best interest of the state; Provide administrative assistance in terms of the demolition of immovable assets within the portfolio; Effect property rates and municipal utilities payments; Perform debt management and credit control functions; Financial and supply chain management.

ENQUIRIES APPLICATIONS : Mr E. Arendse at Tel No: (021) 483 3800
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/228 : **LOGISTICS OFFICER: LOGISTICS, REF NO. DOI 90/2023**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (level 7)
: Department of Infrastructure, Western Cape Government

: Grade 12 (equivalent or higher qualification); A minimum of 6 years relevant experience in Finance, supply chain management, accounting, auditing or related. Recommendation: Accounting experience and working knowledge of Standard Chart of Accounts (SCOA); A valid Code B (or higher) driving licence; NB: people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. competencies: knowledge of the following: Accounting; Standard Chart of Accounts (SCOA); Public Finance Management Act (PFMA); Logistical Information System (LOGIS); Asset Management; Proven computer literacy; Communication skills (written and verbal); Planning and organising; Managing interpersonal conflict and resolving problems; Decision making.

- DUTIES** : Utilise the Logistics management system for an effective bid/quotation process and the maintenance thereof in accordance with departmental policies and procedures and compliance with applicable legislative requirements; Utilize Logics effectively for provisioning, stock control and reporting in compliance with user and legislative requirements; Manage performance of those responsible for functions of the unit: Determine work schedules and assignments for all activities and work; Monitor and quality assure work; Conduct performance reviews of team members (including development plans).
- ENQUIRIES APPLICATIONS** : Mr C Matthyse at Tel No: (021) 483 4363
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/229** : **ARTISAN (PRODUCTION LEVEL): MECHANICAL WORKSHOP (WELDER) - 2 POSTS AVAILABLE, REF NO. DOI 21/2023 R1**
- SALARY** : Grade A: R220 533 - R244 737 per annum
Grade B: R258 753 - R285 396 per annum
Grade C: R299 361 - R368 070 per annum (Salary will be determined as per OSD prescripts).
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: Appropriate Trade Test Certificate (Welder); A valid (Code B or higher) driving license. Recommendation: A valid PDP; Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); basic spray painting. competencies: knowledge of the following: mechanical work on construction plant and equipment and vehicle (test); maintain good interpersonal relations; ability to work under pressure and meet deadlines; verbal and written communication skills; good planning and problem-solving skills; good time management skills.
- DUTIES** : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer aid applications; Perform administrative duties which include complete log forms and timesheets, initiate orders and writing reports.
- ENQUIRIES APPLICATIONS** : Mr E Louw at Tel No: (021) 959 7700
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/230** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (RADIOTRICIAN)- BELLVILLE, REF NO. DOI 59/2023**
- SALARY** : Grade A: R220 533 - R244 737 per annum
Grade B: R258 753 - R285 396 per annum
Grade C: R299 361 - R368 070 per annum (Salary will be determined as per OSD prescripts).
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: Appropriate Trade Test Certificate (Radiotrician); A valid (Code B or higher) driving licence. Recommendation: Experience in repair and maintenance of radio systems. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing, Team leadership; Problem solving and analysis; The following skills: Decision making; Teamwork; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognize standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Ms van Wyngaardt at Tel No: (021) 959 7700

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF LOCAL GOVERNMENT
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 31/231 : **PERSONAL ASSISTANT: PUBLIC PARTICIPATION, REF NO. LG 34/2023**

SALARY : R294 321 per annum (level 7)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering a support service to management/ senior management. Recommendation: Willing to travel; A valid (Code B) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Basic financial administration; Skills in the following: Computer literacy; Communication (written and verbal); Good telephonic etiquette; People skills; Ability to act with tact and discretion; Ability to do research and analyse documents and situations.

