



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 26 OF 2023

DATE ISSUED 28 JULY 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.

AMENDMENTS

DEPARTMENT OF TRANSPORT: Kindly note the post of Deputy Director: Project Management and Financial Administration with Ref No: DOT/HRM/2023/41. Please note that the above-mentioned post which was advertised on Department of Public Service and Administration Vacancy Circular 23 dated 07 July 2023 with the closing date of 28 July 2023. Please note that the Duties for this post are revised as follows: Provide financial management service to the Branch. Planning for the respective Medium-term Expenditure Framework (MTEF) budget cycle i.e. Compilation and consolidation of budgetary inputs etc. for the Branch. Forecasting expenditure and expenditure trends for the branch. Ensure funds are committed under the correct budget allocation. Monitor programme/sub-programme/responsibilities budget for over and under expenditure and

liaise with key stakeholders. Liaise with stakeholders as required by the DDG by attending to internal and external queries. Coordinate the CFO's forums for Provinces and Entities. Prepare monthly expenditure projections and highlight possible savings to the CFO. Ensure and coordinate compliance with risk management requirements. Co-ordinate strategic and annual performance plan inputs for the branch. Co-ordinate quarterly progress report of APP targets, strategic risk and operational risk. The closing date for this post is extended to 14 August 2023. For enquiries contact Ngoako Rapholo on (012) 309 3603. **PROVINCIAL ADMINISTRATION: EASTERN CAPE: DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS:** Kindly note that the following three (03) posts were advertised in Public Service Vacancy Circular 18 dated 26 May 2023, (i) Assistant Director: Traditional Governance & Finance with Ref No: COGTA 11/05/2023; The correct component is Traditional Leadership Rural Development Facilitation. (ii) Community Development Worker (CDW): Municipal Public Participation: (Raymond Mhlaba Local Municipality) with Ref No: COGTA25-C/05/2023; The correct ward is Ward-20). Mr W.M Cwele at 071 689 6162. (iii) Senior Admin Officer: Fire Services (Bhisho) with Ref No: COGTA17/05/2023; A relevant qualification is Fire Services Technology / Administration / Public Administration / Management (NQF level 6 and Equivalent NQF level 6). One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (iv) years' experience at salary level 6 and fire services. Computer Literacy: Knowledge of MS Skills. Experience in Fire Services or Disaster Management will be an added advantage. Enquiries: Mr W.M Cwele at 071 689 6162. For submission of applications visit: <https://erecruitment.ecotp.gov.za> and for e-Recruitment Enquiries, send an email to: recruitment@eccogta.gov.za, closing date is 14 August 2023 **PROVINCIAL ADMINISTRATION: FREE STATE: DEPARTMENT OF HEALTH:** Kindly note that the following post were advertised in Public Service Vacancy Circular 25 dated 21 July 2023, The Posts have been amended as follows (1) Social Worker Grade 1-4: Ref No: H/S/15,H/S/16,H/S/17,H/S/18,H/S/19 has been amended on the Centre and Number of posts and reference: There will only be (3) Centers: Xhariep District (X2) Ref No: H/S/16 Mangaung Metro District (X10) Ref No: H/S/17 and Thabo Mofutsanyane District (X1) Ref No: H/S/18. The closing date for this post is extended to 14 August 2023.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 14 August 2023 at 16:00
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

<u>POST 26/01</u>	:	<u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2023/494</u> Chief Directorate: Financial Management
<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>	:	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 Financial Management / Management Accounting / Accounting / Commerce (NQF Level 7). Minimum of 5 years' experience at senior managerial level in the Finance Field. Job related knowledge: Preferential Procurement Policy Framework Act (PPPFA). Knowledge of corporate governance issues. Knowledge of Municipal Finance Management Act (MFMA). Knowledge of Public Service environment. Knowledge of General Accepted Accounting Principles (GAAP). Public Finance Management Act (PFMA) and National Treasury Regulations. Job related skills: Leadership skills. Computer skills. Management skills. Project management skills. Communication skills (verbal and written). Conflict resolution skills. Excellent facilitation skills. Public speaking skills / presentation skills. Negotiations skills. Ability to work under pressure. Meeting deadlines. A valid driver's licence.
<u>DUTIES</u>	:	Oversee the provision of effective and sound financial management in the Department. Ensure compliance to financial management standards by adhering to policies and guidelines. Manage bookkeeping activities for all accounts to ensure transparency and accountability. Monitor the payables, receivables and lease management functions to ensure credibility of processes. Administer the administration of the salary and payroll function of the Department to ensure timely payments. Manage financial legislative reporting. Manage the budget performance services. Manage budget performance. Provide financial performance. Manage state of expenditure. Manage the legislative reporting. Provide management accounting services. Establish and enforce proper accounting methods, policies and principles. Manage the departmental budget. Manage financial systems. Conduct financial analysis. Ensure and oversee effective governance and compliance pertaining to financial management. Provide leadership and direction with regards to the identification of policy gaps and determination of policy goals. Oversee the development and effective implementation of financial management policies, processes, procedures, standards, system and practices. Ensure good governance in line with treasury guidelines and regulations and the PFMA. Monitor compliance with all relevant legislation, regulations, policies and procedures. Ensure compliance with all audit requirements. Ensure the development and implementation of risk management frameworks, standards and practises. Provide leadership, direction, advice and support. Ensure the development of financial management strategic objectives. Assist the Chief Financial Officer in discharging his / her responsibilities. Advise senior management on financial matters and financial consequences of draft policies including strategic planning issues. Ensure the provision of timely and accurate financial and operational information necessary for strategic decision-making. Liaise with relevant role players in the financial environment regarding transversal financial matters. Oversee the management of resources of the Chief Directorate. Interpret the Branch 's business strategy with special reference to how priority projects should be resourced and delivered – in respect of the Chief Directorate. Lead the Chief Directorate in relation to the implementation of policy priorities. Ensure that priority targets are respective Directorate and monitor, evaluate and report on progress. Manage the efficiency and effectiveness of the Chief Directorate to ensure the achievement of the set targets of the Directorate, while reporting on value for money in this regard. Develop systems and procedures to enable delivery of services by the Directorate. Define processes required for the delivery of sets targets. Take responsibility for the delivery of strategic outcomes as outlined in the Estimates of National Expenditure (ENE). Ensure implementation of Service Level Agreements with Provincial Departments of Agriculture and relevant State-Owned Entities. Take responsibility for communication in relation to the functions of the Chief Directorate. Create an enabling environment, including

ensuring soliciting resources as needed in support of the Directorates, for achievement of their targets. Take responsibility for the development of annual business plans. Ensure the management and development of human resources.

ENQUIRIES : Ms K Kgang Tel No: (012) 312 9461
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 26/02 : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/502**
Directorate: District Office

SALARY : R958 824 per annum (Level 12), (all- inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Mpumalanga (Gert Sibande District)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Humanities / Social Science / Legal Qualification. Minimum of 3 years' experience at junior management level in the relevant field. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. Strategic planning. Human resources management. Financial management. Supply chain management. Knowledge of economics. Job related skills: Communication skills (verbal and written). Negotiation and conflict resolution skills. Strategic management skills. Leadership skills. Project management skills. Networking skills. Team management skills. Customer and client focus. Statistical forecasting skills. A valid driver's licence and willingness to travel.

DUTIES : Manage and Implement communal land tenure programmes. Oversee awareness initiatives and capacity building on communal land management and relevant laws to stakeholders. Manage land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of land rights violation and disputes on communal land in terms of relevant legislation. Manage the implementation of the communal tenure upgrade programmes. Manage and Implement land rights programmes. Monitor all queries on land rights programmes. Manage land rights management structures by providing legal protection and awareness. Maintain land rights mediation and adjudication processes. Oversee the implementation of the land rights upgrade programmes. Manage land rights management facility. Manage and implement the establishment and support of communal property entities. Oversee the establishment implementation of Communal Property Association (CPA). Manage the database of CPAs and similar entities. Oversee awareness initiatives of CPA activities. Monitor investigations and intervene on the affairs and activities of registered CPAs. Ensure mediation and dispute resolution proceedings of the CPAs. Provide implementation support on strategic leadership and support on land tenure programmes. Lead and manage the sub-directorate. Manage provincial implantation plan on tenure programme at the district level. Manage stakeholder relations. Represent and present the Directorate at various Fora. Ensure that CPAs are compliant to legislation. Manage external and internal audits. Ensure implementation of action plan. Manage risk and audit plan. Produce reports.

ENQUIRIES : Mr PZ Lukhele Tel No: (017) 819 1373
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 : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 26/03 : **PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2023/499**
Directorate: Geo-Spatial Information and Professional Support

SALARY : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Western Cape (Mowbray)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising, Conflict management skills, Problem solving analysis skills, People management skills, Change management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, 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. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey related matters.
- ENQUIRIES** : Mr G Chandler Tel No: (021) 658 4300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray, 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 26/04** : **CONTROL SURVEY TECHNICIAN (GRADE A) REF NO: 3/2/1/2023/497**
Directorate: Mapping Services
- SALARY** : R499 275 per annum, (Salary will be in accordance with the Occupational Specific Dispensation (OSD) requirements)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Surveying or Cartography (NQF 6) or relevant qualification. Minimum of 6 years post qualification technical (surveying / cartography) experience. Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Job related knowledge: Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating. Survey design and analysis. Research and development. Computer-aided survey applications. Creating a high-performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills (verbal and written). Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. A valid driver's licence.
- DUTIES** : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design

principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Financial management. Ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget for efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Ms TG Rambau Tel No: (021) 658 4303
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray, 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001
- NOTE** : African, Indian and White Males and Persons with disabilities are encouraged to apply
- POST 26/05** : **CONTROL GEOGRAPHIC INFORMATION SYSTEM (GISc) TECHNICIAN (GRADE A) REF NO: 3/2/1/2023/500**
Directorate: Spatial Planning and Land Use Management Services
- SALARY** : R499 275 per annum, (Salary will be in accordance with the Occupational Specific Dispensation (OSD) requirements)
- CENTRE** : Eastern Cape (East London)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in GISc or Cartography. Minimum of 6 years' post qualification technical (GISc) experience. Compulsory registration with South African Geomatics Council (SAGC) as a GISc Technician. Job related knowledge: Programme and project management. GISc, legal and operational compliance. GISc Implementation. Standards development. Policy formulation. GISc operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Systems skills. Spatial modelling and analysis knowledge. Research and development. GISc applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Research and development skills. Analytical skills. Creativity. Self-management. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills. Knowledge management skills. A valid driver's licence.
- DUTIES** : Manage, supervise and perform technical GISc activities. Manage operational GISc activities of sub-ordinates. Implement spatial data standards. Apply coordinate systems and projections. Create and normalise spatial and non-spatial databases. Manage maps production and customise to meet client needs accordingly. Manage the operations of GIS equipment, software, data and products. Undertake spatial analysis with regards to GIS projects. Ensure data compatibility and preparing / interpreting metadata. Develop, test and

perform data capturing, analysis and quality control procedures. Maintain GISc unit effectiveness. Maintain GISc tools. Train end-users on basic GISc skills. Compile content for web publishing. Capture and maintain metadata. Update GISc software and renewal of licence. Document GISc processes. Render functional requirement analysis. Identify organisational challenges. Undertake and document user requirements and analysis. Identify gap analysis. Identify gap analysis on available spatial information in the organisation. Evaluate software capabilities and identify the required functionalities. Customise the GISc software to suit the organisational needs. Assist in determining operational and project requirements. Conduct research. Research, investigate and advice on new GISc technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods / technologies for solving spatial data problems. Research and implement new GISc standards.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
APPLICATIONS : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200

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

POST 26/06 : **PRINCIPAL GEOMATICS OFFICER REF NO: 3/2/1/2023/496**
 Directorate: Mapping Services

SALARY : R359 517 per annum (Level 08)
CENTRE : Western Cape (Mowbray)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 6 years post qualification experience in Geomatics, Geospatial or Cadastral environment. Job related knowledge: Knowledge of surveying, photogrammetry, cartography, geo-spatial information science. Good Geographical Information Science (GIS) knowledge regarding data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Knowledge in feature identification and data representation. Knowledge of Geographical Information Systems software. Performance Management and Monitoring. Theory, principles, and practices of standards. Job related skills: Problem solving and analysis skills. Decision-making skills. Team leadership skills. Creativity skills. Customer focus and responsiveness skills. Communication skills (verbal and written). Computer skills. Planning and organising skills. Conflict management skills and Negotiation skills.

DUTIES : Capture different geospatial data into the integrated Topographic system. Interpret imagery and map the topographical features. Ensure topological rules are applied in accordance with the topographic standard. Document the processes for application of topographical rules. Ensure all topographic features metadata is captured. Map the land cover classes in accordance with the defined standard. Perform geospatial data analysis according to the requirements. Quality check the accuracy of mapped land cover classes in accordance with requirements. Ensure compliance to the standards in maintaining geospatial in the database. Monitor availability of archive tapes. Contribute / participate in the development of procedure and standard documents. Provide reports on the monitoring of the Tape Library equipments and software. Ensure random checks on readability of archive tapes. Extract and provide geospatial data from the database. Process the aerial imagery spatial flight plan data (photo, flightlines and boundary) in the database and provide a report. Provide report on all completed and published vector data to Integrated Topographic Information System (ITIS) for aerial Imagery. All aerial imagery ground position system data files must be stored in the database according to the defined structure. Acquire, process and produce geospatial information for all mapping purposes. Source, edit and manipulate geospatial data for creating maps. Prepare, validate and import geospatial data for map spatial environment. Validate the processed geographic names and ancillary data. Ensure application of defined cartographic generalization principles to enhance geospatial data during map production. Ensure compliance to standards and specifications at all times. Undertake photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Validate the captured elevation data in accordance with standards and specifications. Perform quality check

and verify accuracy of processed data as required. Archive the final maps and geospatial data in accordance with the standard. Disseminate, promote and assure quality of geospatial information and services to clients. Provide and ensure correctness of geospatial information to clients in accordance with service delivery standards. Create awareness to internal and external clients. Report on quality related issues and participate in processes to assure quality. Assist with the renewal of service level agreements with vendors and district municipalities. Assist with the revision of datasets of products and services for established vendors and district municipalities. Assist with stock management and stock reconciliations. Maintain copyright of geospatial information. Ensure correctness of invoices and quotations. Perform administrative and related functions. Provide advice to clients on the use of products and services including the Geoportal. Acquire, validate and process ancillary data for topographic mapping purposes. Verify and ensure all geospatial data and materials for field annotation are accurate for each map. Use the different ancillary geospatial data and verify all the changes detected on previous edition map are recorded. Prepare a report with all the queries classified from digital field annotation for each map. Source ancillary data and authenticate the geographic names and their geographic position in a map. Ensure all captured and processed ancillary data meets the requirements and available in the database (Integrated Topographic Data).

- ENQUIRIES** : Mr Y Rasonti Tel No: (021) 658 4300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray, 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001
- NOTE** : African, Coloured, Indian and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 26/07** : **FORENSIC INVESTIGATOR REF NO: 3/2/1/2023/498**
Directorate: Forensic Investigation
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Forensic Investigations / Law / Auditing / Policing / Accounting. Minimum of 2 years' experience in Forensic Investigations. Job related knowledge: The Association of Certified Fraud Examiners (ACFE) Professional Standards. Forensic Investigations methodologies and procedures and software. Job related skills: Communication skills (verbal and written). Interviewing skills. Analytical skills. Problem-solving skills. Conflict management skills. Interpersonal skills. Computer skills.
- DUTIES** : Perform the Planning of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Planning Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform the Execution of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Investigation Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform the Reporting of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Reporting Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform the Closure of the preliminary review of the annual case management register projects according to the deliverables and timelines defined on the

approved preliminary review projects plans. Perform the compilation of the electronic audit software of the Closure Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis.

ENQUIRIES : Mr ME Rammutla Tel No: (012) 312 9840
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 : Coloured, Indian, White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 26/08 : **OFFICE ADMINISTRATOR REF NO: 3/2/1/2023/495**
Directorate: Intergovernmental Relations

SALARY : R294 321 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Management / Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year administrative experience. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislation framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Communication skills (verbal and written). Interpersonal relations. Flexibility. Computer literacy. Planning and organization skills. Teamwork. Working under pressure. Meeting deadlines.

DUTIES : Provide a meeting support service to the unit. Annual meeting schedules, Invitations, Attendance register etc. Venue arrangements (Include refreshments). Drafting and circulating agenda items. Consolidating and circulating meeting packs (hardcopy and electronic). Taking minutes and circulating the minutes for input and approval. Provide an administrative support service. Manage document flow (includes incoming and outgoing registers, document tracking etc). Receive telephonic calls, messages, visitors and direct to relevant role players and provide relevant information as required. Operate office equipment such as fax machines and photocopies. Provide logistical support and financial support services to the unit. Procurement of goods and services (include venue and catering for meetings, workshops and strategic planning sessions). Manage petty cash. Travel arrangements. Order stationery. Submit monthly budget inputs and expenditure statements as per Public Finance Management Act requirement for the unit. Render information management. Capture and update expenditure in the component. Consolidate weekly, monthly and quarterly reports for business units. Collect and coordinate submission of leave forms to Human Resource for the business units. Scan, copy and file documents in line with the Department's approved file plan and system (sharepoint). Database management (capturing). Receive and register hand delivered mails / files.

ENQUIRIES : Ms K Tloubatla Tel No: (012) 312 1788
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, White Males and Coloured, Indian, and White Females and Persons with disabilities are encouraged to apply.

POST 26/09 : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2023/503**
Directorate: Corporate Services

SALARY : R294 321 per annum (Level 07)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in a Human Resource environment. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Condition of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council

- (PSCBC) Resolutions. Promotions of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Planning and organisational skills, Computer literacy skills, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Supervise and undertake more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of services. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations, (final authorisations should happen on a higher level preferable at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES APPLICATIONS** : Ms ZP Hadebe Tel No: (013) 754 8020
- 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 26/10** : **SECRETARY REF NO: 3/2/1/2023/501**
Directorate: Cooperatives and Enterprise Development
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
KwaZulu Natal (Pietermaritzburg)
Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and Good presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.
- ENQUIRIES APPLICATIONS** : Mr MB Thabethe Tel No: (033) 355 4300
- Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

NOTE

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

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za.
- FOR ATTENTION** : Mr A Tsamai/Mr M Segowa
- CLOSING DATE** : 18 August 2023
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

OTHER POST

- POST 26/11** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND SOCIAL RESPONSIBILITY REF NO: DBE/25/2023**
Branch: Finance and Administration
Chief Directorate: Human Resources Management, Development and Labour Relations.
- SALARY** : R958 824 per annum, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate 3-year degree or equivalent qualification (NQF Level 6) as recognized by SAQA; At least 4 years' relevant experience executing Human Resource Development and Social Responsibility at supervisory level; Experience in skills development and training, bursary, internship and learnership programmes; An in-depth understanding of relevant legislations, such as the Employment Act, Employment Equity Act, Public Service Act, Skills Development Act, Skills Development Levies Act and Regulations, Public Finance Management Act; Knowledge of the development of skills Audit and Workplace Skills Plan; Knowledge and understanding of the management of Performance Development Plan (PDP); Knowledge of compiling Annual Training Reports (ART); Ability to facilitate the development and implementation of WSP; Ability to organise commemorations, events and campaigns on the employee health and wellness programmes; Ability to coordinate and support capacity building and training programmes for Departmental employees; Ability to manage internal Induction and Compulsory Induction Programme; Report writing, excellent presentation and facilitation, organisational, communication, computer and research skills are essential.
- DUTIES** : The successful candidate will be responsible for assisting the Directorate and take responsibility for all aspects relating to skills development and training, employment equity, bursary and internship programmes; Assisting in developing Human Resource Development Strategy and Human Resources

Implementation Plan; Assist in compiling Workplace Skills Plan (WSP), Annual Training Reports (ART) and oversee the communication and implementation of the employment equity plan; Representing the Department at the skills development and training, employment equity and bursary committees; Assisting to offer an advisory service to management and line functions with regards to skills development and training, bursary and internship programmes; Overseeing appropriate interventions, awareness and training programmes that will promote productivity, service delivery and ensure healthy work environment; Assisting in organising national campaigns including employee health and wellness campaigns; Assisting in the implementation and monitoring of the Workplace Skills Plan, Employment Equity Plan and 4 PILLARS Operational Plans and report progress to the relevant structures; Serving as a secretariat during the Skills Development Committee.