DUTIES : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms J Stephens at Tel No: (021) 483 0603
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/232 : **COMMUNITY DEVELOPMENT WORKER (STELLENBOSCH), REF NO. LG 33/2023**

SALARY : R241 485 per annum (level 6)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES APPLICATIONS : Mr M Bell at Tel No: (021) 483 3039
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/233 : **COMMUNITY DEVELOPMENT WORKER (MACASSAR), REF NO. LG 40/2023**

SALARY CENTRE REQUIREMENTS : R241 485 per annum (level 6)
: Department of Local Government, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES APPLICATIONS : Mr M Bell at Tel No: (021) 483 3039
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**MOBILITY DEPARTMENT
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 31/234 : **ADMINISTRATIVE OFFICER: TRAFFIC OFFENCE COORDINATOR OPERATIONAL RISK ASSESSMENT (MAITLAND), REF NO. MD 20/2023**

SALARY CENTRE : R294 321 per annum (Level 7)
: Mobility Department, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience in managing traffic offences; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: GMT circulars, policies and business processes, National GMT Handbook, GMT Driver manual, GMT TCO Handbook, Road Traffic Act, AARTO Act, disciplinary and grievance procedures, GMT Fleet Management system, GoFin, eNatis, Outlook and Traffic Offence websites such as PayCity, TMT, AARTO, PayMyFines; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Negotiation and conflict resolution.
- DUTIES** : As the GMT Fleet Proxy, coordinate the processing of traffic offence notifications received from municipalities, RTIA, TMT and other traffic offence management institutions, on GMT's Fleet Management system (for redirection to the responsible driver name); Liaise with client institutions to obtain outstanding driver details; Monitor the GMT Fleet Management system daily for newly captured or uploaded driver details and initiate the electronic forwarding thereof to TMT, RTIA and other traffic offence management institutions; Manage "SMS" notifications forwarded to the GMT Fleet proxy, and respond to TMT, municipalities and other traffic offence management institutions on the status thereof until resolved; Processing summonses issued in the name of GMT's Proxy for outstanding traffic offences and attend traffic courts; (across the province) as and when required as the GMT Fleet Proxy; Processing AARTO traffic offence notices on the GMT Fleet Management system; Monitor and resolve any admin mark on Natis in relation to fleet related traffic fines; Analyse traffic offence reports, report on trends and draft policies and circulars.
- ENQUIRIES** : Mrs C Jacobs at Tel No: (021) 467 4731
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 18 September 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 31/235** : **DIRECTOR: CRIME PREVENTION CENTRE, REF NO. POCS 09/2023**
- SALARY CENTRE** : R1 162 200 per annum (level13) (All-inclusive salary package)
: Department of Police Oversight and Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle management experience on a strategic level in a public/ security/ safety environment or related; A valid driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. recommendation: experience in a crime prevention environment. competencies: knowledge of the following: proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of: Information systems, programmes and project management, procurement and tendering processes, policy development, strategy management, monitoring and review processes, modern systems of governance and administration, public service procedures and systems, and global, regional and local affairs impacting the Provincial Government of the Western Cape; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Influencing and negotiation skills; Critical thinking and reasoning skills; Planning and Organising skills.
- DUTIES** : Provide strategic management, guidance and advice; Drive the strategic planning process for the directorate; Coordinate crime prevention programmes; Render a project support service for the coordination of the Integration Crime and Violence Prevention Strategy (ICVPS) Framework; Manage the process of safety training and development to community structures; change management; people management and empowerment; oversee the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the directorate; performance management of employees; promote sound labour relations within the directorate; active participation in financial management of the directorate and participation in the budgeting process; assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the directorate; assume direct accountability for ensuring contracts are managed effectively and efficiently for the directorate; assume overall accountability for the management, maintenance and safekeeping of the directorate's assets; assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate.
- ENQUIRIES APPLICATIONS** : Mr D Coetzee at Tel No: (021) 483 3960
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POST

- CLOSING DATE** : 18 September 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 31/236 : **ASSISTANT DIRECTOR: SYSTEMS AND ADMINISTRATION, REF NO. POCS 28/2022 R1**

SALARY CENTRE : R424 104 per annum (level 9).
: Department of Police Oversight and Community Safety, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory level experience. Competencies: Knowledge of the following: Administrative management; Financial management; Public service Policies, regulations, and procedures; Human resource management. Skills needed: Computer literacy (MS office package: Word, Excel, PowerPoint); Project Management; Data Analysis; Electronic Access Control Systems; Communication (Written and verbal).

DUTIES : Ensure that sub-directorate methodologies and processes are implemented correctly through optimal functioning of the electronic access control system and electronic surveillance equipment; Coordinate and influence continuous development, implementation and service delivery improvement of the Strategic Sourcing Strategy to influence the transversal Electronic Access Control and CCTV sourcing environment of the WCG Quality Assurance; Provide effective system support and training; People Management.