ENQUIRIES
NOTE

- : Mr A Tsamai Tel No: (012) 357 3321/Mr M Segowa Tel No: (012) 357 4291
- : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 14 August 2023 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 26/12** : **DEPUTY DIRECTOR: JOB ANALYSIS AND DESIGN REF NO: DIMS/29/26/23/01**
Directorate: Integrated Management Systems
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), (all-inclusive salary package)
: Armour Building, Erasmuskloof, Pretoria.
: Grade 12 (NQF L4) or equivalent with a recognised Advance Diploma/Degree (NQF Level 7) in Management Services/Production Management or related qualification. Minimum of four (4) to six (6) years relevant experience in organisational design and development (which includes job evaluation). Special requirements (skills needed): Theoretical and practical knowledge of the functional area of Organizational Design and Development. Knowledge of new developments in organisational design/development and job profiling. In depth knowledge of various applicable legislative frameworks such as the Public Service Act and public service regulations. Relevant Department of Public Service and Administration guidelines and directives. Formulation and management of organisational design/development policies, plans and reports. Develop and implement systems and controls to ensure sound job evaluation reporting. Computer Literacy in MS Office, JE Systems and Excel. Competencies/skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and OD business case compilation. Problem solving and decision making. Project management. Team leadership. Personal Attributes: Confidentiality. Resolve conflicts decisively. Work under pressure to meet deadlines. Apply ethics and integrity in the area of work. Reliability. Flexibility. Teamwork. Planning and execution.

- Job Evaluation Panel Training and Advanced Management Development program will be an added advantage.
- DUTIES** : The successful candidate will be responsible for development and management of effective and efficient job evaluation services including policies, procedures and reporting. Undertake job analysis and ensure post levels are correct through job evaluation and facilitate the compilation of job descriptions. Ensure effective management, implementation and adherence to relevant prescripts and directives. The management of the Job Evaluation and Job Descriptions projects and interventions. Serve on relevant structures such as the Job Evaluation Panel. The provision/management of the Job Evaluation and Job Descriptions database and configuration control.
- ENQUIRIES APPLICATIONS** : Ms L.N. Masenya or Ms D. Subramoney Tel No: (012) 335 5060
: Applications can be submitted by post to: Department of Defence, Directorate Integrated Management Systems, Private Bag X161, Pretoria, 0001 or hand delivered during office hours to: Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.
- POST 26/13** : **ASSISTANT DIRECTOR: MANAGEMENT AND RENEWAL SERVICES REF NO: DIMS/29/26/23/02**
Directorate: Integrated Management Systems
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Armscor Building, Erasmuskloof, Pretoria
: Grade 12 (NQF L4) or equivalent with a recognised National Diploma (NQF Level 6) in Management Services/Operations Management or related qualification with minimum of three to five years (3-5) of relevant experience in Management Services environment. Initial Job Evaluation Certificate will be an added advantage. Special requirements (skills needed): Knowledge of relevant Public Sector Policies, Legislation, Regulations and Acts. Problem solving and decision-making skills. Good communication skills (written and verbal). Analytical thinking. Computer Literacy. Sound interpersonal relations and high level of professionalism. Highly reliable.
- DUTIES** : Conducting of Organisation Structure Design/Workstudy investigations and assist with the conducting of quality assurance on Organisation Structure Design/Workstudy reports. Assist with the development/institutionalisation of DOD Management and Renewal Services (Workstudy) Policy, Guidelines, Instructions, Directives, Norms and Standards. Assist with the compilation of the Annual Performance Plan.
- ENQUIRIES APPLICATIONS** : Ms L.N. Masenya or Ms D. Subramoney Tel No: (012) 335 5060
: Department of Defence, Directorate Integrated Management Systems, Private Bag X 161 Pretoria, 0001 or hand delivered during office hours to: Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.
- POST 26/14** : **ASSISTANT DIRECTOR: JOB ANALYSIS AND DESIGN REF NO: DIMS/29/26/23/03**
Directorate: Integrated Management Systems
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Armscor Building, Erasmuskloof, Pretoria
: Grade 12 (NQF L4) or equivalent with recognised three years National Diploma (NQF Level 6) in Management Services/ Operations Management or related qualification. A minimum of three (3) to five (5) years' experience in Organisational Design and Job Evaluation environment, including supervisory experience. Exposure on Post Provisioning Norms (PPN) will be an added advantage. Special Requirement (skills needed): Good Knowledge of relevant Public Service Policies, Legislation, Regulations and Acts. Computer literacy (MS Excel, MS PowerPoint and MS Word). Ability to communicate effectively (written and verbal), listening and interpreting skills. Analytical and innovative thinking ability as well as problem solving skills, decision –making, Co-ordination, Planning and Organising skills. Good interpersonal skills and high level of professionalism. Numerical literacy and accuracy working with data. Facilitation and Presentation skills. Highly reliable, willing to travel and work extra hours. Report writing. Project management. Economic and Financial Management. A valid driver's license.
- DUTIES** : The successful candidate will be required to perform the following duties: Conduct Organisational Analysis and Design processes. Conduct Job Evaluation (JE) for all posts in the Department of Defence (DOD) and inform

Program Manager Organisation Structure Design (OSD) if the outcome has a structural implication. Prepare Job Evaluation submissions. Facilitate the development of Job Descriptions and assist with the formulation of the job descriptions. Partake in quality assurance in order to ensure standardised job evaluation practices. Establish benchmarking parameter. Plan moderation activities and participate in the Job Evaluation Moderation process. Participate in the development of job analysis and design governance. Facilitate the implementation of posts providing norms. Provide assistance to Program Manager Job Evaluation, requesting Structure Management Control System (SMCS)/ Management Information data. Provide advisory, support and information services on the organisational structure and job evaluation.

**ENQUIRIES
APPLICATIONS**

: Ms L. N. Masenya or Ms D. Subramoney Tel No: (012) 335 5060
 : Department of Defence, Directorate Integrated Management Systems, Private Bag X 161, Pretoria, 0001 or may be hand-delivered at Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.

POST 26/15

: **ASSISTANT DIRECTOR: GENDER REF NO: CDTM/27/26/23/01**
 HR Division
 Chief Directorate: Transformation Management

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum (Level 09)
 : Armscor Building Erasmuskloof, Pretoria
 : Grade 12 (NQF Level 4) or equivalent. Minimum of National Diploma in Social Sciences and/or Developmental Studies (NQF level 6). Hons Degree/Advanced Diploma (NQF level 7/8) in Gender studies is highly advantageous. A minimum of three to five (3-5) years' credible and applicable experience in Gender Mainstreaming and/or Transformation Management is recommended. Practical and demonstrable experience in policy analysis is essential. Experience in UN Resolution 1325 and other supporting resolutions will also be highly advantageous. Special requirements (Skills needed): Managerial skills, communication (written and verbal skills), interpersonal skills, analytical and problem solving ability, computer literate (full MS Office Suite), Project management skills, Report writing skills and planning abilities. Code B (08) drivers licence is preferred.

DUTIES

: To assist the SSO Gender to formulate effective plans and programmes to promote Women's Empowerment and Gender Equity in the Department of Defence as well as to co-ordinate and execute the implementation of all Gender programmes. To assist the SSO Gender to monitor the presentation of gender awareness training in Service's Training Formations and the Mobilisation Centre. Assisting in the collection of statistics on the number of women in military development courses. To serve on the following Boards, Meetings and Forums: DOD Transformation Management Board in the absence of the SSO Gender. Other Boards, Meetings and Forums as directed by Director Equity and Strategic Direction. Work with any Board, Meeting and Forum as directed by Chief Director Transformation Management. Liaison with other Departments, Services and Divisions, Sections Transformation, Gender, Disability and Youth: To obtain all relevant information to use within the reports, to ensure the successful execution of events, establish a sound relationship with stakeholders. Compile Reports on the following matters: DOD Gender Equality Strategic Framework Implementation Plan Report to DPSA, DOD Gender Conference Report, DOD Report on Processes and Procedures on the Management of Sexual Harassment in the DOD; to ensure the successful execution of events, establish a sound relationship with stakeholders. Provide inputs on Policy matters, Reports and Programme content in support of the Gender Section and the revision of programmes. Support the Gender Section with other Gender related activities and events such as the following: C SANDF Women's Parade, Gender Awareness programmes inclusive of males and females.

ENQUIRIES

: Col M.J. Venter Tel No: (012) 355 5972 or Lt Col Monama Tel No: (012) 355 5411

APPLICATIONS

: Department of Defence, Human Resource Division, Chief Directorate Transformation Management, Private Bag X159, Pretoria, 0001, Hand Deliver: Department of Defence, ARMSCOR Building, Human Resource Division, Chief Directorate Transformation Management, c/o Delmas and Nassob Street, Erasmuskloof, Pretoria, 0045, Block 1, Level 1, Room 2.1.299.

NOTE

: Incumbent must be able to travel extensively within the RSA.

- POST 26/16** : **SENIOR ADMINISTRATIVE OFFICER REF NO: DIMS/29/26/23/04**
Directorate: Integrated Management Systems
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : a recognised three-years National Diploma (NQF Level 6) with a minimum of three (3) years relevant experience in the Management Services environment. Experience in implementing organisation structure reports on structure management system. Completed Management Services/ Organisational and Work Study Course, Organisation Information System (OIS) and Structure Management Control System (SMCS) courses will be an added advantage. Special Requirement (skills needed): Knowledge of Public Service Regulations. Knowledge of Departmental Policies and Procedures. Computer literacy (MS Excel, MS PowerPoint and MS Word). Good communication skills (Verbal and Written). Planning and organising skills. Client relations skills. Good interpersonal skills and Maintain discipline. A valid driver's license.
- DUTIES** : The successful candidate will be required to perform the following duties: Administer departmental Macro Structure life cycle on Organisational Information System. Implement approved organisation structure reports on Structure Management Control System (SMCS). Maintain Organisation Structure Design (OSD) reports and Annual Performance Plans Repository. Co-ordinating training administration requirement and provide general administration support to the Directorate.
- ENQUIRIES** : Ms L.J. Molupe Tel No: (012) 355 6338/ Mr P. Meyer Tel No: (012) 355 5212
APPLICATIONS : Department of Defence, Directorate Integrated Management Systems, Private Bag X161, Pretoria,0001 or maybe hand-delivered at Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.
- POST 26/17** : **CHIEF ADMINISTRATION CLERK: GENDER REF NO: CDTM/27/26/23/02**
HR Division
Chief Directorate: Transformation Management
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Armscor Building Erasmuskloof, Pretoria
REQUIREMENTS : Grade 12 or equivalent. 3-5 years' experience in administrative environment. Code 08 Driver's License will be an advantage (candidate must be able to obtain Military license within a period of a year). Special requirements (Skills needed): Computer literacy. Verbal and written communication skills, interpersonal relationship skills, work performance skills, reasoning ability, analytical thinking, physical skills capability, flexibility, credibility, and neatness, bearing and general behaviour. Good knowledge of Government policies, Departmental policy, Departmental decisions and activities as well as on the wider Intra-Departmental activities in government. Planning and Organising. Continuous improvement and service delivery. Procurement process.
- DUTIES** : Copies data, compile reports and records. Collect and update all PMDS, duty sheets/management directives, career cards and personnel control cards for section gender in accordance with the guidelines of the SSO Gender. Prepare S&T forms for the Gender section and finalise recon. Compile and submit new requirements of stationeries/commodities for section. Assist SO1 Gender with procuring of all commodities for section. Ensure the availability of suitable venue for all Gender related events and activities one week in advance. Obtain quotations from relevant DOD Messes for the catering requirements one week in advance. Determine the availability of funds for the events one week in advance.
- ENQUIRIES** : Brig Gen S.M. Ledwaba Tel No: (012) 355 5290, Lt Col P.P. Monama Tel No: (012) 355 5411
APPLICATIONS : Department of Defence, HR Division, Chief Directorate Transformation Management, Private Bag X159, Pretoria, 0001 or may be hand delivered to HR Division, CDTM, Armscor Building, 370 Nossob Street (nearest corner Delmas Road) Erasmuskloof, Pretoria.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 14 August 2023 at 16:00
- NOTE** : Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. Note applications for SR1-SR8 post(s) must be submitted electronically online following the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> For help with the link please call hotline free number 0860101018 or email PES@labour.gov.za The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a contract of employment and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

- POST 26/18** : **SENIOR OHS OFFICER (RESEARCH MONITORING AND EVALUATION)**
REF NO: EC/2023/07/90407179
(Re-advertisement, applicants who previously applied must-reapply)
- SALARY** : R359 517 per annum
- CENTRE** : Provincial Office Eastern Cape
- REQUIREMENTS** : Three (3) year tertiary qualification in Economics/Statistics/Sociology/Psychology/Demography/ Development studies. One (1) year functional experience in Labour Market research field. One (1) year supervisory experience and/ or two (2) years functional experience. A valid Driver's Licence. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and research, Computer, Management and leadership.
- DUTIES** : Coordinate the provincial research processes aimed to evaluate the impact of labour legislation on different stakeholders, Provide administrative support to the Sub-Unit.

ENQUIRIES : Mr M Marala Tel No: (043) 701 3005

POST 26/19 : **ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO EC/2023/07/90407183**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Provincial Office: Eastern Cape
: Three (3) years relevant tertiary qualification in Risk Management/Internal Audit. Two (2) years functional experience in Risk Management. Valid Driver's Licence. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing.

DUTIES : Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the Section.

ENQUIRIES : Mr S Nduli Tel No: (043) 701 3017
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

POST 26/20 : **BCEA INSPECTOR REF NO: NW/2023/07/90405902**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Rustenburg Labour Centre
: Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.

DUTIES : To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8186
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

POST 26/21 : **SENIOR COID EMPLOYER AUDITOR REF NO: NW/2023/07/90405908**
(Re-advertisement, applicants who previously applied must-reapply)

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Provincial Office: Mmabatho
: Three-year qualification in Financial Accounting/BCOM Accounting/Accounting/BCOM LAW/ BCOM in Commerce. 1-2 years' experience in Internal Audit/Accounting/ Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Compensation of Occupational and Injury Diseases Act (COIDA). OHS Act and Regulations. Public Service Act. Public Service Regulation. Public Financial Management Act (PFMA). Skills: Facilitation. Planning and organising. Communication written and verbal. Computer literacy. Interpersonal. Innovation and creative.

DUTIES : Conduct proactive audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct advocacy in relations to COIDA. Enforce compliance. Supervise the resources with the section.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8186
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

POST 26/22 : **SENIOR EMPLOYER AUDITOR OFFICER REF NO: NW/2023/07/90405909**
(Re-advertisement, applicants who previously applied must-reapply)

SALARY : R359 517 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three (3) year qualification in Labour Relations Management/BCOM Law/LLB/Internal Auditing. A valid driver's license. Two (2) years' experience in Internal Audit/Accounting/ Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, COIDA. Skills: Facilitation, Planning and organising, Computer literacy, Problem solving, interviewing skills, Communication written and verbal, Interpersonal, Innovation, Analytical, Research, Project Management.

DUTIES : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the system that provide advice on sector specific UIA & COIDA matters. Coordinate the process that monitor and evaluate of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resource within the Unit.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8186
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

POST 26/23 : **OHS INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: ZN/2023/07/90410798**

SALARY : R359 5170 per annum
CENTRE : Durban Labour Centre
REQUIREMENTS : Senior Certificate plus a 3 year recognised qualification in the relevant field, i.e. Electrical Engineering. Valid Driver's licence. Registration with the relevant, recognised professional body is an advantage but not compulsory. No experience required. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

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

ENQUIRIES : Mr SA Mchunu Tel No: (031) 401 9424
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

POST 26/24 : **TEAM LEADER REF NO: EC/2023/07/90411763**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Gqeberha
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Knowledge: Departmental policies and procedures, Employment Services Act, Labour relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment

		Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer Literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance management, Communication.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely: Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy Campaigns on all labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr. MP Ngqolowa Tel No: (041) 506 5000 To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps .
<u>POST 26/25</u>	:	<u>OHS INSPECTOR REF NO: EC/2023/07/90411149</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Labour Centre: Gqeberha
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification in Labour Relation/ B-Tech degree in Labour Relations/ LLB for BCEA or Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering for OHS. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr. MP Ngqolowa Tel No: (041) 506 5000 To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>POST 26/26</u>	:	<u>PRINCIPAL PERSONNEL OFFICER ONE (1) POST: HUMAN RESOURCE MANAGEMENT REF NO: EC/2023/07/90410803</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Provincial Office East London, Eastern Cape
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Human Resource Management. One (1)-two (2) years functional experience doing the Human Resource Management Services. Valid Driver's license. Knowledge: All Labour legislations, Departmental policies and procedures, HR related systems, Public

		service Act, Batho Pele principles, Public service regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organizing, Supervisory and Time Management.
<u>DUTIES</u>	:	Render the Recruitment and Selection process. Process and approve service benefits eg. Leave, housing allowances, acting allowances, etc. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of Human Resource policies. Monitor the payment of salaries.
<u>ENQUIRIES</u>	:	Mr. N Mtwa Tel No: (043) 701 3032 To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>POST 26/27</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: EC/2023/07/90410956</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum Labour Centre: Gqeberha Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. One (1) year functional experience in Inspection and enforcement services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr. MP Ngqolowa Tel No: (041) 506 5000 To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>POST 26/28</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum Durban Labour Centre Ref No: ZN/2023/07/90410794 (X1 Post) Labour Centre: Kariega Ref No: EC/2023/07/90411762 (X1 Post) Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 331 1500 Ms XWS Mpongoshe Tel No: (041) 992 4627 To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>POST 26/29</u>	:	<u>CLIENT SERVICES OFFICER: REGISTRATION SERVICES REF NO: EC/2023/07/90411013</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum Labour Centre: East London Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of

the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.

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

ENQUIRIES : Mr. MC Njamela Tel No: (043) 702 7500
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

POST 26/30 : **UI CLAIMS OFFICER REF NO: NW/2023/07/90405911**

SALARY : R241 485 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Grade 12. 0-6 months' working experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.

DUTIES : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8186
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

POST 26/31 : **REGISTRY CLERK: BENEFICIARY SERVICES REF NO: NW/2023/07/90405912**

SALARY : R202 233 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Grade 12/ Senior Certificate or Equivalent. No experience required. Knowledge: National Archive Act. Act. Public Service Regulation. Public Service Act. Public Finance Management Act. Record Management Act. Skills: Communication Listening. Computer literacy. Interpersonal. Time Management. Planning and Organizing.

DUTIES : Provide registry counter services. Handle incoming and outgoing correspondence. Render effective filing and record management services. Process documents for archiving/disposal.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8186
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

POST 26/32 : **REGISTRY CLERK REF NO: NW/2023/07/90405913**

SALARY : R202 233 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Grade 12/ Matriculation/Senior Certificate. Knowledge: National Archive Act Guidelines and record management prescripts. Departmental Policy and Procedures. Batho Pele Principles. Departmental registry Procedures. Public Finance Management Act Skills: Communication skills. Computer literacy. Interpersonal relations. Problem solving. Organizing skills. Computer Literacy.

DUTIES : Maintain the filing system within a Provincial Office according to the Archives and records Management prescripts. Handle all correspondence for the Provincial Office and maintain records thereof. Operate the franking machine and ensure the availability of funds. Render administrative duties including procurement of stationery and equipment in the section. Clear Suspense accounts and unallocated accounts before month closure.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8186
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

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

- APPLICATIONS** : **Cape Town, Northern Cape, Eastern Cape, and Western Cape:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town. **Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION NOTE** : Human Resource Management
- : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 26/33** : **DIRECTOR: IEA STRATEGIC SUPPORT, COORDINATION AND REPORTING REF NO: RCSM19/2023**
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum, (all-inclusive salary package)
- : Pretoria
- : An undergraduate qualification in Natural Science/Environmental Management or relevant qualification on (NQF7) within the related field as recognised by SAQA. Applicants must have five (5) years of experience at a middle/senior managerial level within the related field. Sound understanding of Chapter 5 of NEMA, the One Environment System and the Environmental Impact Assessment Regulations. Understanding of the Environmental Management Systems Regulatory Cycle and the supporting legislative frameworks. Knowledge of Human Resource practices & procedures, administrative

procedures, Project management. Skills: Strategic Planning Management, Management of documentation, Leadership Management People Management, Change Management, Policy development and implementation, Financial Management, Sound Research, Analytical, Organizing, Planning, Presentation, Good communication skills (verbal and written), Good interpersonal, Coordination and stakeholder liaison. Personal attribute: Team player, Goal orientated, Working under pressure, Loyalty, Commitment, Honesty and integrity, Enthusiasm, Reliability, Personal presentation, Positive self-esteem, initiative and creativity, Self-Motivation and Adaptability.

DUTIES : Provide support services in terms of Section 24H of the National Environmental Management Act (NEMA) and associated requirements. Provide administrative support for diligent processing of applications, compilation of progress reports in terms of the annual performance plan (APP) and coordination with internal and external stakeholders. Co-ordinate and manage the implementation of Chapter 5 of NEMA. Manage Integrated Environmental Authorisation (IEA) strategic and technical support in respect of Section 24G of NEMA. Coordinate the development of Local Government Planning interventions and support the implementation thereto.

ENQUIRIES : Mr S Malaza Tel No: (012) 399 8792
CLOSING DATE : 28 August 2023

POST 26/34 : **DIRECTOR: CLIMATE CHANGE MITIGATION RESEARCH AND ANALYSIS**
REF NO: CCAQ14/2023

SALARY : R1 162 200 per annum, (all-inclusive salary package)
CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification in Natural/Physical Sciences/ Environmental Development Planning or relevant qualification on (NQF7) within the related field as recognised by SAQA. Applicants must have five (5) years of experience at a middle/senior managerial level within the field of Environmental Management. Knowledge of environmental and development issues (globally, regionally, locally). Proven competence in the area of sustainable energy Training courses in Greenhouse Gas. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies, and strategies. Ability to manage and plan for activities including projects. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Demonstrated grounding in finance, Public Service procedures and policies. Knowledge of HR management practices, legal issues, negotiations skills and ability to deal with conflict; Stakeholder engagement; Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment.

DUTIES : Conduct research and prepare greenhouse gas data and related information to facilitate the development, review and refinement of SA national emissions trajectory and development of emissions pathways and scenarios. Provide support on climate change mitigation interventions undertaken to facilitate implementation of South Africa's Low Emission Development. Analyse and report progress in the implementation and effects of key mitigation actions to South African and international audiences. Continuously develop and upgrade the tools/ system that will be used to evaluate, monitor, and verify national climate change mitigation responses. Facilitate and coordinate carbon sinks research and climate change mitigation responses related to land and ocean. Facilitation of the development, review and alignment of existing and new sector policies, legislation and regulation that have an impact on national carbon sinks. Facilitate and coordinate arrangements for the implementation of carbon sinks programmes and projects through formalization of institutional arrangements. Facilitate research and analysis to inform climate change mitigation decision and responses for the Agriculture, Forestry and Land Use sector. Conduct research to facilitate the development, review and refinement of SA national emissions trajectory and development of emissions pathways and scenarios.

ENQUERIES : Mr J Witi Tel No: (012) 399 9048
CLOSING DATE : 28 August 2023

OTHER POSTS

- POST 26/35** : **DEPUTY DIRECTOR: FOREST RESOURCE PROTECTION (X2 POSTS)**
- SALARY** : R958 824 per annum, (all-inclusive package)
CENTRE : Western Cape (Ref No: FOM37/2023)
Northern Cape (Ref No: FOM38/2023)
- REQUIREMENTS** : Degree / National Diploma (NQF6) in Forestry/Natural Resources or equivalent qualification in the related field as recognised by SAQA. A minimum of three (3) years' experience of which three (3) of them should be at the entry managerial level (Assistant Director level or equivalent). Extensive experience in Forestry or related field. Sound understanding of the National Forests Act, 1998 (Act No 84 of 1998) and National Veld and Forest Fires Act, 1998 (Act No 101 of 1998). Knowledge of Forestry and environmental management sector. Understanding of the Public Management Act (PFMA) and Treasury Regulations. Knowledge of policy development and analysis. Excellent Communication (verbal, presentation and report writing). Ability to work independently and efficiently under pressure. A valid driver's license and willing to travel.
- DUTIES** : Implementation, monitoring and evaluation of policy instruments. Ensure effective implementation of policies, legislation, strategies, action plans, guidelines, norms, and standards for forestry legislation (NFA and NVFFA). Enumeration for collection of data. Ensure compliance and enforcement of the NFA while advocating co-operative governance. Provide support to the Fire Protection Association in terms of the NVFFA provisions. Implement capacity building and training on forestry legislation. Conduct training and awareness to various stakeholders including SAPS, Prosecutors, Magistrates, FPAs on the provisions of the forestry legislation (NFA and NVFFA). Ensure Integrated Fire Management through collaboration of all stakeholders, Ensure establishment, compliance, and functionality of Fire Protection Associations
- ENQUIRIES** : Mr C Ndou, Tel No: (012) 309 5707 / 066 019 1221
CLOSIG DATE : 14 August 2023
- POST 26/36** : **DEPUTY DIRECTOR: LOGISTICS AND ASSETS REF NO: CFO33/2023**
- SALARY** : R811 560 per annum, (all-inclusive salary package)
CENTRE : Cape Town
- REQUIREMENTS** : Degree/ National Diploma (NQF6) in logistics or equivalent qualification in the related field as recognised by SAQA. A minimum of three (3) years relevant experience in Asset and Logistics Management of which three (3) years should be at junior managerial level (Assistant Director Level or equivalent). Knowledge in procurement and business practices. Ability to establish and manage Demand systems and controls. Knowledge of strategic planning and budgeting. Ability to develop interpret and apply policies, strategies, and legislation. Knowledge of HR management practices and assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and demand plan of the department. Knowledge budgeting processes, costs accounting, risk and Public Services financial legislative framework. Skills Advanced negotiation skills, adequate skills in computer use, Stakeholder engagement and Financial Management. Ability to gather and analyze information, to develop and apply policies. Be able to work individually and in team. Good interpersonal relations skills. Ability to work under pressure and sense of responsibility and loyalty. Ability to work long hours. Valid driver's license.
- DUTIES** : Ensure procurement of goods and services. Comply with verification of a log 2 form. Ensure unqualified audit for orders. Capture receipts on LOGIS (RCRI/RCCP), monitor the expediting of order and ensure Chief User Workshop conducted. Manage Provisioning System (LOGIS) and processing of inventory. Maintain functionality of the LOGIS System. Confirm User Access and Administrators access rights are reviewed. Analyze LOGIS generated reported. Monitor the Warehouse, Transit, and distribution of inventory. Appoint a chairperson and team members. Provide Issue Vouchers to Regions. Conduct annual assets verification of the Department. Count all assets of the department including regions. Reconcile the assets count report with the asset register. Update the assets register. Eradicate redundant and obsolete assets. Provide reports of assets disposed for records purposes. Monitor the correctness, completeness, and accuracy of the Management Reports. Verify

the correctness of accruals, commitment, and inventory report. Submit expenditure and performance reports to the Director SCM and ensure submission of inputs to MPAT.

ENQUIRIES : Mr H Du Preez Tel No: (021) 493 7326
CLOSING DATE : 14 August 2023

POST 26/37 : **DEPUTY DIRECTOR: EPWP COORDINATION REF NO: EP11/2023**

SALARY : R811 560 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENT : Degree/ National Diploma (NQF6) in Natural/Environmental Management Sciences, Development Studies, or equivalent qualification in the related field as recognised by SAQA. A minimum of three (3) years relevant experience of which three (3) of them should be at a junior managerial level (Assistant Director Level or equivalent). Knowledge of poverty alleviation programmes of Government, specifically the EPWP (including applicable legislation governing the implementation of the programme) and programmes implemented in the Environment and Culture Sector, extensive relevant experience in coordination, complex stakeholder management and understanding of government reporting protocols. Demonstrated application of relevant legislation relating, but not limited to, Inter-governmental Framework Relations. Extensive knowledge of EPWP reporting requirements and systems employed. Proven communication (written and verbal), interpersonal and problem-solving skills. Ability to work under pressure and meet deadlines. and proven track record in management of staff, Proficiency in Excel spreadsheets & Sound numerical and analytical acumen & Experience in human resources and financial management. A Valid Code B drivers' licence is compulsory & willingness to travel extensively.

DUTIES : Ensure effective functioning of the mechanisms for provincial coordination structures. Ensure that all the national coordination mechanisms are functional and effective. Ensure development of annual/multiyear provincial sector plans. Monitor compliance of sector projects with EPWP guidelines. Ensure participation of national programmes in the sector. Manage staff in the Sub-directorate.

ENQUIRES : Mr M Moela Tel No: (012) 399 9730
CLOSING DATE : 14 August 2023

POST 26/38 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LAW REFORM REF NO: RCSM14/2023**

SALARY : R531 381 per annum, (OSD)
CENTRE : Cape Town
REQUIREMENTS : LLB degree (NQF8) with eight (8) years post qualification experience in legal field related to this position. Knowledge of the following: Environmental Law Constitutional and Administrative Law, General legal knowledge, Public Service and Departmental procedures and prescripts relevant to post. Knowledge of Legislative drafting, Legal Research Skills, and Policy analysis experience with ability to gather and analyze information, and ability to apply policies. Strategic coordination/ planning and policy analysis. Knowledge of risk management, Legal Research methodologies and presentation and Project management. The candidate must have the following skills and competencies; excellent writing skills, advanced negotiation skills, adequate skills in computer use Report/professional writing. Good negotiation skills, interpersonal relations and diplomatic skills, relationship management, stakeholder engagement, Presentation Skills. Honesty and integrity. Ability to work individually and in a team. Good interpersonal relations skill. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict, supervision.

DUTIES : The candidate will be responsible for engaging with line on policy supporting the development of legislation and translating it into draft legislation. Draft bills and subordinate legislation - providing legal support to consultation processes. Revising drafts and assisting line function with responding to comments. Providing legal support during the cabinet processes. Providing legal support in the tabling of legislation and during the parliamentary processes. Providing legal support in respect of the publication of legislation for public comment, the publication and bringing into effect of Bills after the President signed the Bill into law Delegate. Supervise and quality check the work of subordinates.

Present Bills, and subordinate legislation in Working Groups, MINTECH and MINMEC M, Cluster meetings and in the Portfolio Committee and Select Committees. Comment on legislation received from other Departments. Draft and vet subordinate legislation, norms and standards, policies and other statutory instruments originating from Acts that are supported by the Branches. Engaging with line on policy supporting the development of subordinate legislation and translating the policy into draft legislation. Vet permits, licenses and exemptions issued in terms of the ICM Act, marine species, and AIS under NEMBA, NEMPAA, Antarctic Treaties and MLRA, provide legal advice and opinions in relation to permits, licenses and exemptions. Vet/draft letters and other documents relating to suspension/cancellation of permits, license, or exemptions. Vet/draft RODs where permits, license or exemptions are refused. Vet/draft permit/license/exemption conditions. Vet/draft compliance and enforcement notices and directives. Provide legal advice and opinions on questions of law (legislation), Vet submissions, and correspondence with legal implications, Ad hoc legal support at meetings, workshops, stakeholder engagements. Input into and drafting of provisions of multilateral conventions and resolutions. Attendance at international meetings Input into media queries/statements and parliamentary questions. Provide legal support in respect of review applications and attend consultations when legislation is taken on review to the High Court.

ENQUIRIES : Ms N Vink at 082 904 4834
CLOSING DATE : 14 August 2023

POST 26/39 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: COMPLIANCE OCEANS AND COASTS – PRINCE EDWARDS ISLANDS AND ANTARCTICA COMPLIANCE REF NO: RCSM16/2023**

SALARY : R451 587 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Honours degree (NQF level 8) in Natural/Environmental Sciences or relevant equivalent qualification as recognised by SAQA coupled with a minimum of three (3) years' working experience. Previous work experience in the Antarctic or sub-Antarctic sector will be an added advantage. Knowledge and experience in conducting environmental audits, compliance inspections and/or environmental law enforcement. Knowledge of the National Environmental Management Act (NEMA), and Specific Environmental Management Acts (SEMAs) and the Antarctic Treaty. Knowledge and understanding of government standard administrative procedures and policies. Must be willing to travel extensively including to, and work at, the Prince Edward Islands (PEIs) and Antarctica for a period of 3 months or more annually. Ability to work independently and as part of a team, under stressful and physically challenging conditions. Problem solver and strategic thinker with good project management skills; computer skills; good interpersonal relationships; excellent report writing skills and good verbal communication skills. A valid driver's license.

DUTIES : Monitor compliance with conditions of marine threatened or protected species, alien invasive species and coastal management environmental authorizations in South Africa, the Prince Edward Islands and Antarctica (as applicable). Conduct annual environmental audits on activities and operations in Antarctica and the Prince Edward Islands. Coordinate functions and work of the overwintering team Environmental Control Officer(s) on Marion Island. Conduct pre-voyage inspections on cargo and equipment prior to annual voyages. Serve as Environmental Control Officer on board the vessel during voyage, and at destination. Review and evaluate the practical implementation of Environmental Impact Assessments conducted in terms of applicable legislation for the PEIs and in terms of the Antarctic Treaty and the Protocol on Environmental Protection. Implement environmental impact management components of the Antarctic and Prince Edward Islands authorizations, Protocol, and legislation. Conduct reactive compliance inspections in response to incidents and complaints. Plan and support national activities / joint Compliance and Enforcement operations. Contribute and participate in the Committee for Environmental Protection (CEP)/ Antarctic Treaty Consultative Meeting (ATCM) and related intercessional work and Prince Edward Islands Advisory Committee (PEIAC) meetings. Ensure management of records.

ENQUIRIES : Mr Mntambo Nakwa Tel No: (012) 399 9153
CLOSING DATE : 14 August 2023

POST 26/40 : **ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: ODG06/2023**

SALARY : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6) in Public Management or relevant qualification as recognised by SAQA. A minimum of three (3) years' experience in the related field. Knowledge of the Departmental policies, Personnel Management, PAJA & PAIA, PFMA, other Financial Management and associated prescripts, Inter-governmental relations, public service and departmental procedures and prescripts. Skills: Sound organizing and planning skills, Analytical thinking, Expert level of computer literacy, Advanced office applications such as MS Word, Excel, PowerPoint, Publisher, Excellent communication, interpersonal and writing skills. Personal attribute: Ability to work individually and in a team, Ability to collaborate effectively with stakeholders at various levels, Ability to work under extreme pressure, Proactive approach to meeting deadlines and delivering results with limited supervision. Articulate, Multi-tasking, Creativity, Innovation, Maturity, and professionalism.

DUTIES : Provide administration support services: Develop the filing system for administrative records for the Chief Director, Implement the filing system, Maintain the filing system. EDMS document management, monitor the status and progress of assigned workflows. Develop, oversee and maintain office procedures for handling and distributing information and records, Oversee and monitor progress on correspondence referred to the CD from the DG, Ministry and Deputy Ministry and other stakeholders, Quality control of documents. Management of the CD's EDMS processes and documents, Drafting of submission / letters to internal/external stakeholders. Provide reporting support, Track submission of monthly, quarterly, annual and completion reports. Present submission status reports to supervisor / management. Provide assets management and procurement support. Provide financial control support including petty cash. Verify Budget allocation codes. Collate expenditure and financial reports and maintain the expenditure database. Provide support on the compilation of monthly reports (expenditure, procurement, etc.). Develop and maintain asset register and bar-coding of all new assets. Facilitate stock taking of all new assets. Manage disposal of redundant assets and manage the loss or stolen assets. Provide logistical support. Organize meetings, workshops, and briefing sessions, prepare meeting documentation, take minutes and action lists for meetings. Manage the processing of subsistence and travel claims. Manage booking of accommodation and transport. Implement controls of cost cutting measures.

ENQUIRIES : Ms Z Maistry Tel No: (012) 399 9117
CLOSING DATE : 14 August 2023

POST 26/41 : **ASSISTANT DIRECTOR: SECURITY AND SUPPORT SERVICES REF NO:CMS33/2023**

SALARY : R424 104 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF6) in Security Management / Safety Management or equivalent qualification within the related field as recognised by SAQA. Completed State Security Agency (SSA) Security Managers Course. Firearm competency in at least four (4) firearm categories. Completed State Security Agency (SSA) Security Managers Course. A minimum of three (3) years' experience in security management or related field. Sound knowledge of safety and security management. Understanding of administrative procedures. Ability to gather and analyse information. Knowledge of MISS/MPSS. Monitoring and control. Skills required: Communication, planning, organizing and coordination skills. Good interpersonal relations. Report writing. Ability to work under pressure and long hours.

DUTIES : Provide security and support services to the department. Implement key control for the department. Conduct random inspection in the access control room, reception, and key control office. Monitor the departmental biometric access control system. Monitor and ensure emergency exits are accessible. Identify risks and threats to the security of the department. Conduct physical security appraisals at buildings of the department. Identify risks and draft appraisal reports to management. Ensure proper implementation of recommendations.

Liaise with SAPS and SSA on security assessments. Conduct security awareness presentation and sessions. Conduct security awareness programmes to departmental staff to ensure compliance with the MISS, MPSS and the Departmental Security Policy. Identify training needs and coordinate training. Record and report on all the security breaches. Manage duty shifts for security personnel. Ensure monthly roosters are placed in the control room. Ensure night shift allowance claims are accurate. Conduct firearm inspections and issue firearm permits. Events management.

ENQUIRIES : Mr A Jordaan Tel No: (012) 399 9156
CLOSING DATE : 14 August 2023

POST 26/42 : **SENIOR FORESTRY REGULATION OFFICER REF NO: FOM39/2023 (X2 POSTS)**

SALARY : R359 517 per annum
CENTRE : Eastern Cape
REQUIREMENTS : Degree / National Diploma (NQF 6) in Forestry or equivalent qualification within the related field as recognised by SAQA. A minimum of two (2) years' experience in forestry or related field. Knowledge of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996) and other related environmental legislation. Knowledge of Disaster Management. Good presentation skills, excellent communication skills verbal and written, analytical and problem solving, and project management. Good interpersonal relations, and negotiation skills. Computer skills in MS Office Software. Ability to develop and apply policies. Ability to collect and interpret information and reports. Ability to lead multidisciplinary team. Ability to work independently and in a team. Ability to work long hours voluntarily and under extreme pressure. A valid driver's license and must willing to travel.

DUTIES : Implement the National Forest Act (NFA) through administration of licenses for all forms of forest resources and protected trees. Monitor compliance and ensure enforcements of Acts. Evaluation of Environmental Impact Assessments (EIA). Implement the National Veld and Forest Fires Act (NVFFA). Establish the Fire Protection Association (FPA's). Promote the wellbeing of the FPA's. Implementation of intergraded veld fire management plan. Implementation of NVFIS. Render administration support services such as organising and coordinating stakeholder participation as well as general administration. Implement business plan for awareness campaigns and information services. Monitor compliance to leased plantation areas. Compile and submit quarterly reports for leased plantation areas.

ENQUIRIES : Ms N Mbananga Tel No: (040) 492 0200
CLOSING DATE : 14 August 2023

POST 26/43 : **SENIOR MARINE RESEARCH ASSISTANT: AQUACULTURE RESEARCH REF NO: FIM34/2023**

SALARY : R294 321 per annum
CENTRE : Cape Town (Sea Point)
REQUIREMENTS : Degree/ National Diploma (NQF6) in Natural Science/ Aquaculture or relevant equivalent qualification as recognized by SAQA. Two (2) years working experience in natural science/ aquaculture or related field. Knowledge of the Marine Living Resource Act, 1998 (Act No.18 of 1998) and aquaculture legislation. Knowledge of data capturing procedures, aquatic animal husbandry system and biosecurity. Understanding of aquaculture systems Computer skills. A valid driver's license.