ENQUIRIES APPLICATIONS : Mr. D Samuels at (021) 483-5861
: Kindly note that this is a re-advertisement, applicants who previously applied must re-apply. Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF THE PREMIER
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employment department. should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 31/237 : **ASSISTANT DIRECTOR: TALENT SOURCING, REF NO. DOTP 66/2023**

SALARY CENTRE : R424 104 per annum (level 9)
: Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma majoring in HRM or a BDegree in Industrial Psychology with a minimum of 3-years' experience in a Recruitment and Selection environment on a administrator/recruiter level. Recommendation: Experience with technical recruiting which includes e-Recruit support, competency based recruitment processes and the administrative processes which is associated with these tasks; Advising Senior and executive management on the recruitment and selection process and best talent. Proven candidate sourcing skills; Proven experience in complex data management; Direct liaison with media and recruitment agencies w.r.t advertising of vacancies; Supervision of staff; Willingness to work longer hours in line with print media publication times. Consulting with various stakeholders on different management levels. Competencies: General knowledge of various employment laws and practices; In-depth knowledge Recruitment prescripts (legislation and policy documents); The following skills: Excellent interpersonal and coaching; Database development management and reporting; Supervisory; Consultative and effective Problem solving; Effective oral and written communication. Ability to gather and analyze information; Ability to work under pressure and meet deadlines.

DUTIES : Quality control of all operational work; Project Management control and allocation of tasks; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires and provide training/workshops on Talent Sourcing, e-recruit and reporting; Ensure that bulletins are published as per schedule; Ensure that advertisements are published in DPSA, media and e-recruit platform; Communicate with service providers regarding advertising standards, response handling enquiries, and participate in the creation of specifications; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, selection processes, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit's performance.

ENQUIRIES : Mr F Gerber at Tel No: (021) 483 6028
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF SOCIAL DEVELOPMENT
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 31/238 : **SOCIAL WORK MANAGER: REGIONAL OFFICE (STELLENBOSCH/PAARL/WORCESTER), REF NO. DSD 109/2023**

SALARY : Grade 1: R878 778 – R986 535 per annum
Grade 2: R1 045 374 – R1 208 637 per annum (as prescribed by OSD).

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as social worker with the SACSSP. recommendation: a valid driving licence. NB: people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. competencies: knowledge of the following: analytic, diagnostic, assessment tools, evaluation methods and processes (social work); personnel management; supervision framework for social work profession; social welfare and community development legislation related to children; social welfare and community development theory and interventions; information and knowledge management; protocol and professional ethics; the following skills: organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

DUTIES : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the

development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher-level administrative functions.

ENQUIRIES : Ms A van Reenen at Tel No: (021) 483 0567
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/239 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (SWARTLAND), REF NO. DSD 104/2023**

SALARY : R432 348 - R500 715 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms A van Reenen at Tel No: (021) 483 0567
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/240 : **ASSISTANT DIRECTOR (MONITORING): SUBSTANCE ABUSE, REF NO. DSD 100/2023**

SALARY : R424 104 per annum (level 9)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience. Competencies: Knowledge of the following: Public administration; Applicable legislative and regulatory requirements, policies and standards; Norms and standards; Project management; Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources; Relationship management; Skills needed: Written and