DUTIES : Conduct biological sampling and processing. Capture data from collected samples. Prepare samples for analysis. Provide support in compliance with Standard Operating Procedures. Ensure routing monitoring to comply with standards. Capture and report data. Undertake routine system maintenance and management. Ensure all biosecurity measures are compliant. Provide support in research administration. Maintain office and ensure equipment, laboratory is maintained and prepared. Provide support to asset management team. Keep research documents and data. Provide support in research surveys. Provide support in transport of live animals/ spawning and larval rearing. Assist with procuring research materials/equipment. Support awareness, skills, and technology transfer.

ENQUIRIES : Ms A Bernatzeder at 082 6875 333
CLOSING DATE : 14 August 2023

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

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

MANAGEMENT ECHELON

- POST 26/44** : **CHIEF DIRECTOR: STRATEGIC MANAGEMENT AND COMMUNICATION**
REF NO: G15/2023
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), all-inclusive package
: Pretoria
: A Degree (NQF Level 7) in Business Management, Law and or related fields. A minimum of 10 - 12 years' experience in Strategic Planning, Corporate Governance, Knowledge Management, Communications, Capacity Development, Legal advice, Partnership Management and/or Statutory Reporting is mandatory. At least 5 years at a senior management level. Experience in a management position in the public service will be an advantage. Competencies Required: Project Governance and Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating, and reporting on project impact, costs, work, and contractor performance. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Legislative Knowledge: Knowledge of Treasury-related legislation, the legislative process, and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Utilizes a wide variety of resources and tools to

develop, maintain, monitor, enforce and provide oversight of policies and regulations. People Development and Management: Knowledge of mobilising people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting developing and retaining a talented and diverse workforce. Demonstrates concern for individual differences and employee morale and fosters employee development through responsible sharing, learning and training opportunities. Concern for Quality and Order: Desire to see things done logically, clearly and well, in various forms including monitoring and checking work and information, clarifying roles and duties, setting up and maintaining information systems. Integrity/ Honesty: Is trustworthy and has the ability to contribute to maintaining the integrity of the organization by displaying high standards of ethical conduct whilst understanding the impact of violating these standards on an organisation, self, and others. Client Service Orientation: The ability to have a client-service orientation which implies helping or serving others to meet their needs by focusing on discovering those needs, figuring out how to best meet them as well as practicing the Batho Pele principles. The term "clients" refers to both internal and external clients. Team Participation: The ability to work co-operatively with others, working together as opposed to working separately or competitively. Computer Literacy: Knowledge and ability to use computers and technology efficiently and at the right comfort levels using programs and other applications associated with the job (MSOffice, Internet, email). Change Leadership: The ability to deliver the message of change in both words and actions and motivate people to change whilst energizing and alerting groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Decision Making: The ability to weigh, determine and judge the lowest risk / highest return solution or option to problems, issues, and intentions, based on all relevant information and data and pre-determined decision-making criteria and parameters. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. Information Sharing: The ability to self-motivate to expand and use one's knowledge and the willingness to share this knowledge with others.

DUTIES

: To ensure that the GTAC operates in a strategic, legal and ethical manner, meets its regulatory, statutory and stakeholder reporting requirements, establishes strategic relations across the public economics landscape and builds the capacity of public economics stakeholders. Strategic SMC Operations, Budget, Governance, Legal and Capacity Development: Manage the development, implementation, maintenance and reporting on the Strategic SMC annual performance plan and performance indicators. Manage the forecasting, planning, implementation and reporting on the Strategy budget including donor income and expenditure, voted income and expenditure. Manage the establishment, implementation, maintenance and reporting on the Strategy managing frameworks and internal controls for strategic planning and reporting, compliance management, knowledge and innovation management, legal compliance, general advice, legal support and oversight of legal frameworks, (MOUs, SLAs, etc) communications, strategic relations management and capacity development programmes management including Strategic Planning, policies and procedures, business processes, guidelines and templates, management systems. Manage the capacity, productivity and performance of SMC staff including establishment of posts, recruitment of staff, development of performance plans, review of performance, development of competence, resolution of issues. Manage the SMC office administration and assets management including planning, utilisation and auditing of office resources and assets, development and implementation of the SMC document management and filing plan. Manage the preparation and production of SMC monthly, quarterly and annual reports. GTAC Governance and Compliance

Management: Oversee, monitor and guide the management of the GTAC governance and compliance frameworks, and committees (e.g OMM).The development of quality assurance and implementation of the GTAC governance and compliance framework and systems, provision of administrative and secretariat support and services to GTAC Committees, development, implementation and institutionalisation of the GTAC governance and compliance management framework, GTAC governance , GTAC governance and compliance management audits, GTAC governance and compliance management reporting including the preparation of governance and compliance reports and presentations, GTAC legal frameworks and input into general legal matters. GTAC Strategy Management: Oversee, monitor and guide the GTAC strategy management frameworks including the: development, quality assurance and implementation of strategic planning, measurement and reporting framework, development of GTAC strategic planning and reporting capacity, planning processes and development of plans, measurement of the performance and impact of the GTAC functions and services, analysis and reporting of GTAC projects performance, projects database management, management of regulatory, statutory and stakeholder reporting. GTAC Strategic Relations and Capacity Building: Oversee, monitor and guide the management of the GTAC strategic relations and capacity development of stakeholders including: the establishment and management of strategic relations and stakeholder agreements for the funding, delivery and management of Public Economics Capacity Building (PECB) programmes, the development, planning, implementation, monitoring and recording of the expenditure and outcomes of the PECB annual programme and PECB technical advice and support services, the participation, contributions, and monitoring and recording of the expenditure and outcomes of GTAC representation at national and international conferences, and establishment, communication and knowledge sharing with PECB programme partners and members, the analysis and reporting on PECB programme expenditure and outcome reports and records, management of cost recoveries and preparation of donor funding reports. Management of GTAC website, Knowledge hub, publications and knowledge products, and harvesting of knowledge products. Management of special projects such as winter school and other projects in the office of the head.

- ENQUIRIES** : Kaizer Malakoane at 066 2507072
Email: Kaizer.malakoane@gtac.gov.za
- POST 26/45** : **SENIOR TECHNICAL FINANCE SPECIALIST - JOBS FUND REF NO: G16/2023**
Term: 24 Months Fixed Term Contract
- SALARY** : R1 371 558 per annum (Level 14), (all – inclusive package), PSR 44 will apply to candidates appointed in the Salary Level
- CENTRE** : Pretoria
- REQUIREMENTS** : Post Graduate qualification (NQFL Level 8) in Finance, management or a related field. A qualification in project management would be advantageous. 10-15 years’ experience in appraising, negotiating, and closing project finance and corporate finance transactions. Minimum of 7 years’ experience in a project management environment. Public sector and grant management experience will be an added advantage. At least 5 years’ experience in a senior management position. The incumbent must have strong analytical skills.
- DUTIES** : Technical Support – Financial Appraisals and New Funding Rounds - Providing management and technical support to a team performing appraisals and conducting due diligence on new funding proposals. Management of a team of resources to ensure optimal management of the allocated portfolio of projects. Provide input into the quarterly stakeholder reports. Contribute to the launch of and origination activities of new Calls for Proposals. Provide support in finalising reports and recommendations of new funding proposals to the Technical Evaluation and Investment committees. Providing support to the team presenting recommendations to the Technical Evaluation and Investment committees. Provide support in finalising the contracting of approved projects within prescribed timelines. Showcase the work of the Jobs Fund in various forums. Disbursements - Facilitate continuous efficiency improvements to the Jobs Fund’s Grant Management Framework and Procedures. Provide technical support to project teams to ensure optimal management of projects and meeting of the Jobs Fund’s annual disbursement

and job targets. Conduct risk-based oversight on projects identified as high risk and perform regular reviews of project and portfolio performance. Design remedial actions to address underperformance. Participate in quarterly Disbursement Panel meetings. Review disbursement memorandums to ensure pertinent issues are adequately addressed and facilitating timeous disbursements to projects. Support allocated team to ensure that projects' annual audit findings are timeously resolved and that appropriate controls are in place to ensure no repeat findings. Internal Business Processes - Conduct baseline assessment of key processes turnaround times to facilitate timeous resolution of issues delaying disbursements to projects. Provide support in the implementation of new technologies to improve operational efficiencies within the Jobs Fund. Support the maintenance of sound governance structures in the Jobs Fund by ensuring all evidence submitted by projects are consistent with agreed means of verification and filing protocols are adhered to. Ensure timeous approvals are required for quarterly project management reports. Effective planning of project site visits (SV) to optimise operational costs. Learning and Growth Agenda - Provide support to the team in improving the visibility of the work and achievements of the Jobs Fund by: Cultivating relationships with key market stakeholders; contributing towards identifying important conferences, indabas, symposiums, and media events etc. for the JF team to attend; participating in these events as a Jobs Fund representative; contribute to the delivery of periodic Jobs Fund webinars to the market. Generate, package, and disseminate research information for specific stakeholders by: Supporting the team in developing terms of reference for evaluations to be conducted; supporting the team in finalising project close-out reports; delivery of Learning Papers/ Research Papers/ Practice Guides/ Articles related to the work of the Jobs Fund. Contribute to the internal learning agenda of the Jobs Fund by: Contributing to the identification of relevant brown bag topics; development of related learning material and presentation to the Jobs Fund team. Coordinate with other members of the finance team to review financial information and forecasts. Stakeholder Management - Maintains communication with staff and other key stakeholders regarding financial matters. Motivates and provides support to project teams to achieve their targets. Provides technical and non-technical support to Jobs Fund staff and other stakeholders. Maintains relationships with all Contracted Intermediaries to ensure sound risk management at the project-level and overall portfolio-level. Risk Management - Provide strategic inputs into the development of strategies to mitigate finance and performance risk in the project portfolio. Support the development of appropriate strategies to reduce fund performance risk. Monitoring current projects including risk reporting status, progress updates, and identifying areas that require corrective actions. Strategic Fund Management - Support the relevant Managers in developing and implementing the development finance strategy within the Fund. Own and manage specific processes relating to finance operations as agreed. Train staff on key finance processes. Contribute and facilitate strategic planning sessions within the Jobs Fund and sub-programmes. Competencies Required: Client Service Orientation – Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. Concern for Quality and Order - Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication - Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence - Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Resources Planning -Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Integrity/ Honesty - Contributes to maintaining the integrity of the organisation; displays

high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Policy Development and Management - Knowledge of GTAC-related legislation, the legislative process, and public affairs as it pertains to GTAC. Includes the ability to monitor legislation that is of interest to GTAC. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Administrative Operations - Knowledge, capabilities, and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement, and financial management. Data Analysis - Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Development Financing-Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development - Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Government Knowledge - Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management - Grant Management. Legislative knowledge - Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Systems Thinking- Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. 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 (Office, internet, email). Valuing Diversity - Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. Vision and Purpose - Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values.

ENQUIRIES

: Kaizer Malakoane at 066 2507072
Email: Kaizer.malakoane@gtac.gov.za

POST 26/46

: **TECHNICAL FINANCE SPECIALIST - JOBS FUND REF NO: G17/2023**
Term: 24 Months Fixed Term Contract

SALARY

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

CENTRE

: Pretoria

REQUIREMENTS

: Bachelor's degree (NQF Level 7) in Accounting/Finance/Auditing or a related field. A postgraduate qualification will be an added advantage. Minimum of 10 years' experience in financial reporting, auditing, and financial analysis. Experience in appraising, negotiating and closing project finance and Corporate Finance transactions. At least 5 years of middle management experience. Public sector and grant management experience will be an added advantage. The incumbent must have strong auditing and/or accounting background, credit and risk analysis skills. Must be able to comprehensively analyse financial statements, and other financial reports. Must understand risk and internal controls. Must be able to independently conduct financial models, budget reviews and analysis. Thorough understanding of Generally Accepted Accounting Principles (GAAP). Knowledge of Statutory accounting principles and of relevant legislative framework and accounting practice (PFMA, Treasury Regulations and GRAP).

DUTIES

: Financial Appraisals and Portfolio Reports - Analysis of Corporate Financials and other relevant reports. Appraising new investment proposals (due

diligence) and opportunities. Commercial analysis, financial model analysis, risk and institutional analysis. Preparing appraisal reports for submission and present the reports for consideration and approval at various committees. Negotiation of financial aspects of approved projects. Preparing disbursement request reports for submission. Oversee disbursements to approved projects as well as monitor project progress post-investment. Prepare complex financial reports as mandated by the immediate supervisor. Assist staff in compiling data and interpreting legislated financial reporting requirements and regulations. Review and verify financial information. Prepare various portfolio reports as required. Provide support to Fund-specific business case submissions to Public Finance. Cost Analysis - Determine appropriate levels of project costs by establishing standard costs benchmarked with market data. Assessment of project financial status by comparing and analysing actual results with plans and forecasts. Enhance the cost analysis process by establishing and enforcing policies and procedures. Provision of trends and forecasts at project and portfolio-level as required. Provide an explanation on processes and techniques and recommend actions. Improve financial status by analysing results and monitoring variances. Identifying trends in financial performance and providing recommendations for improvement. Recommends actions by analysing and interpreting data and making comparative analyses. Provide strategic inputs into the development of strategies to mitigate finance and performance risk in the project portfolio. Accounting and Compliance- Analysing current and past financial data and performance at project and portfolio level as required. Review Jobs Fund policies for alignment with Governance Frameworks and accounting standards. Identifying trends in financial performance and providing recommendations for improvement. Coordinate with other members of the finance team to review financial information and forecasts. Review financial models and budget projections at project and portfolio level as required. Evaluate projects expenditures against Jobs Fund value-for-money frameworks. Auditing - Examines financial data which include bulk payroll data for validity, accuracy, and completeness. Audits documents submitted for payment for compliance with Jobs Fund guidelines. Assists Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Prepares and maintains mandated documents as required. Conduct verification checks on submitted financial information, including reviewing payment system exception reporting. Facilitate effective management of the project audit process including resolution of key audit findings at project and portfolio level. Stakeholder Management - Maintain communication with Jobs Fund Partners and other key stakeholders regarding financial matters. Motivate and provide support to project teams to achieve their targets. Provide technical support to Jobs Fund staff and other stakeholders. Represent the Jobs Fund at various committees, events and forums as assigned. Maintain relationships with all Contracted Intermediaries to ensure sound risk management at the project-level and overall portfolio-level. Risk Management - Provide strategic inputs into the development of strategies to mitigate finance and performance risk in the project portfolio. Support the development of appropriate strategies to reduce fund performance risk. Keep abreast with external events outside of the Fund and their impact on the Fund at project and portfolio level. Monitoring current projects including risk reporting status, progress updates, and identifying areas that require corrective actions. Prepare appropriate inputs into the Fund's overall risk reporting obligations. Represent the Jobs Fund at various Risk committees as assigned. Assist Jobs Fund Partners in co-creating sufficient mitigations in identified risks as required. Competencies Required: Client Service Orientation – Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. Concern for Quality and Order - Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication - Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence - Capacity for

recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Resources Planning -Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Integrity/ Honesty - Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Policy Development and Management - Knowledge of GTAC-related legislation, the legislative process, and public affairs as it pertains to GTAC, Includes the ability to monitor legislation that is of interest to GTAC. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Administrative Operations - Knowledge, capabilities, and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement, and financial management. Data Analysis - Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Development Financing - Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development - Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Government Knowledge - Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management - Grant Management. Legislative knowledge - Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Systems Thinking- Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. 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 (Office, internet, email). Valuing Diversity - Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. Vision and Purpose - Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values.

ENQUIRIES

: Kaizer Malakoane at 066 2507072
Email: Kaizer.malakoane@gtac.gov.za

POST 26/47

: **TECHNICAL FINANCE SPECIALIST: RISK - JOBS FUND REF NO: G18/2023**
Term: 24 Months Fixed Term Contract

SALARY

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

CENTRE REQUIREMENTS

: Pretoria
: Bachelor's degree (NQF Level 7) in Risk Management/Internal Audit or a related field. A CA (SA) or CIMA or ACCA qualification will be an added advantage. Minimum of 8 years' experience in risk management, auditing, and understanding of regulatory compliance requirements. At least 5 years of middle management experience. Experience in leading and motivating teams as part of driving performance. Experience in supporting the appraising, negotiating, and closing of project finance and corporate finance transactions.

Public sector and grant management experience will be an added advantage. The incumbent must be able to comprehensively analyse key agreements and other financial reports. Must be able to prepare detailed risk reports and host technical training sessions with staff. Should be well-versed with the regulatory environment. In depth knowledge and the risk functions policies, standards and procedures. Should have a strong understanding of qualitative and quantitative data analysis methods. Knowledge of relevant legislative frameworks (e.g. PFMA, Treasury Regulations, GRAP.)

DUTIES

: Funding Allocation- Provide a secondary review of identified high-risk Funding proposals and assist teams in the development of appropriate mitigations to minimise risk of approval. Provide a portfolio review of investment proposals and formulate the overall risk profile of proposals based on review to assist committees in their decision making. Accompany project teams on specific due diligence visits on a risk-basis. Review of commercial analysis, financial model analysis, risk and institutional analysis conducted by project teams for identified high-risk projects. Review appraisal reports for submission to various committees. Support project teams at various committees. Review contract documentation and support contracting negotiations Contract Negotiations - Ensure appropriate risk mitigants are contracted for without compromising approved projects. Review high-risk budgets and assist project teams in financial structuring to mitigate key risks. Provide support to appraisal teams & legal to interpret complex contracting documents and agreements. Improve financial status by analysing results and monitoring variances at the fund portfolio level. Governance & Compliance - Review Jobs Fund policies for alignment with Governance Frameworks. Identifying trends in financial performance and providing recommendations for improvement. Assist in the development and or enhancement of programme systems and procedures. Identify and manage implementation risks for the assigned programmes and develop sufficient risk mitigation on identified risks. Support legal and other staff in ensuring Fund compliance with guidelines, and other applicable legislation. Represent the Jobs Fund at the Governance Risk Committee and or other committees as appropriate. Support teams to manage the Audit process for the Fund and sub-programmes the Fund supports. Financial & Performance Risk Management - Provide strategic inputs into the development of strategies to mitigate finance and performance risk in the project portfolio. Support the development of appropriate strategies to reduce fund performance risk. Prepare regular reports to various stakeholders. Supports the Finance team to mitigate cashflow risk for the Fund operations. Conduct strategic site visits as part of financial risk management of the project portfolio. Ensure the Jobs Fund develops appropriate risk monitoring & reporting protocols to enhance effective decision-making. Monitoring current projects including risk reporting status, progress updates, and identifying areas that require corrective actions. Stakeholder Management - Maintain communication with Jobs Fund Partners and other key stakeholders regarding financial matters. Motivate and provide support to project teams to achieve their targets. Provide technical support to Jobs Fund staff and other stakeholders. Represent the Jobs Fund at various committees, events and forums as assigned. Maintain relationships with all Contracted Intermediaries to ensure sound risk management at the project-level and overall portfolio-level. Competencies Required: Client Service Orientation – Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. Concern for Quality and Order - Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication - Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence - Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Resources Planning -Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other

organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Integrity/ Honesty - Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Policy Development and Management - Knowledge of GTAC-related legislation, the legislative process, and public affairs as it pertains to GTAC, Includes the ability to monitor legislation that is of interest to GTAC. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Administrative Operations - Knowledge, capabilities, and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement, and financial management. Data Analysis - Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Development Financing - Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development - Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Government Knowledge - Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management - Grant Management. Legislative knowledge - Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Systems Thinking- Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. 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 (Office, internet, email). Valuing Diversity - Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. Vision and Purpose - Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values.