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| <u>DUTIES</u> | : verbal communication; Team membership; Managing interpersonal conflict and resolving problems; Planning and organising; Applying technology. : Develop monitoring and review systems; Oversee financial and governance assessment for existing and new NPOs; Oversee the monitoring and review of services rendered by the NPO; Human resource management; Manage information by applying tools and technologies to inform decision-making in government operations produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government spheres; Verify and oversee the collation of the non-financial data process. |
| <u>ENQUIRIES APPLICATIONS</u> | : Ms F Isaacs at Tel No: (021) 483 8442 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>POST 31/241</u> | : <u>CUSTOMER CARE OFFICER: CAPE WINELANDS/OVERBERG (WORCESTER), REF NO. DSD 106/2023</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R359 517 per annum (level 8) : Department of Social Development, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience. Recommendation: Helpdesk / Call / On-line Certificate; Certificate in Basic Counselling or Debriefing; Experience in HR, Financial administration or Social Welfare. Competencies: Knowledge of the following: Client care and information management; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Electronic information content; Relevant policies and acts; Management; Human Resources and Financial and Administration; Sound organising and planning skills; Coordination skills; Research skills; Proven computer literacy; Communication (verbal and written) skills. |
| <u>DUTIES</u> | : Provide mechanisms and procedures for dealing with customer complaints: Develop a customer care implementation plan for the region in line with the Department implementation framework; Ensuring information is relevant and up to date with the current changes /affairs and issues within the department; Provide guidance and support to all regional personnel regarding customer care; Ensure that customer care policy and procedures are implemented within the region; Ensure optimal customer relations management; Customer Care reporting; Support client liaison personnel in service delivery team. |
| <u>ENQUIRIES APPLICATIONS</u> | : Ms V Swartz at Tel No: (023) 348 5300 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>POST 31/242</u> | : <u>SOCIAL WORKER: SOCIAL RELIEF, REF NO. DSD 108/2023</u> |
| <u>SALARY</u> | : Grade 1: R294 411 – R338 712 per annum : Grade 2: R359 520 – R410 289 per annum : Grade 3: R432 348 – R500 715 per annum : Grade 4: R530 010 – R647 325 per annum (OSD as prescribed). |
| <u>CENTRE REQUIREMENTS</u> | : Department of Social Development, Western Cape Government : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision |

framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr L Arnolds at Tel No: (021) 483 6657
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/243 : **COMMUNITY DEVELOPMENT PRACTITIONER (2 POSTS AVAILABLE), REF. NO. DSD 101/2023**

SALARY : Grade 1: R251 283 - R288 726 per annum
 Grade 2: R302 757 - R349 560 per annum
 Grade 3: R366 495 - R484 431 per annum, (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/BDegree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/BDegree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: NPO sector which includes codes of governance, various NPO legislation, NPO legal structures and NPO sustainability models. Good understanding of NPO registration, compliance and de-registration processes; The understanding of social dynamics of communities; basic Financial Management; Skills needed: Community development work, attitudes and values of communities; Presentation; Proven computer literacy; Written and verbal communication; Facilitation; Research.

DUTIES : Identify and facilitate the implementation of NPO capacity building interventions in partnership with the community and other relevant stakeholders; Liaise and coordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support NPOs with registration and compliance in terms of the NPO Act.; Keep up to date with new developments in the community development field to enhance service delivery. Provide front desk support to citizens and organisations; Facilitate community mobilisation initiatives.

ENQUIRIES : Mr AR Rykklief at Tel No: (021) 483 9939
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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| <u>POST 31/244</u> | : | <u>COMMUNITY DEVELOPMENT PRACTITIONER REF. NO. DSD 107/2023 (2 POSTS AVAILABLE).</u> |
| <u>SALARY</u> | : | Grade 1: R251 283 - R288 726 per annum Grade 2: R302 757 - R349 560 per annum Grade 3: R366 495 - R484 431 per annum, (OSD as prescribed). |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Social Development, Western Cape Government Grade 1: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. Grade 2: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Grade 3: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management. |
| <u>DUTIES</u> | : | Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr L Arnolds at Tel No: (021) 483 6657 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>POST 31/245</u> | : | <u>CUSTOMER CARE ASSISTANT: CUSTOMER CARE (BPM), REF NO. DSD 102/2023</u> |
| <u>SALARY</u> | : | R202 233 per annum (level 5) |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Social Development, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months customer care experience. Recommendation: Customer care experience. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills. |
| <u>DUTIES</u> | : | Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr C van Sittert at Tel No: (021) 483 9142 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |

- POST 31/246** : **REGISTRY CLERK: LOGISTICAL SERVICES (BERGRIVER-PIKETBERG), REF NO. DSD 103/2023**
- SALARY** : R202 233 per annum (Level 5)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry; Proven computer literacy; Written and verbal communication skills.
- DUTIES** : Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence: Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service; Opening and close files according to record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function; Process documents for archiving and/ disposal: Electronic scanning of files; Sort and package files for archives and distribution.
- ENQUIRIES** : Ms D Smith at Tel No: (022) 713 2272
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/247** : **CUSTOMER CARE ASSISTANT: CUSTOMER CARE REF NO. DSD 105/2023 (4 POSTS AVAILABLE IN CAPE WINELANDS/OVERBERG REGION),**
- SALARY** : R202 233 per annum (level 5)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months customer care experience. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.
- DUTIES** : Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.
- ENQUIRIES** : Ms V Swartz at Tel No: (023) 348 5300
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>