ENQUIRIES

:

Kaizer Malakoane at 066 2507072
Email: Kaizer.malakoane@gtac.gov.za

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 14 August 2023
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 26/48** : **DIRECTOR: HOSPITAL MANAGEMENT REF NO: NDOH 36/2023**
Directorate: Hospital Management
Re-advertisement, applicants who have previously applied need to re-apply.
- SALARY** : R1 162 200 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An Undergraduate qualification (NQF 7) as recognised by SAQA in Public Health / Health Science. Master's Degree (NQF 8 or NQF 9) qualification in Public Health / Health Science/health management will be an advantage. At least five (5) years' experience at a middle/senior management level in Hospital Management. Experience must include Policy and Guideline development as well as Human Resources, Financial and Project Management. Knowledge of the National Health Act and other relevant legislation and prescripts. Knowledge of General Healthcare Management and Healthcare Systems and the Public Policy and Frameworks. Finance Policies, PFMA, DORA and Treasury Regulations etc. Knowledge and experience in policy development and analysis as well as Corporate Governance. Good leadership and problem solving, communication (written and verbal), conflict management, strategic and analytical, risk management, stakeholder and relationship management,

computer (MS Office software), monitoring and evaluation and research as well as performance management skills. Ability to work independently, with the team and work irregular hours. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Develop and align the annual performance plan (APP) to the policies of the department. Strengthen local accountability and governance of hospitals. Design and update the hospital healthcare service delivery model by defining the catchment areas and clinical services to rendered at each hospital level (secondary to quaternary). Manage human resources of the directorate through clear deliverables. Ensure prudent financial management in the directorate. Develop and oversee the risk management plan for the directorate.

ENQUIRIES : Dr R Ncha Tel No: (012) 395-8257

OTHER POST

POST 26/49 : **DEPUTY DIRECTOR: HIV TESTING SERVICES (HTS) REF NO: NDOH 37/2023**
Directorate: HIV Prevention Strategies
(Contract post until 30 September 2024)

SALARY : R811 560 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines)

CENTRE : Pretoria

REQUIREMENTS : A three-year Bachelor's degree (NQF 6) in Public Health, Health Science, or Natural Science. A post graduate degree in Health Science or Public Health will be an advantage. At least three (3) years' experience in HIV programs and Key Populations HIV prevention programs. Experience in implementation of HIV Testing Services and HIV Prevention programs in general and Key Populations. Knowledge of management of programme and project, HIV/AIDS and HTS field, key populations interventions, HIV Preventions program and topics on key populations, policy development, monitoring and evaluation. Knowledge of the Public Service Act, 1994, Public Service Regulations, PFMA and other legislature governing the workplace i.e Labour Relation Act, OHS Basic Condition of Employment Act etc. Knowledge of Financial management for non-managers and data monitoring and evaluation. Good communication (verbal and written), administrative, interpersonal, strategic, planning, monitoring, evaluation, time management and computer skills (MS Office package). A valid driver's license.

DUTIES : Monitor training for Rapid Test Continuous Quality Improvement (RTCQI) and overall quality of counselling and linkage to treatment for key populations to ensure correct diagnosis to contribute towards the 2nd 90 of the 90-90-90 targets by 2022 and as we transition to 95-95-95 targets by 2025. Facilitate implementation of sensitisation training and refresher training for counselors for HTS for 10 000 counselors to implement HTS for key populations including HIVSS and index testing in a targeted manner. Provide strategic direction and support to the unit and provinces in the implementation of interventions related to HTS and HIV prevention for key populations, the comprehensive plan as well as the implementation of the National Strategic Plan for HIV & AIDS and STIs (NSP-2017-2022) and HIV Prevention Strategy. Develop and revise policies and strategies to enhance the effectiveness of HTS programme for key populations, the correct use of HIV rapid test kits, monitoring and mentoring of lay counsellors through HAST programme and RTC's in provinces. Ensure uninterrupted procurement and distribution of HIV rapid test kits supported and monitored for all facilities to ensure no stock outs for testing for key populations. Monitor National wellness campaign implementation plan in collaboration with other stakeholders and support operation Phuthuma activities in the selected districts to meet targets within the selected facilities. Participation in the national nerve centre meetings demonstrated with monthly updates to relevant PEPFAR partners with a focus on key populations, and participation in the 100-facility project to reach targets.

ENQUIRIES : Dr T Chidarikire Tel No: (012) 012 395 9200

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Mthashana TVET College)
(Western Cape False Bay TVET College)**

OTHER POSTS

- POST 26/50** : **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY ASSURANCE
REF NO: MTC/PPN/1/2023**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Central Office, Vryheid
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Internal Audit/Accounting. 3 – 5 years' functional experience in Internal Audit environment two (2) years of which should be at managerial or supervisory level. Experience in the development of policies / implementation strategies. Proven computer literacy – MS Office: Word, Excel and PowerPoint. Unendorsed valid driver's licence. Recommendation: Registered member with professional body e.g. Institute of Internal Auditors (IIA). Understanding of TVET landscape. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Auditor General Processes and Procedures and Promotion of Access to Information Act (PAIA). Skills: Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organizing, Policy analysis and Development, Communication and interpersonal, Financial Management and Report writing.
- DUTIES** : Preparation and execution of the internal audit Plan. Conduct pre-engagement meetings with College management prior to commencement of the audits. Obtain College Management approval of the audit scope -prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactivates audits and inspections and produce reports on all audits, inspections and incidents. Provision of the secretarial support services to the Audit Committee. Conduct research on best practices and application of standards. Distribution and collection of audit clients' surveys for service rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by required audit evidence. Ensure that processes needed for quality management systems are established, implemented and maintained. Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, re-evaluated and that records of this assessment are maintained. Oversee the development, implementation and monitoring of policies. Conduct institutional performance assessment and evaluation of the implementation of policies, programs and systems Management of staff development.
- ENQUIRIES** : Mr SC Hadebe/ Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010
APPLICATIONS : Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college on/ by the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.
- NOTE** : Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all

Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill these posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.

<u>CLOSING DATE</u>	:	18 August 2023 at 13:00
<u>POST 26/51</u>	:	<u>ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION REF NO: DCA01</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	False Bay TVET College, Westlake Campus
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Public Management/ Administration or equivalent qualification. 3-5 years relevant experience in Administration at Supervisory level related to education / HRM / Finance and SCM or relevant environment. Proficient in Microsoft Office. Good administrative skills. Good communication skills (verbal and written). Valid driver's licence. Knowledge of office administration. Knowledge of HRM. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding cost centre budgetary, expenditure and cash flow management. Knowledge of Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.
<u>DUTIES</u>	:	The successful candidate will report to the Campus Manager. Responsible for overseeing the academic and student administration support services. Overseeing student registration and examination administration processes. Overseeing and coordinating human resource administration services. Overseeing and coordinating financial, asset and supply chain management services. Overseeing campus infrastructure, maintenance and fleet management services. Provide general administration support services and maintain a proper filing system. Student residence management. Management of human, physical and financial resources.
<u>ENQUIRIES</u>	:	Ms S Baboo Tel No: (021) 787 0800
<u>APPLICATIONS</u>	:	Apply online at https://falsebaycollege.co.za/
<u>NOTE</u>	:	NB: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 from should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents . Only shortlisted candidates will submit Qualifications, ID and other relevant documents before the interview, in line with circular 19. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered.
<u>CLOSING DATE</u>	:	14 August 2023
<u>POST 26/52</u>	:	<u>ASSISTANT DIRECTOR: MARKETING & COMMUNICATIONS REF NO: DMM01</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)

CENTRE REQUIREMENTS : False Bay TVET College, Central Office
 : National Diploma/bachelor's degree in communication/ Marketing or equivalent. 3-5 years proven working experience in communications and a marketing environment at supervisory level. A valid driver's license. Computer Literate (MS Office Suite). Advanced experience in the development of policies and implementation strategies. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education.

DUTIES : The successful candidate will report to the Deputy Principal Innovation & Development. Responsible for managing and coordinating marketing, promotions and branding for the college. Digital Marketing. Managing public relations and media liaison services. Coordinating College events and provide communication administrative support. Internal and External Communication. Management of all Human, Financial and other resources of the unit.

ENQUIRIES APPLICATIONS NOTE : Ms S Baboo Tel No: (021) 787 0800
 : Apply online at <https://falsebaycollege.co.za/>
 : NB: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents. Only shortlisted candidates will submit Qualifications, ID and other relevant documents before the interview, in line with circular 19. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. 14 August 2023

CLOSING DATE : 14 August 2023

POST 26/53 : **SENIOR IT TECHNICIAN REF NO: MTC/ PPN/2/2023**

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
 : Central Office, Vryheid
 : Recognized National Diploma in Information Technology (NQF level 6) or equivalent. Minimum of 2 -3 years in IT environment. Software and hardware experience. Knowledge of office administration. Valid drivers' licence. Knowledge of IT Hardware and Software. Server administration. Understanding of Desktop, Networking and Voice communication infrastructure. Program installations. Understanding of Help Desk Operation. Full comprehension of IT second and third line of IT support. Effective customer relation. BAS, PERSAL, COLTECH. CISCO Networking. TVET administration. A+, C+, Apple Mac Lion Support Essentials ITIL v3 Foundation will be an added advantage. Skills: Time management. Problem solving and results oriented. Good interpersonal skills and attention to details. Ability to prioritize. Supervision. Accountability.

DUTIES : Ensure in Management of Service Desk and Desktop function services. Ensure installation, maintain, support telephone system and network. Oversee the provisioning of technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Ensure the rendering of IT information management services: Plan, develop and improve computer based information systems. Server Administration, security of all Technology and Network Configuration. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Ensure liaison with Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Supervise human, physical, financial and other resources.

ENQUIRIES : Mr SC Hadebe/ Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010

- APPLICATIONS** : Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college on/ by the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.
- NOTE** : Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill these posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.
- CLOSING DATE** : 18 August 2023 at 13:00
- POST 26/54** : **SENIOR MARKETING & COMMUNICATION OFFICER REF NO: MTC/PPN/3/2023**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Central Office, Vryheid
: Recognized National Diploma/ Degree (NQF level 6) in Communication/ Marketing/ Public Relations or equivalent qualification. 3 – 5 years' relevant experience in Marketing and Communication environment. Knowledge: social media practice and channels. Understanding of the importance of branding guidelines, graphic design and apply across a range of channels. Understanding of stakeholder management. Events management. Digital Marketing. Understanding of website maintenance. Understanding of the application of Public Service legislative framework (PSA, PFMA, PSR, etc.). Must have a valid driver's experience. TVET experience will be an added advantage. Skills: Administrative. Planning and organizing. Financial Management. Report writing. Written and verbal communication. Interpersonal. Problem solving. Advanced computer literacy. Analytical. Client oriented. Project management. Team Leadership. People Management.
- DUTIES** : Ensure overall supervision and provisioning of marketing, promotions and branding services. Ensure overall supervision and provision of public relations and media liaison services. Ensure overall supervision and provisioning of photographic services and articles. Ensure overall supervision and provisioning of communication services at all college events. Ensure overall supervision and regularly maintenance of the content, design and layout of the college website. Supervise human, physical, financial and other resources.
- ENQUIRIES APPLICATIONS** : Mr SC Hadebe / Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010
: Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college on/ by the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.
- NOTE** : Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all

Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill these posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.

- CLOSING DATE** : 18 August 2023 at 13:00
- POST 26/55** : **SENIOR STATE ACCOUNTANT: PAYROLL/ FINANCIAL ACCOUNTING REF NO: MTC/PPN/4/2023**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Central Office, Vryheid
: Recognised three (3) year National Diploma / Degree in Accounting / Financial Management / Business Management or equivalent qualification (NQF level 6). 3 - 5 years' experience in the financial management environment. TVET experience will be an added advantage. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Financial accounting procedure, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE, etc.). Skills: Computer skills, planning and organising, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy. Values/attributes: Client service focus, integrity, committed, proactive, loyal.
- DUTIES** : Ensure overall supervision and provision of salary administration service. Ensure overall supervision and provision of expenditure and general payments services. Ensure overall supervision of cash and revenue management services. Ensure overall supervision and provision of asset liability and debt management. Ensuring overall supervision and provision of bookkeeping and financial accounting services. Supervising human, physical and financial resources.
- ENQUIRIES APPLICATIONS** : Mr SC Hadebe/ Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010
: Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college on/ by the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.
- NOTE** : Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill these posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.
- CLOSING DATE** : 18 August 2023 at 13:00

<u>POST 26/56</u>	:	<u>ADMINISTRATION CLERK (X6 POSTS)</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Nquthu Campus, Nquthu Ref No: MTC/PPN/5/2023 (X2 Posts)
	:	Vryheid Campus, Vryheid Ref No: MTC/PPN/6/2023 (X1 Post)
	:	KwaGqikazi Campus, Nongoma Ref No: MTC/PPN/7/2023 (X2 Posts)
	:	Emandleni Campus, Ulundi Ref No: MTC/PPN/8/2023 (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 certificate/ NCV Level 4. 1 - 2 years' experience in Clerical / Administrative environment. TVET Experience will be an added advantage. Knowledge: Clerical duties, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public Service. Knowledge of procedures in terms of the working environment. Skills: Planning and organising, good verbal and written communication, computer.
<u>DUTIES</u>	:	Rendering general clerical support services. Providing supply chain clerical support services within the component. Providing personnel administration clerical support services within the component. Providing financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mr SC Hadebe/ Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010
<u>APPLICATIONS</u>	:	Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college on/ by the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.
<u>NOTE</u>	:	Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill these posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	18 August 2023 at 13:00
<u>POST 26/57</u>	:	<u>SECRETARY TO THE DEPUTY PRINCIPAL (X2 POSTS)</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Central Office, Vryheid, Secretary to the Deputy Principal: Finance Ref No: MTC/PPN/8/2023
	:	Central Office, Vryheid, Secretary to the Deputy Principal: Registration Services Ref No: MTC/PPN/9/2023
<u>REQUIREMENTS</u>	:	Grade 12/ NCV Level 4 in Office Administration. Skills: Customer care, counselling / problem solving, database management, telephone etiquette, innovative and creative thinking, patience, planning and organising, reading, operating equipment, basic written communication, people management, office management and administration, analytical, computer literacy, disciplined. TVET experience within the office environment will be an added advantage.
<u>DUTIES</u>	:	Provide secretariat/ receptionist support services to the manager. This will inter alia entail the following: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Type documents for the manager on a word processor. Operate office equipment like scanner and photocopiers. Provide a clerical support services to the manager. This includes, liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arranges meetings and events for the manager and the staff in the unit. Processes the travel and

subsistence claims for the unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of documents for the manager and the unit where required. Administers matters like the leave registers and telephone accounts. 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 line manager to prepare for meetings. Remains up to date with regard to prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. This would include the following: Studies the relevant public service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr SC Hadebe/ Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010

POST 26/58 : **DRIVER/MESSENGER REF NO: MTC/PPN/10/2023**

SALARY : R171 537 per annum (Level 04)
CENTRE : Nongoma Campus, Nongoma
REQUIREMENTS : A Grade 10 qualification / Standard 8 and valid code 10 driver's licence. Valid Public Driving Permit (PDP) / Professional Driving Permit (PrDP). Three (3) years traceable driving experience after acquiring driver's licence. Must have proven experience in the transportation of people or goods. Experience in working in a government or semi government institution will be an added advantage. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of procedure for motor maintenance of motor vehicle, storage requirement, messenger services, routine office support i.e. registry, secondary function of making copies, procedure to operate the motor, procedure to obtain trip authorization, completion of log book of the motor vehicle, writing of fuel consumables, writing of kilometres services. Skills: driving, reading, writing, fixing/changing flat tyres, cleaning of vehicles.

DUTIES : Driving light, medium and heavy motor vehicles to transport passengers and deliver other items (mail and documents). Doing routine maintenance on the allocated vehicle and report defects timely. Completing all the required and prescribed records and log books with regard to the vehicle and the goods handling. Rendering a clerical support/messenger service in the relevant office, entailing the following: assisting in the registry, copying and faxing documents, collecting and delivering documentation and related items in the college.

ENQUIRIES : Mr SC Hadebe/ Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010

DEPARTMENT OF HUMAN SETTLEMENTS

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

<u>CLOSING DATE</u>	:	14 August 2023 at 16h00
<u>NOTE</u>	:	It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV, only. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department: Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 26/59</u>	:	<u>DIRECTOR: SECTOR INFORMATION MANAGEMENT SYSTEMS REF NO: DOHS/35/2023</u> Branch: Entities Oversight, IGR, Monitoring and Evaluation Chief Directorate: Sector Information Management System (IMS) & Performance Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum (Level 13), all-inclusive salary package. Pretoria Candidates should be in possession of Matric/Gr 12 or equivalent; Bachelor's degree/ Advanced Diploma in Computer Science/ Information Technology/ Computer Engineering /Management Information Systems (MIS) (NQF level 7); SQL Certification; Digital Transformation Certification or relevant qualifications as recognized by SAQA. Minimum experience: 5 years' relevant experience at middle/senior management level. Broad knowledge and experience related to computer systems and technologies, strong problem-solving and analytical skills, good interpersonal, communication, planning, and the ability to think logically. Knowledge of Monitoring and Evaluation systems and processes. Proficiency in Microsoft SQL and MS Access. Proficiency in Digital Transformation. Ability to manage Big Data storage, retrieval & security, Customer experience, Data & Analytics, Cloud Computing, Mobility, and Process Efficiency. Highly developed skills in database management, Good problem solving skills coupled with strategic capacity, leadership and planning. Knowledge and understanding of financial prescripts and practices as well as financial management skills coupled the application of Treasury Regulations.

Knowledge and understanding of statistical analysis packages. Understanding the importance of people management and empowerment and time management. Knowledge and understanding of Service Delivery models. Knowledge and understanding of the candidate regarding the human settlements and housing projects life cycle. The successful candidate must be focused on results and quality management. Planning and organizing skills as well as creative and innovative skills will be an added advantage. Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The appointed candidate will be expected to sign a performance agreement and disclose his or her financial interests.

DUTIES : The successful candidate will be responsible for: Manage and coordinate the implementation and maintenance Information Management Systems related to the Human Settlements environment. Design, develop and maintain the information systems environment. Provide a managed digital infrastructure that enables access to information and communication. Provide functional and technical support to information systems environment. Manage the designing of data processing and access protocols. Provide data management and delivery trends services. Manage and maintain a GIS environment to support Human Settlements Programmes and projects.

ENQUIRIES : Mr C Ramalepe Tel No: (012) 444-9113
APPLICATIONS : Applications can be e-mailed to dhsjobs@tntholdings.co.za
NOTE : Female candidates and people with disabilities are encouraged to apply

OTHER POST

POST 26/60 : **OFFICE MANAGER TO THE DEPUTY DIRECTOR-GENERAL: INFORMAL SETTLEMENT UPGRADING AND EMERGENCY HOUSING REF NO: DOHS/40/2023**
 Branch: Informal Settlements Upgrading and Emergency Housing

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11)
 : Pretoria
 : Applicants must be in possession of Matric/Grade 12 or equivalent; and an undergraduate qualification (Diploma/ Bachelor's degree) in Public Administration/ Office Management or any other relevant qualification, (NQF level 6/7 as recognized by SAQA). 3 - 5 years' relevant experience at entry-level management (Assistant Director level) in an administrative environment. Knowledge and understanding of applicable public sector legislation, policies, procedures, prescripts and practices, as well as government financial management (budget and procurement processes). The applicant should further be computer literate (MS Word, MS excel, MS PowerPoint, Email and Internet). The applicant should also have advanced skills in planning and organizing, analytical, typing, report writing, verbal and written communication, verbal and telephone etiquette, interpersonal relations, networking, negotiation, basic project management, innovation, creativity and ability to work under pressure.

DUTIES : The successful candidate will be responsible for the following: Provide secretarial and administrative support in the Office of the DDG: Informal Settlements Upgrading and Emergency Housing: Develop and maintain an effective document flow system for routing of incoming and outgoing documents, correspondence, submissions, etc. in the Office of DDG: Informal Settlements Upgrading and Emergency Housing including their safe keeping and safe custody. Follow up on processed correspondence and business transactions and issued instructions, tasks and projects to ensure their timeous actioning, approval and completion. Direct work instructions/ correspondence to relevant Branch Chief Directors and Directors; Coordinate all DDG's and Branch administrative logistics for meetings, acting, leave, travelling arrangements, etc; Coordinate Branch meetings/ workshops, sessions (Strategic, Administrative, Core Business related) & follow up on actioning and conclusion of meeting decisions, instructions, directives/ tasks; Prepare, consolidate and distribute all Branch related meetings documents & record proceedings of all Branch meetings thereof. Coordinate collation, compilation and submission of all Branch related obligations: Financial management

(budgetary, procurement and acquisitions inputs and reporting on financial performance and compliance thereof); Strategic, annual performance, operational and business plans and monthly, quarterly and annual performance reporting thereof); Mandatory compliance obligations to relevance oversight structures; Relevant responses to Branch related queries, questions, exceptions, reports (Internal Audit, Risk, National Treasury, Office of the Auditor-General, Parliament); Timeously alert DDG: Informal Settlements Upgrading and Emergency Housing on any emerging incidents/risks/ factors risks that could affect service delivery outcomes. Ensure proper, efficient, and cost-effective management of Branch resources as well as Branch compliance to prescribed controls and reporting systems; Manage budget, expenditure, and assets of DDG: Informal Settlements Upgrading and Emergency Housing's Office including procurement, maintenance and disposal of office furniture, equipment, stationery, groceries, etc.; Check, verify, report on Branch expenditure, including alerting the DDG on budget/ expenditure discrepancies. Support the DDG on implementation of tasks/ assignments as directed by Minister/ DG including to coordinate compilation and collation of responses for Parliamentary Questions, Portfolio Committees, and other governance structures; Support DDG in any assigned cluster responsibilities.

ENQUIRIES
APPLICATIONS

- : Mr L Manyama Tel No: (012) 444-9118
- : Applications Can Be Forwarded To: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- : Female candidates and People with disabilities are encouraged to apply.

NOTE

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	14 August 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 , a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Application that do not comply with the above specifications will be disqualified. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with

OTHER POSTS

<u>POST 26/61</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 2023/91/GP</u>
<u>SALARY</u>	:	R570 921 – R1 308 663 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Pretoria An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; Knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting, Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R.R Moabelo 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>NOTE</u>	:	People with disabilities are encouraged to apply. Shortlisted candidates will be required to submit a current certificate of good standing from the relevant Law Society must accompany the application.

- POST 26/62** : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS (TPF) REF NO: 23/81/KZN**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Durban
- REQUIREMENTS** : A Degree/Diploma in Financial Accounting/ Management or equivalent qualification at NQF level 7; A minimum of 3 (three) years working experience in a finance environment at supervisory level; Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations, Knowledge of Justice Administered Act, Regulations; GRAP, Financial Instruction and Directives, Knowledge of Departmental TPF system. Skills and Competencies: Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
- DUTIES** : Key Performance Areas: Manage sound financial management of the Third – Party Funds (TPF), Provide financial support and advice to Provincial Office and Magistrate Offices in the Province. Provide training and assistance to finance functionaries where the need exists, Provide effective people management.
- ENQUIRIES** : Ms. M.P Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quoting 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 26/63** : **FAMILY COUNSELLOR (GRADE 1) (X2 POSTS)**
- SALARY** : R294 411 – R338 712 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of The Family Advocate: Mahikeng Ref No: 23/VA51/NW
Office of the Family Advocate: Rustenburg Ref No: 23/VA55/NW
- REQUIREMENTS** : Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SA Council for Social Service Professions (SACSSP), Proof of registration with SACSSP; Appropriate experience in Social work field after registration with SACSSP; Knowledge and experience in Mediation, Court experience in rendering expert evidence and experience in a Forensic setting.; Knowledge and application of Family Law, including Mediation in Certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's licence; Skills and Competencies: Computer literacy (MS Word, Excel and PowerPoint); Excellent Communication skills (Verbal and Written); Mediation skills; Interviewing skills; Conflict Resolution; Evaluation and report writing skills; Diversity and conflict management skills; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in care, contact, guardianship, relocation, child abduction and related family law dispute; Evaluate information and compile forensic court reports and make recommendations in the best interest of the Child in family law disputes; Act as an expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries and interview parties and source references in Family law disputes.
- ENQUIRIES** : Ms. L. Shoai Tel No: (018) 397 7088
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 26/64** : **SENIOR COURT INTERPRETER (X2 POSTS)**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Magistrate Protea Ref No: 2023/90/GP, (Re-Advertisement: candidates who previously applied need not re-apply)
<u>REQUIREMENTS</u>	:	Magistrate Johannesburg Ref No: 2023/92/GP Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting OR Grade 12 with ten (10) year's practical experience in court interpreting; Proficiency in English, Proficiency in two or more indigenous languages; Language requirements: Protea: English, IsiZulu and Sesotho and Language requirements: Johannesburg: English and IsiXhosa; A valid driver's license will be an added advantage. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	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; Perform any other duties that may be assigned in terms of rationalization of office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. T. Maphoto Tel No: (011) 332 9000 or Ms P Raadt Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 Or Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and KrUIS Street; Johannesburg
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 26/65</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: AQUISITION (JYP CALL CENTRE) REF NO: 23/81/CFO</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management, Public Administration/Business Management/ Management/ Supply Chain Management, Logistic Management, Transport Management; A minimum of 3 years' experience in the Supply Chain Management environment (Demand and Acquisition, Assets, Logistics, Fleet, Contracts) of which 1 year should be at supervisory/team leader level; Knowledge and understanding of Financial Management and regulatory framework/guidelines, prescripts and procedures, the Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Supply Chain Management. skills and competencies: Computer literacy; Communication skills (verbal and written); Creative thinking; Decision making; Report writing; Problem analysis; Self-Management.
<u>DUTIES</u>	:	Key Performance Areas: Rendering guidance on financial and supply chain management prescripts and policies; Log calls from appropriate components to resolve more complex enquires; Render supply chain call-centre services; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. C. Msiza Tel No: (012) 315 4754 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 Or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

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 Tel No: (012) 406 7506/ Ms M Palare Tel No: (012) 406 7426/ Ms T Mothoagae Tel No: (012) 406 7737
- CLOSING DATE** : 14 August 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 26/66** : **SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2401**
- SALARY** : R958 824 per annum (Level 12), (all-inclusive package)
- CENTRE** : North- West Region, Klerksdorp
- 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** : 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 J Melembe Tel No: (018) 487 4300
- NOTE** : Indian/ coloured/ white male and female are encouraged to apply
- POST 26/67** : **DEPUTY DIRECTOR: MINERALS AND ENERGY PLANNING REF NO DMRE/2402**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree or equivalent in Mathematics or Applied Mathematics or Computer Science or any Engineering field or Economics (with econometrics) NQF 7, with minimum of 3 years' experience at a junior managerial level in modelling (Mathematical and Econometric Modelling), Demand Modelling, Profiling and Forecasting, Technical Report writing, Policy Analysis. Energy studies in addition to the above will be an added advantage. Knowledge of: Knowledge of Energy sector policy and legislation and their economics. Knowledge and interpretation of economics. Data decision-making and analysis. Research tools and techniques. Technical writing. Oil and gas information sources (Journals and publications). Skills: Report writing and presentation skills, Interpersonal skills. Statistical analysis. Time management and working planning. Analytical skills including economic analysis and interpretation skills. Thinking demands: Technical mindset relating to economics. Ability to source or identify sources of credible data/ information from local and international sources.
- DUTIES** : Develop the development and review of minerals and energy plans (e.g.), Liquid Fuels Master Plan, IRP, IEP). Review and revise minerals and energy planning methodologies, strategies and make recommendations to improve their effectiveness. Understand and monitor all aspects of minerals and energy value chain to inform energy planning process. Provide expert knowledge of the minerals and energy sources during the energy planning process. Monitor and evaluate the effectiveness of implementing policy recommendations emanating from the minerals and energy planning process. Participate in transverse mineral and energy planning activities. Provide managerial activities.
- ENQUIRIES** : Mr N Mbatha Tel No: (012) 444 3134
- POST 26/68** : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2403**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package)
- CENTRE** : KwaZulu Natal Region, Durban
- REQUIREMENTS** : National Diploma in Mining Engineering (NQF Level 6) Plus Mine Manager's certificate of competency with minimum of 3 years' experience in the mining industry. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directives. Public Service Act and Regulations. Personnel code. Directives Skills: Team- work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral, organisational ability control, interpretation and application of legal matter and policies. Teamwork. Training, negotiation, adaptability, conflict handling and computer literacy.
- DUTIES** : Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosives, blasting operations,

and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions, and complaints as well as the analyses mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult, and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining. Provide managerial activities.

ENQUIRIES
NOTE

: Ms M Sebitloane Tel No: (031) 335 9626

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

POST 26/69

: **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2404**

SALARY
CENTRE
REQUIREMENTS

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

: North- West Region, Klerksdorp

: A National Diploma in Occupational Hygiene /Environmental Health / Environmental Management (NQF 6) Plus Certificate on Mine Environmental Control plus a valid driver's licence, with a minimum of 3 years' experience in occupational hygiene Plus the following competencies: Knowledge of: Mine Health and Safety Act and Regulations & Legal, Hazard identification and risk management, Public Service Staff Code, DMRE Policy, Skills: Ability to interpret and apply Mine Health and Safety Act; DMR Policy and staff codes, Management skills- planning, leading, organising and controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation skills, Language proficiency, Computer skills, Thinking demands: 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

: Coordinate conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene 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. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational hygiene.

ENQUIRIES
NOTE

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

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

POST 26/70

: **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2405**

SALARY
CENTRE
REQUIREMENTS

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

: North- West Region, Klerksdorp

: National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years in the mining industry. Valid Driver's licence, Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g., Winder, Boilers, Plants etc. 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 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

: 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 of mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon, of equipment on mines i.e., winders, lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary board 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, guidelines and standard, and applications of exemptions, permissions and approvals. Provide managerial activities.

ENQUIRIES : Mr J Melembe Tel No: (018) 487 4300
NOTE : Indian, Coloured or White female are encouraged to apply.

POST 26/71 : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2406**

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Mpumalanga Region, Witbank
REQUIREMENTS : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with a minimum of 3 years' experience in the mining industry. Valid Driver's licence, Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g., Winder, Boilers, Plants etc. 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 Skills. Report writing and formulation. Good international 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 : Conduct and report on underground, shaft and surface audits and inspection on plants, structures, trackbound, 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 license and report thereon, of equipment on mines i.e., winders, lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary board 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, permissions and approvals.

ENQUIRIES : Ms N Gogela Tel No: (013) 653 0514
NOTE : Indian females are encouraged to apply.

POST 26/72 : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2407**

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Western Cape Region, Cape Town
REQUIREMENTS : A National Diploma in Occupational Hygiene /Environmental Health / Environmental Management (NQF 6) Plus Certificate on Mine Environmental Control plus a valid driver's licence, with a minimum of 3 years' experience in occupational hygiene Plus the following competencies: Knowledge of: Mine Health and Safety Act and Regulations & Legal, Hazard identification and risk management, Public Service Staff Code, DMRE Policy, Skills: Ability to interpret and apply Mine Health and Safety Act; DMR Policy and staff codes, Management skills- planning, leading, organising and controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation skills, Language proficiency, Computer skills, Thinking demands: 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 : 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 of mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon, of equipment on mines i.e., winders, lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary board 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, guidelines and standard, and applications of exemptions, permissions, and approvals. Provide managerial activities.

ENQUIRIES : Mr. L Polley at 082 461 4247
NOTE : Indian, Coloured or White female are encouraged to apply.

POST 26/73 : **MINERAL ECONOMIST (NON-FERROUS METALS & ENERGY COMMODITIES) REF NO: DMRE/2408**

SALARY : R527 298 per annum (Level 10)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree in Metallurgy, Metallurgical/ Chemical Engineering/ Mining Engineering/ Geology, Economics and Chemistry (NQF 7), Valid Driver's licence with a minimum of 3 years' relevant experience in the mineral and Energy Economics field Plus the following competencies, Knowledge: Knowledge of mineral commodities. Knowledge of South Africa's mineral and mining industry worldwide. Knowledge of policies applicable to mineral and mining industries. Public service regulations. Skills: Research and evaluation skills. Communication skills. Ability to work independently. Time management. Problem solving. Organisational skills. Thinking demands: Able to question, analyse, recognise scrutinise problems and form conclusion. Able to independently take appropriate corrective action. Logical thinker and meticulous. Ability to analyse, recognise problems and form conclusions. Balanced perception of economic development and trends. Innovative, creative thinker.

DUTIES : Conduct market analysis and forecast trends in prices, supply and demand. Patterns and compile mineral economic reports, articles, and bulletins. Collect, analyse and process local and international mineral related economic information. Keep track of mineral returns from the mines and imports from customs, and report on the performance of local mine production. Analyse the contribution on mining and mineral sector in terms of productivity, labour investment trade and empowerment initiatives. Promote investment in the South African Mineral industry. Provide managerial activities.

ENQUIRIES : Ms M Ikaneng Tel No: (012) 444 3711/ 063 505 4338
NOTE : Indian, Coloured or White male and persons with disability are encouraged to apply.

POST 26/74 : **ASSISTANT DIRECTOR: MINING AND MINERAL POLICY REF NO: DMRE/2409**

SALARY : R527 298 per annum (Level 10)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree in Natural Science (Chemistry, Applied Chemistry, Environmental Chemistry) Engineering (Chemical/ Metallurgy, Geology/ Chemical Mining/ Environmental Science / Geology/ Geochemistry / Energy Studies/LLB / B com Law, (NQF 7) Tertiary qualification in policy development would be an added advantage with a minimum of 3 years' experience in the mining and mineral sector Plus the following competencies, Knowledge: Knowledge of Policy Development Process, detailed knowledge of petroleum sector. project management. financial management. Policies/ laws governing petroleum sector. Knowledge of the minerals and mining industry. Knowledge of the policy regime affecting the minerals and mining industry. Government policy and legislation. Public administration and management Skills: Leadership. Management. Planning and organising. Project Management. Communication (written and verbal) skills. Policy analysis and development. Computer. Presentation skills and interpersonal skills, communication (verbal, written, liaison), influencing skills, negotiation skills thinking demands: Problem solving. Innovate. Analytical. Creativity. Critical thinking logical.

DUTIES : Identify, develop and review existing/ new policies on mining and mineral sector. Conduct secondary research on mining and mineral policy related matters. Identify, consult, and collaborate/ engage with relevant stakeholders

and conduct public hearings for public inputs on proposed mining and mineral policies. Conduct mining and mineral policy presentations and represent the department at various forums or workshops on mining sector policy related matter. Dissemination information and raise awareness on mining and mineral policy related developments/trends. Monitor and report on the implementation of energy policies and legislations. Provide managerial activities.

ENQUIRIES : Ms S Mamogale Tel No: (012) 444 3838
NOTE : Indian, Coloured or White male and persons with disability are encouraged to apply.

POST 26/75 : **SECRETARIAT RMDEC REF NO: DMRE/2410**

SALARY : R424 104 per annum (Level 09)
CENTRE : Free State Region, Welkom
REQUIREMENTS : B-Tech / Bachelor Degree/ Advanced Diploma in Administration/ Law/ B-Com Law/ Public Administration/ Public Management (NQF 7) with a minimum of 3 years' experience in Administration/ Secretariat related field Knowledge of: knowledge and understanding of legislation, policies and work procedures, knowledge of the mining industry, knowledge of the Public Service Legislation including PFMA, knowledge of legislation relating to statutory boards, knowledge of the MPRDA, knowledge of the National Government Planning Framework, Treasury regulation, Public Service Act Skills: Organisational skills, communication skills, computer skills, numeric skills, financial management skills, reporting skills, financial management skills, reporting writing skills, interpersonal skills, leadership skills, Presentation skills, facilitation skills, problem solving skills, liaison skills, Thinking Demands: decision making, information evaluation, creativity, analytical thinker, logical thinker, organisational planning Implementation and administration.

DUTIES : Provide inputs in terms of budget for RMDEC and expenditure control. Co-ordinate the appointment and facilitate of RMDEC members. Compile and draft recommendations and submissions on decisions taken by the RMDEC. Facilitate and conduct inspections to determine the validity of objections regarding objections lodged, Render secretariat functions to the committee. Provide managerial activities.

ENQUIRIES : Ms K Kewuti Tel No: (057) 391- 1302
NOTE : Male candidate or person with disability are encouraged to apply.

POST 26/76 : **ASSISTANT DIRECTOR: INFORMATION SYSTEMS AUDIT REF NO: DMRE/2411**

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria, Head Office
REQUIREMENTS : An appropriate bachelor's degree or Advanced Diploma (Internal Audit, Finance, Accounting, Information Systems Audit, Information Technology (NQF 7) and valid Driver's licence. Completion of the General internal Auditing (including IAT learnership – three years) learnership from the IIA. Registration as member of the professional body (IIA). Completion of the Professional Internal Auditor designation (PIA) with minimum of 3 years in Information Systems Audit experience Plus the following competencies Knowledge of: ISACA Standards, IIA Standards, ISA Standards, Generally Accepted Auditing Standards (GAAS). Generally Recognised Accounting Practice (GRAP). Accounting Standards. COSO. COBIT. ITIL. DPSA. ICT. Governance framework, PFMA, Treasury Regulations, Public Sector Laws, and Policies. King 1V. Teammate Audit Tool Skills: Leadership, project management, interviewing and investigation skills, computer literacy (word, excel, PowerPoint, outlook), coaching and mentoring, Communication (verbal and written), negotiation and conflict resolution. Thinking demands: Analytical thinking, problem solving skills, goal setting and information evaluation.

DUTIES : Provide input in the development of strategic internal audit plans. Prepare and supervise the planning and execution of audit projects. Compile reports on audit findings and make recommendations thereof. Ensure follow -up on the implementation of management action plans for reports issued. Supervise and develop staff. Keep up to date with new developments in the internal audit environment.

ENQUIRIES : Ms E Lavhengwa Tel No: (012) 406 7880
NOTE : Indian/ coloured/ white male and persons with disability are encouraged to apply.

<u>POST 26/77</u>	:	<u>SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2412</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	KwaZulu Natal Region, Durban
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree, B-Tech degree or Advanced Diploma in development studies/economics, social science, industrial science with 1-2 years relevant experience. Knowledge: Mineral laws, Socio-economic development issues, social and labour plan, financial management, Human Resource Development and Labour Legislation Skills: Analytical capacity, computer literacy, communication skills, research, report writing and formulation, project management Thinking Demands: forward planning, decision making, proactivity, interpretation and implementation of policies.
<u>DUTIES</u>	:	Register, receive and acknowledge receipt of new applications for social and labour plan. Conduct preliminary and final assessments of social and labour plans on small to medium scale operations. Coordinate workshops and meetings between the department and the clients. Provide administrative support for sub-directorate e.g. compile statistics report, draft inspection plan, filling etc. compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice, and liaise with the clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.
<u>ENQUIRIES</u>	:	Mr N Ravhugoni Tel No: (031) 335 9627
<u>NOTE</u>	:	Coloured/ white male and persons with disability are encouraged to apply.
<u>POST 26/78</u>	:	<u>ADMIN OFFICER: BID MANAGEMENT REF NO: DMRE/2413</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Supply Chain Management/ Public Administration or Management / Purchasing Management / Logistics Management (NQF 6) with minimum of 3 year's working experience in Supply Chain Management Environment (Acquisition Management) PLUS the following competencies, Knowledge of: Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, SCM Framework, National Treasury Instruction notes, Broad Based Black Economic Empowerment (B-BBEE) Skills: computer literacy, financial management, Communication (verbal and written), interpersonal skills, administration skills, teamwork, working under pressure Thinking demands: Problem solving, creativity, ability to negotiate.
<u>DUTIES</u>	:	Ensure that approved bids are advertised, and bidding documents are properly prepared. Coordinate briefing session. Bid closing. Coordinate Bid Evaluation Committee (BEC) and presentations. Ensure proper record keeping of evaluation process. Consolidate scores, prepare submission for the Bid Adjudication Committee and inform / consult with end-user. Provide Administration support. Administration of awarding of contract. Supervise and develop staff. Produce BAC, Bids report and weekly progress report on bids.
<u>ENQUIRIES</u>	:	Mr K Nong Tel No: (012) 406 7742
<u>NOTE</u>	:	Indian/ coloured/ white male and persons with disability are encouraged to apply.
<u>POST 26/79</u>	:	<u>APPLICATION DEVELOPER REF NO: DMRE/2414</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Information Technology/ Computer Science / Business Information (NQF 6) with certificate in programming in web (Asp.Net, React, Angular etc) and mobile development (Android and IOS) (e.g., Microsoft Certified Developer Associate, Google Web/ Mobile Development Certified etc) with minimum of 2 years' experience in Software development PLUS the following key competencies knowledge. Relational database management system. Understanding of Agile SDLC Skills Phases. Fundamental of programming languages skills: Programming skills, analytical thinking and problem solving. Attention to details. Communication skills. Time management. Ability to learn. Ability to work as a team player. Thinking Demands: Logical thinker, creative / innovative thinker. Objective and open minded. Ability to analyse and interpret information.

DUTIES : Develop and maintain information systems (custom-made system, web-based system. Develop technical designs documents. Test the ICT applications. Configure and deploy ICT applications. Provide continuous support and advice to users. Provide input in the development of standards towards ICT applications.

ENQUIRIES : Mr O Kole Tel No: (012) 444 3362
NOTE : Indian/ coloured/ white male and persons with disability are encouraged to apply. The candidates will be required to write a competency test.

POST 26/80 : **DATABASE ADMINISTRATOR REF NO: DMRE/2415**

SALARY : R294 321 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Information Technology / Software Development/ Business Information Systems (NQF 6), Certificate in SQL Database Administration (i.e. MCDDBA, IBM) as additional requirement with minimum of 2 years' experience SQL Server Database administration specialising in software development/ computer PLUS the following competencies: Knowledge of: Advanced knowledge of database security, backup and recovery and performance and monitoring standards. Understanding rational and dimensional data modelling. Skills: Strong mathematical and statistical skills. Problem solving skills. Excellent written and verbal communication skills, Impeccable attention to detail. Data analysis. Database designs. Thinking Demands: Logical thinking. Analytical thinking. Critical thinking and Creative thinking.

DUTIES : Maintain and monitor existing database systems. Design and implement new database systems. Provide user support. Promote and create awareness amongst employees regarding departmental databases.

ENQUIRIES : Ms S Buthelezi at 071 475 8400
NOTE : Indian/ coloured/ white male and persons with disability are encouraged to apply. Shortlisted candidates will be required to write a technical assessment test.

POST 26/81 : **ADMINISTRATION CLERK: CASHIER REF NO: DMRE/2416**

SALARY : R202 233 per annum (Level 05)
CENTRE : Northern Cape Region, Kimberly
REQUIREMENTS : Grade 12 (NQF 4) with 1-year relevant experience Plus the following competencies: Knowledge of: Appropriate knowledge, experience in administration. Computer literacy and knowledge and experience of MS word, MS excel. Procurement directives and procedures. Skills: Good communication- oral and written communication skills, interpersonal skills – helpful skills and politeness. Problem solving skills. Organisational skills. Thinking Demands: problem solving by applying standing instruction or procedures. Decision -making mostly in respect of own work. Receive instruction / guidance on several subject areas which are straight forward. Customer -orientated ensuring that Batho Pele principle are upheld.

DUTIES : Receive payments, issue receipts and register applications in a remittance register. Issue petty cash advances and compile request for replenishment. Capture receipts on BAS. Follow-up on unreturned petty cash request and submit to head office. Collect bank statements, receive invoices and do banking of receivables and petty cash. Process the receipts and confirm the allocation of unidentified payment received. Handle enquiries including proof of payment from the Auditor General and administer S & T claims, telephone and cell phone accounts.

ENQUIRIES : Mr R Mariri Tel No: (053) 807 1776
NOTE : Indian/ coloured/ white female and persons with disability are encouraged to apply.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in the selection of suitable candidates. Please be advised that the Aspirant Prosecutor Programme is part of the NPA Youth Employment initiative and focus in the selection process for appointment will be on young people up to the age of 35.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response e-mail addresses stated below.
- CLOSING DATE** : 15 August 2023
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents inclusive of A copy of Academic Record for final year LLB students 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. A handwritten Z83 must be completed in BLOCK LETTERS. Where the Z83 is not completed as prescribed your application will be disqualified. Applicants must apply to only one (1) training centre/ cluster (CPP). Should an application be submitted to more than one (1) training centre/ cluster (CPP) the applicant will be totally disqualified from the process. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System. Applications submitted in any other way other than the published e-mail address will be treated as invalid. Please do not contact the NPA directly after you have e-mailed your application to enquire if your application has been received. If you have not received an acknowledgement of receipt within one week after the closing date, only then may you contact the NPA through the enquiries person listed in the advert. The NPA reserves the right not to fill any particular position. If you do not hear from us within six (6) months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. Applicants are advised that as from 1 January 2021 a new Z83 application form is in use. The new application for employment form (Z83) can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

OTHER POST

- POST 26/82** : **ASPIRANT PROSECUTOR TRAINING**
National Prosecutions Service
- SALARY CENTRE** : R228 915 – R264 891 per annum (LP-1 to LP-2)
Pretoria (Ref No: APTPTA24)
Benoni (Ref No: APTBEN24)
Johannesburg (Ref No: APTJHB24)
Protea (Ref No: APTPROT24)
Randburg (Ref No: APTRAN24)
Bloemfontein (Ref No: APTBFN24)
Welkom (Ref No: APTWLK24)
Durban (Ref No: APTDBN24)
Kimberley (Ref No: APTKIMB24)

- Klerksdorp (Ref No: APTKLE24)
Mthatha (Ref No: APTMTHA24)
- REQUIREMENTS** : Applicants who are in possession of a South African LLB degree or equivalent foreign qualification certified as such by SAQA, or final year LLB students are invited to submit their applications to attend the above-mentioned prosecutorial training. Final year LLB students must have completed the degree before commencement of the programme. Applicants must be South African. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility.
- DUTIES** : Successful candidates once appointed will undergo a 12-month training programme. There will be a formal assessment at the end to determine overall competency to be appointed as a Prosecutor. Conditions: When carrying out their duties, Prosecutors are required at all times to comply with the Code of Conduct and observe Policy Directives as determined and issued by the National Director of Public Prosecutions. A written contract between the National Prosecuting Authority and the Aspirant Prosecutor outlining the conditions of service shall be entered into and such contract will be valid and binding between the parties. An entry examination will be written which will form part of the selection process and only candidates successful in the examination will be allowed to the next level of the selection process. Aspirant Prosecutors who successfully completed the programme may not be placed permanently or on contract as District Court Prosecutors within the cluster or division where they were trained. Placement is at the discretion of the NPA at any office in the country. It is anticipated that the program will commence on 1 April 2024. All successful candidates must be available to accept the offer to commence with the training programme at the start of the programme. No requests to delay the commencement date will be entertained. An updated entry examination study guide is available on the NPA Website.
- ENQUIRIES** : Pretoria: Tumisang Basiretsi Tel No: (012) 351 6821
Benoni: Godfrey Ramakuela Tel No: (012) 351 6808
Johannesburg: Veronica Nonyane Tel No: (011) 220 4020
Protea: Rosette Swarts Tel No: (011) 220 4114
Randburg: Yasmeen Mbawana Tel No: (011) 220 4083
Bloemfontein: Sue-Ann Morris Tel No: (051) 410 6155
Welkom: Ishmael Sethunya Tel No: (051) 410 6060
Durban: Thabsile Radebe Tel No: (033) 392 8753
Kimberley: Nicholas Mogongwa Tel No: (053) 807 4539
Klerksdorp: Flora Kalagosi Tel No: (018) 381 9041
Mthatha: Nobekezela Madikizela Tel No: (047) 501 2684
- APPLICATIONS** : Pretoria: e mail - APTPTA24@npa.gov.za
Benoni: e mail - APTBEN24@npa.gov.za
Johannesburg: e mail - APTJHB24@npa.gov.za
Protea: e mail - APTPROT24@npa.gov.za
Randburg: e mail - APTRAN24@npa.gov.za
Bloemfontein: e mail - APTBFN24@npa.gov.za
Welkom: e mail - APTWLK24@npa.gov.za
Durban: e mail - APTDBN24@npa.gov.za
Kimberley: e mail - APTKIMB24@npa.gov.za
Klerksdorp: e mail - APTKLE24@npa.gov.za
Mthatha: e mail - APTMTHA24@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

- : **National Office Midrand** 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.
- 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.
- Polokwane/Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699
- Supreme Court of Appeal:** Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- KZN:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54372, Durban, 4000. Application can also be hand delivered to Office of the Chief Justice, Provincial Service Centre KwaZulu Natal 1st Floor Office No 118 CNR Somtseu & Stalwart Simelane Streets, Durban
- Western Cape Division of the High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town

CLOSING DATE

: 14 August 2023

NOTE

: All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that

your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

ERRATUM: Kindly note that the post of Library Assistant with Ref No: 2023/253/OCJ advertised Public Service Vacancy Circular 24 dated 14 July 2023 with a closing date of 28 July 2023 and the post of Deputy Director: Recruitment and Planning with Ref No: 2023/254/OCJ advertised Public Service Vacancy Circular 25 dated 21 July 2023 with a closing date of 04 August 2023 have been withdrawn, Apologies for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 26/83</u>	:	<u>DIRECTOR: HR PRACTICES AND ADMINISTRATION REF NO: 2023/263/OCJ</u>
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum (Level 13), (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Matric certificate and a three-year Bachelor’s Degree or Advanced Diploma in in Human Resource Management or Development, Public Administration or Management or an equivalent related qualification at NQF level 7 as recognized by SAQA. A relevant postgraduate qualification will be an added advantage. A valid driver’s licence, Relevant and extensive work experience in Human Resource Practices and Administration, of which five (5) years must be at middle/senior managerial level with a specific focus on recruitment, selection, planning and conditions of service and benefits. Knowledge and good understanding the Public Service Act, 1994; Public Service Regulations, 2016; Labour Relation Act, 1995; Employment Equity Act, 1998; Basic Conditions of Employment Act, 1997; White Paper on Transformation of the Public Service, 1995; Public Financial Management Act, 1999; Treasury Regulations, 2022, Treasury Instructions and Occupational Health and Safety Act, 1993 and the implementation of the Occupational Specific Dispensation (OSD). Knowledge and good understanding of policy development, review and implementation. The Nyukela Public Service SMS Pre-entry Programme

(certificate) will be required prior to appointment. Knowledge and experience across the HR management and development spectrum. Required skills: Strategic Management & Leadership, Stakeholder Management, Project Management, People Management and Empowerment, Service Delivery Innovation, Financial Management, Change Management, Client Orientation and Customer Care, Good communication skills (verbal and written) and Computer literacy. Good interpersonal and mediation and the ability to think strategically and innovatively. Ability to perform under pressure, and able to analyse and solve problems with sound judgment. Decision-making. Managing complexity. Planning and Organising. Accountability. Resilience. Business performance management and organisational resource management.

DUTIES

: The successful candidate will ensure Development and provision of strategic leadership and direction with respect to the following key functions: Monitoring the implementation of HR legislative framework and directives; Managing and coordinating the development and implementation of recruitment and selection processes; Management of compensation and the conditions of service of employees by ensuring effective processing and implementation of allowances, leave including PILIR, housing, pension, overtime, service terminations, long service recognition etc.). Monitoring HR trends and developments to inform recruitment and selection processes. Ensuring the alignment of recruitment strategies and plans to the approved HR Plan; Advising on strategies to align recruitment to the available personnel budget in consultation with the CFO; Evaluating the impact of Human Resource Practices and Administration processes; Implementing human resource planning, strategies and processes in line with the department's mandate, objectives and personnel budget allocation. Implementing of the Employment Equity Plan; Managing the analysis of HR reports; Overseeing the development of Operational Plans to give strategic direction to business units. Compiling management reports on performance against operational plan. Developing, reviewing and implementation of HR Practices and Administration policies, procedures, processes and standard operating procedures (SOPs) to ensure efficient and effective service delivery. Build the culture of high performance and accountability by creating internal communications platforms to ensure broadened understanding and adherence to HR Practices and Administration. Management of human resource personnel records by ensuring proper document management system. Management of risk by proactively identifying and analysing the risk areas related to HR Practices and Administration Dealing with audit findings and implementation of mitigating action plans. Creating risk awareness amongst staff by providing support and training on HR Practices and Administration.

ENQUIRIES

: Technical Related Enquiries: Mr N Mogale Tel No: (010) 493 2500/8770
HR Related Enquiries: Ms S Tshidino / Mr K Mphela/ Mr. A Khadambi Tel No: (010) 493 2500/2528

OTHER POSTS

POST 26/84

: **SENIOR LAW RESEARCHER REF NO: 2023/264/OCJ**

SALARY

: R527 298 – R612 622 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Gauteng Division of The High Court: Pretoria

REQUIREMENTS

: Matric certificate and an LLB degree or four (4) years' recognised legal qualification as recognised by SAQA. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience. Three (3) years' supervisory experience. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Excellent research skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problem analysis, solving and planning skills. Decision making skills. Time management skills. Creative and analytical skills. Supervisory skills.

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 formats on legal issues, as requested by a Judge. Read all the relevant material and analysis it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge's attention. Prepare a comprehensive, prandum on the outcome of the research. Proof read all judgement, articles, speeches and conference papers with respect to spelling

and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the help of track changes so that judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic formats on legal issues, as requested by a Judge. Supervise all Law Researchers.

ENQUIRIES : Technical Enquiries: Ms PN Shandu Tel No: (012) 315 7564
HR Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

POST 26/85 : **ASSISTANT DIRECTOR: STATISTICAL REPORTING AND ANALYSIS REF NO: 2023/265/OCJ**

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

CENTRE : KZN Provincial Service Centre

REQUIREMENTS : Matric Certificate a three (3) year National Diploma in statistics or equivalent qualification at NQF Level 6 (360 Credits) as recognized by SAQA. A relevant Bachelor Degree or Postgraduate in Statistics 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) year must be managerial/supervisory experience at least on salary level 7. A valid driving 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 analyse the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.

ENQUIRIES : Technical Enquiries: Ms M Ries at 087 1061 779
HR Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206

POST 26/86 : **LAW RESEARCHER REF NO: 2023/266/OCJ**
(3 Year Contract)

SALARY : R424 104 – R496 467 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Supreme Court of Appeal: Bloemfontein

REQUIREMENTS : Matric Certificate and an 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. 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: Ms C.A Martin Tel No: (051) 492 4623
Hr Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523
- POST 26/87** : **LAW RESEARCHER REF NO: 2023/267/OCJ**
- SALARY** : R424 104 – R508 692 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Thohoyandou High Court
Matric plus an LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of two (2) years' legal experience obtained after qualification, A minimum of three (3) years' legal research experience and completed articles will be an advantage, Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat), Skills and Competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problems analysis, solving and planning skills. Computer literacy (MS Word). Project management, including planning and organising ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Creative and analytical skills.
- DUTIES** : Perform all legal duties for the Judges to enable them to prepare judgements. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the Judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes on in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes to that the Judge can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic format on legal issues as requested by a Judge. Read all the relevant material and analyse it thoroughly. Prepare PowerPoint presentations. Perform quasi – judicial functions. Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court – related work requested to improve the efficiency of the court.
- ENQUIRIES** : Ms. R.F Mathobela/ Ms. E.M Ramaphakela: Tel No: (015) 495 1758/1744
Technical enquiries Ms. M.M.G Phaswane Tel No: (015) 495 1812
- POST 26/88** : **STATE ACCOUNTANT REF NO: 2023/268/OCJ**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of The High Court: Pretoria
Matric certificate and a three-year National Diploma/Degree in Financial Management/Accounting or equivalent qualification at NQF level 6 equivalent with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in financial environment, knowledge and experience in Basic Accounting System (BAS) and personnel and salary administration (PERSAL). Job related knowledge including legislation which governs Financial Management. In depth knowledge of Standard Chart of Accounts (SCOA). A valid driver's licence is required. Computer literacy. Good communication skills (written and verbal). Good interpersonal skills. Attention to detail. Planning and organizing skills. Flexibility. Ability to work as part of a team. Excellent communication skills. Analytical skills. Ability to work under pressure and meet deadlines. Solution-orientated. Service delivery Innovation (SDI). Client orientation. Customer focus.
- DUTIES** : Authorisation of transactions on BAS, ensuring financial documents are audit compliant in the Province. Attend to audit queries from internal and external audits. Management of the petty cash, perform day end and deposit confirmation. Ensure invoices are processed within 30 days. Monitor budget and expenditure trends, compilation of Medium-Term Expenditure framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Facilitate and compile financial monthly reports. Detect and facilitate

- correcting of misallocations. Staff Supervision. Ensure financial documents are well maintained. Overall payroll administration. Perform all duties related to Financial Management.
- ENQUIRIES** : Technical enquiries: Ms MS Malatji Tel No: (012) 315 7602
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 26/89** : **REGISTRAR'S CLERK REF NO: 2023/269/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court
Matric certificate. The following will be an added advantage: Experience in general administration or court related functions, a valid driver's license. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems, numerical skills, attention to detail, planning, organizing and skills and customer service skills orientated.
- DUTIES** : Render efficient and effective support services to the Court, issuing of Court process at General Office, render case management duties, render counter service duties/functions, prepare, analyse and submit court statistics, maintain and keep all registers for civil and criminal matters, filing and archiving of both civil and criminal processes, attending to case management and set down notices, act as a liaison between Judges and Legal Practitioners, requisitioning of accused persons from prison, attend to correspondence and enquiries from the public and stakeholders, prepare and send cases to transcribers for appeal and review purposes, attend to complaints from prisoners and members of the public, perform administrative duties in respect of mental health, petition, review and appeal matters, act as liaison between Registrar and Legal Practitioners, provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
- ENQUIRIES** : Technical and HR related enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
- POST 26/90** : **LIBRARY ASSISTANT REF NO: 2023/270/OCJ**
(Re - advertisement candidate who previously applied are encouraged to re-apply)
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Limpopo Division of The High Court: Polokwane
Matric certificate or equivalent qualification; Two years Library experience will be an added advantage. Skills and Competencies: Good communication skills (written and verbal). Report writing. Research and Planning. Organising and control. Computer Literacy (Microsoft Office). Problem Solving. Good Interpersonal relations.
- DUTIES** : Proactively manage and perform all aspects of law library operations. Assist with tracking of Law Library collections. Track usage of online research database to ensure they are within the limits of the budget. Select and recommend potentially beneficial new acquisitions to the library committee. Annotations and updating of legislations. Circulation of legislation (Journals and Government gazettes). Liaise with publishers and address queries. Verify orders and file the library material accordingly. Continuously review library collections for duplicate, obsolete or superseded materials, keep library registers and perform any other administrative duties.
- ENQUIRIES** : HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758
- POST 26/91** : **DATA CAPTURER REF NO: 2023/271/OCJ**
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of The High Court: Pretoria
Matric Certificate or equivalent qualification. Experience in data capturing will serve as an added advantage. Good communication skills (verbal and written) Job knowledge. Planning and organisational skills, Flexibility. Teamwork. Good interpersonal skills. Advanced computer skills. Ability to work under pressure.
- DUTIES** : Provide administration support services. Capture and update data from available records into the required formats e.g. databases, table, spreadsheet.

Generate spreadsheets. Update the system on all data sets. Validate and review data (for quality purposes) to ensure correctness, completeness, and consistency. Compile and update routine statistical information/reports and registers. Receive, register and track records or documents submitted for further processing. Capture routine transactions on computer such as the transfer of information from manual records to electronic records. Provide routine and administrative maintenance services. Continuous updating of information on computer for reporting purposes and retrieving information required. Verify query missing data an error observed during data entry. Submit data. Make regular backups of data. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to the component.

ENQUIRIES

: Technical Enquiries: Ms T Ledwaba Tel No: (012) 315 7412
HR Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Or apply via link: <https://affirmativeportfolios.co.za/dpme>. Emailed applications will not be accepted.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 14 August 2023 at 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME 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). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. 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/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za.

OTHER POST

- POST 26/92** : **SENIOR PERSONNEL OFFICER: HRD REF NO 36/2023**
Sub-Directorate: HR Utilisation & Development
- SALARY** : R241 485 per annum (Level 06), plus benefits
CENTRE : Pretoria
REQUIREMENTS : A 3-year relevant tertiary qualification (NQF 6) in the areas of Human Resources Development/ Training and Development/ Human Resources Management or equivalent and at least 1-2 years appropriate experience in Human Resources Development. High level of computer literacy and sound knowledge of the Microsoft Office suite. Knowledge of HRM/D legislation and policies, knowledge of the concept in the field of HRD. Good communication, planning and organising skills. Proven computer literacy, including Ms Word and Ms Excel. Good presentation skills and report writing skills. Ability to pay attention to detail and work within deadlines.
- DUTIES** : The successful candidate will be responsible to render HRD service in the Department. This will include: Assist to arrange short courses, conferences and seminars. Assist with Learnerships, internships and experiential training programs. Assist to coordinate the Departmental Induction and Compulsory Induction Programme (CIP). Assist with the support in relation to the Training policy, HRD plan, WSP and relevant legislative frameworks. Assist with HRD administrative support including bursary administration.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312- 0471 or Email: Mary@dpme.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** : 14 August 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 26/93** : **DIRECTOR: ICT GOVERNANCE REF NO: DPSA 26/2023**
- 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 REQUIREMENTS** : Pretoria
A Senior Certificate on NQF level 04, a B. Degree in ICT or related qualification within the above-mentioned field (at NQF level 7) as recognised by SAQA. Minimum of 5 years at a middle / senior management level. Minimum 8 years appropriate experience in the ICT environment. Pre-entry Certificate for SMS. Knowledge of the Constitution of the Republic of South Africa, the Government Legislative Framework, the Public Service Legislative and Policy Framework, The Corporate Governance of ICT Policy framework (CGICTPF), Government programs of action such as the National Development Plan, Key Strategic Priorities of the government, and a sound understanding of Operations management Knowledge and experience with best practices and frameworks such as COBIT, ITIL, VailT, ISO, etc. Problem-solving, verbal and written communication, stakeholder management and coordination, negotiation, interpersonal relations, strategic thinking and leadership, analytical skills,

confidentiality, financial management, human resources management, research, teamwork, change management, project and program management, diversity management, information management, report writing, computer literacy, and conflict management. Technical Skills: ICT policy development, ICT governance, monitoring and evaluation, research and data collection in the ICT field, and data analytics.

DUTIES

: Manage the development and provide guidance on ICT prescriptions (policies, norms and standards, directives, circulars, frameworks, and guidelines). Develop and review prescripts in line with the departmental standards and submit them for approval by the relevant approval authority. Manage the provision of implementation support to departments, including requests for approval of requests and responses to inquiries processed to the relevant approval authority within the department (DPSA), audits and assessments of systems and practices within departments conducted and required improvements identified and communicated to the relevant departments, and interventions undertaken to support the implementation of compliance with the prescripts. Manage the monitoring of implementation and compliance including systems. Monitor compliance developed and maintained by national and provincial departments with the prescripts monitored and reported on and remedial measures communicated to the relevant departments for improvements. Manage all the operations, systems, and processes of the directorate, including information, advice, and support provided to the MPSA, Cabinet, Parliament, and other internal and external stakeholders; contributions made to the development of the Chief Directorate Service Delivery Model, service delivery standards, service delivery improvement plans, and related reports; all audit findings addressed by the approved due dates; all other compliance requirements met as required or prescribed; attendance of departmental management structures of the DPSA; and any other meetings as directed; and participate in transversal task/project teams and committees as required or nominated.

ENQUIRIES

: Mr. Zaid Aboobaker Tel No: (012) 336 1059
E-mail your application to Advertisement262023@dpsa.gov.za

OTHER POST

POST 26/94

: **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: DPSA 27/2023**

SALARY

: R424 104 per annum (Level 09). Annual progression up to a maximum salary of R496 467 per annum is possible, subject to satisfactory performance.

CENTRE

: Pretoria.

REQUIREMENTS

: A Senior Certificate, a National Diploma / B. Degree in Human Resources Management or related equivalent qualification within the above-mentioned field (at least at NQF level 6 qualification) as recognised by SAQA. Three (3) years' experience in the Human Resource environment. Comprehensive knowledge of policies and approaches pertaining to human resource practices in the Public Service. Comprehensive knowledge of the laws, regulations, and practices applicable to human resource practices in the Public Service, in particular; Public Service Act, Public Service Regulations, the Constitution, Employment Equity Act, Basic Conditions of Employment Act, Access to Information Act, Relevant collective agreements with organised labour, White Paper on; Human Resource Management, Public Service Training and Education, Public Service Transformation. Good knowledge of the principles, techniques and processes involved in policy development, data analysis and maintenance of data information, research, monitoring and evaluation and work organisation, Policies of the Chief Directorates in the Branch. Attributes: Problem-solving skills, decision-making, diversity management, conflict management, communication and information management, report writing, and conflict management. Must be able to interact with people and adapt to various circumstances, identify, and analyse opportunities where innovative ideas can result in improved service delivery, function effectively in a diverse group and manage own time to ensure delivery. Managerial Skills: Must have concern for others, self-management ability, problem solving and decision-making capability and the ability to manage interpersonal conflict and to resolve problems. Thinking competencies: Must be able to identify problems, determine the information required to solve the problem and recognise the relationship between different sets of information. Communication skills: Must

be able to give presentations and participate in workshops or focus group discussions, listen to viewpoints of others and probe areas that are unclear, write clear, concise, and well-structured reports. Interpersonal skills: work in a team and contribute towards the group efforts, managing interpersonal conflict. Technical skills: Must be able to Identify the need for data, obtain data, and evaluate it. Organise, process, and maintain data and information, analyse HR policies and practices, and provide comment and guidance to enhance integration and alignment of the different functional areas in HR, policies and approaches pertaining to HR practices and manage sub areas of projects.

DUTIES

: Assist in the development of Prescripts for HR Planning, including policies, norms and standards, directives, circulars, frameworks, and guidelines developed and reviewed in line with the departmental standards and submitted for approval by the relevant approval authority. Assist in the provision of implementation support to departments including requests for approval of requests and responses to enquiries submitted to the relevant approval authority within the department. Provide assistance with conducting Audits/assessments of policy and identifying systemic weaknesses within departments and developing recommendations for improvements to be communicated to departments. Assist in the monitoring of implementation and compliance, including systems (e.g., collection and analysis of data) to monitor compliance developed and maintained, evaluation and impact studies conducted as required. Provide support in all the Operations, Systems and Processes of the Directorate including information, advice and support provided to the MPSA, Cabinet, Parliament and other internal and external stakeholders, effective and efficient management of the budget achieved and maintained and participate in transversal task/project teams and committees as required or nominated.

ENQUIRIES

: Ms. Thakane Kolobe Tel No: (012) 336 1197
E-mail your application to Advertisement272023@dpsa.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE
NOTE

: 18 August 2023 at 16H00

: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be fully completed signed and initialled when submitted as failure to do so may result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please note that applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, posted, hand delivered 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 months, please regard your application as unsuccessful. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> Applications must be submitted as a single document to the email addresses specified for each senior management position. Hand delivered, posted and late applications will NOT be accepted only for SMS positions. All shortlisted

candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance. (For Senior Management Positions Only: Kindly Note That The Emailed Applications And Attachments Should Not Exceed 15mb)

ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 25 dated 21 July (1) Senior Administration Officer: Interior Design (Prestige) Ref No: 2023/250, Centre: Cape Town regional Office, please note that the post was erroneously with incorrect duties, amended are as follows, Duties: Assist the Assistant Director. Execute interior design scheme presentations. Site inspections to sample board plan. Intensive client relations. Project planning and maintenance. Ensure that projects are run cost effectively without compromising quality, delivered on time as well as implementation of socioeconomic objectives of the Department. Compile and develop specification for quotations and tender documents. Quality control in both specifications and service delivery. Compile and check tender documents, supervise contractors. Supervise cash flow forecast, process contractor's payments and prepare monthly reports. Facilitate and check the payments. Keep abreast of the latest market trends, do market research on the latest product ranges and assist with sourcing service providers. Facilitate the day-to-day maintenance of the portfolio maintenance plan. Interior Designer will have to do condition assessment of residences and offices, compile report with cost estimates and prioritize furniture as per the condition inspection, closing date for the post will be extended to 18 August 2023.

MANAGEMENT ECHELON

<u>POST 26/95</u>	:	<u>REGIONAL MANAGER (CHIEF DIRECTOR LEVEL) REF NO: 2023/257</u>
<u>SALARY</u>	:	R1 371 558 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF Level 7) in the Property, Built Environment discipline or Management Science, Behavioural Science or Law coupled with 5 years relevant experience at senior management level. Extensive experience in property management, asset investment management and the built environment. Knowledge: Property management, the Public Finance Management Act, Government budget procedures/timeframes (MTEF), financial management and administration, Project management, Construction regulations, Financial administration processes and systems, the Public Service Act, Public service regulations, Financial manual and Treasury regulations. Skills: Construction management, Financial management, Client/customer relations, Intergovernmental relations, People management, Presentation, Competency in policy analysis and development, Negotiation, Communication, Management skills in general, Advanced report-writing, Planning and organising, Diplomacy, Policy analysis and development, Problem solving, Presentation and Budgeting.
<u>DUTIES</u>	:	Take responsibility for the overall management of the Regional office. Effectively manage the capital and maintenance budget to promote Black Economic Empowerment. Support development and empowerment initiatives of Government and DPW in particular. Effectively implement construction projects on behalf of client departments. Provide office accommodation to client Departments. Participate in intergovernmental forums and regularly review programmes and report on progress. Ensure financial management of the Region. Develop, review and implement the Region's Business plan in line with the strategic plan. Ensure implementation of the departmental strategic plan in the Regional office. Manage the implementation of the Department's operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/customer and stakeholder relations, property management, people management and financial management.
<u>ENQUIRIES</u>	:	Mr S Mdakane Tel No: (012) 406 1282
<u>APPLICATIONS</u>	:	All applications for this position must be submitted only via email to: Recruitment23-18@dpw.gov.za

POST 26/96 : **CHIEF DIRECTOR: GENDER, PEOPLE WITH DISABILITIES & YOUTH REF NO: 2023/258**
Re-advert, applicants who applied previously are encouraged to reapply.

SALARY : R1 371 558 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF Level 7)/ Degree in Social Sciences or in the related field. 5 years relevant experience at senior management level. Knowledge of Public Service Regulations, Employment Equity Act, Public Service Act, Public Finance and Management Act, International, Continental, Regional and National, instruments, Administration of Service Level Agreements and National Gender Policy Framework, Constitution). Skills: Programme and project management. Financial management. Communication (written and verbal). Policy analysis and development. Planning and organizing. People management and empowerment. Problem Solving. Facilitation and presentation. Ability to work effectively and efficiently under pressure. Ability to meet tight deadlines whilst delivering excellent results.

DUTIES : Lead the development and implementation of Gender, youth development and disability policies and programmes: Undertake research on latest trends and frameworks. Manage the development of policies and frameworks on Gender. Ensure that such formulated policies and frameworks are in line with the department's strategic objectives. Oversee integration of such policies and frameworks in the department. Assess and evaluate the impact of implementation of such policies and frameworks. Compile comprehensive reports on implementation Gender frameworks and policies. Oversee the continuous use and adherence to instruments (international, continental, regional and national) on Gender. Oversee the mainstreaming of gender empowerment programmes into departmental programmes: Oversee research and gathering of information on gender issues. Manage the implementation of strategies to address Gender issues. Ensure monitor of gender interventions to ensure that they benefit women. Manage the implementation and development of capacity building initiatives and advocacy on gender. Ensure departmental inclusion of women in all the departmental development programmes. Report on departmental gender status and progress to the Presidency and other monitoring institutions. Oversee the mainstreaming of youth development and empowerment programmes into departmental programmes. Oversee research and gathering of information on youth development and children's rights. Manage the implementation of strategies to address youth development and children's rights. Ensure monitoring of youth development interventions within DPW to ensure that they benefit the youth. Ensure departmental the inclusion of youth in all the departmental development programmes. Manage the implementation and development of capacity building initiatives and advocacy on youth development and children's rights. Report on departmental youth development status and progress to the Presidency, NYDA and other monitoring institutions. Manage the mainstreaming of disability management and empowerment programmes into departmental programmes: Provide strategic direction on the implementation of disability management programmes. Oversee research and gathering of information on disability management. Manage the implementation of strategies to address disability management. Monitor disability management interventions within DPW to ensure that they benefit people with disabilities. Ensure departmental the inclusion of disability management in all the departmental development programmes. Manage the implementation and development of capacity building initiatives and advocacy on disability management. Report on departmental disability management status and progress to the Presidency and other monitoring institutions. The management of the Chief Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Monitor the budget and expenditures of the Chief Directorate. Management of performance and development. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the chief directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees.

ENQUIRIES : Mr N. Kubeka Tel No: (012) 406 1504

APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-19@dpw.gov.za

POST 26/97 : **CHIEF DIRECTOR: IAR PROJECTS, DATA ADMINISTRATION & CONCURRENT MANDATE REF NO: 2023/259**
(36 Months Contract)
Re-advert, applicants who applied previously are encouraged to reapply.

SALARY : R1 371 558 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF 7) Degree in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, experience in Real Estate Management, Asset management and State Land Administration. Five (5) years relevant experience at senior management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication skills. Ability to work under pressure and deadline driven.

DUTIES : Oversee the development and maintenance of the Immovable Asset Registry related data and systems to ensure accuracy, completeness and quality of the database. Ensure that the Immovable Asset Register is in compliance with relevant prescripts and guidelines. Oversee the execution of projects required to ensure IAR is always compliant and in line with industry practise. Ensure the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Report on all projects executed. Ensure Immovable Asset Register compliance with the Concurrent Mandate on State land matters by managing the development and implementation of related prescripts, essential policies, procedures and guidelines. Promote uniformity in the management of immovable assets in line with GIAMA. Provide advisory support to management on asset register. Manage budget and expenditure of the component efficiently. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements. Manage the training and development needs for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143/2043

APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-20@dpw.gov.za

POST 26/98 : **CHIEF DIRECTOR: CONSTRUCTION SECTOR REGULATION REF NO: 2023/260**
Re-advert, applicants who applied previously are encouraged to reapply.

SALARY : R1 371 558 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An appropriate NQF level 07 qualification in Social Sciences, Policy Development, Built environment qualifications or equivalent tertiary qualification (NQF level 7 as recognised by SAQA). A Master's Degree will be an added advantage. Must have a valid driver's license and be computer literate. Experience And Knowledge: A minimum of 5 years' experience at Senior Management Service level with extensive research and policy environment. Thorough knowledge of construction and built environment regulatory framework (legislation and regulations), must possess in-depth knowledge of policy formulation, implementation and monitoring, knowledge of government priorities, knowledge of how government functions. Ability to communicate excellently across all levels. Process Competencies: Research, Analytical skills, Problem Solving, Presentation, Communication (verbal and written), Knowledge Management. Required Core Competencies: Policy formulation, Strategic Capacity and Leadership, People Management and

- DUTIES** : Empowerment, Financial Management, Change Management, Programme and project Management.
- : The successful candidate will be responsible for providing strategic leadership oversee the development and implementation of regulatory framework aimed at addressing the transformation, growth and development of the construction industry, built environment professions, and related fields. Oversee the development of strategies and policies for the construction sector regulation. 88 Research, development and review of construction sector policies, legislation and regulations. Establish partnerships with various stakeholders in the construction industry locally and internationally towards best practice. Oversee the development of policies within the Department. Provide strategic direction for the overall functioning and performance of the Chief Directorate so that targets are met. Manage human and financial resources of the Chief Directorate according to departmental prescripts.
- ENQUIRIES** : Ms MC Maake Tel No: (012) 406 1660
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-21@dpw.gov.za
- POST 26/99** : **CHIEF DIRECTOR: REAL ESTATE MANAGEMENT SERVICES: STATE OWNED REF NO: 2023/261**
- Re-advert, applicants who applied previously are encouraged to reapply.
- SALARY** : R1 371 558 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Real Estate Management, Economics, Property Management and Development, Law or Commerce and Management Sciences as recognized by SAQA plus 5 years of experience at a senior managerial level in construction/built environment. Required to travel. Learning Fields: Supply Chain Management, Asset Management. Knowledge: Horticultural processes/regulations, Property economics, Public Finance Management Act, Cleaning Industry, Supply Chain Management framework, Integrated Facilities Management, Procurement directives and procedures, Project Management, Government Budget procedures. Skills: Computer Literacy Financial skills, Time management, Administration, People management, Negotiation, Coaching and mentoring, Presentation, Report writing, Planning and organising, Diplomacy, Problem solving, Facilitation, Effective communication. Personal Attributes: Innovative, Creative, Financial administration, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results. Ability to communicate at all levels and participate at an executive level, People orientated. Ability to establish and maintain personal networks, Trustworthy, Assertive, Hard-working, highly motivated, Ability to work independently.
- DUTIES** : Manage the acquisitions and disposals of existing immovable assets. Manage collection of data for vesting. Update and maintain the assets register for existing immovable assets. Ensure compliance with procedures and legislation. Provide strategic direction on the Disposal (Letting-out of State Owned properties. Develop Business Processes and Disposal Framework. Develop and implement systems that will enhance collection revenue and management of debtors. Ensure that buildings are user-friendly and accessible. Ensure effective administration and performance of buildings for client satisfaction. Ensure economic efficiency in the Department's leasehold portfolio in line with market trends. Develop and implement risk management strategy. Provide support and guidance to all regions and stakeholders. Ensure compliance to property legislations and policies. Manage the acquisition and utilisation of vacant land. Update and maintain the asset register for vacant land. Develop policy guidelines. Manage property revenue. Efficiently manage all stakeholders; including Inter- governmental and External (Private). Ensure effectiveness of the property asset register. Implement internal control measures. Implement, monitor and manage expenditure. Oversee the development and training of staff. Manage and monitor the budget expenditure of the component. Compile budgetary reports. Provide reports on performance issues. Ensure capacity and sustainability of staff in the component.
- ENQUIRIES** : Ms N Makhubele Tel No: (012) 406 1623
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-22@dpw.gov.za

POST 26/100 : **CHIEF DIRECTOR: IMMOVABLE ASSETS REGISTRY SERVICES REF NO: 2023/262**
Re-advert, applicants who applied previously are encouraged to reapply.

SALARY : R1 371 558 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF Level 7)/ B-degree in Real Estate Management, Finance, Commerce or related qualification. A minimum of 5 years senior management experience in the relevant field. Knowledge of Public Finance Management Act, Financial administration, Procurement directives and procedures, Programme and project planning, Market research, Property economics, Reporting procedures, GIAMA, DISPOSAL ACT, BBBEE, Treasury Regulations, The PIE Act, The Squatters Act. Skills: Strategic capability and leadership. Programme and project management. Information and Knowledge management. Policy analysis and development. Financial management. Computer literacy. Stakeholder management. Planning and coordination. Quality management. Personal Attributes: Ability to work effectively and efficiently under pressure, ability to meet tight deadline whilst delivering excellent results. Ability to communicate at all levels, participate at an executive level. Ability to work independently.

DUTIES : Oversee the development and maintenance of the Department's IAR and ensure compliance with PFMA, GIAMA, GRAP and other relevant prescripts: Oversee the design and implementation of IAR policies and procedures. Address management assertions (completeness, existence, rights, valuations, presentation and disclosure). Ensure capitalisation, de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP, PFMA and GIAMA requirements. Engage internal and external stakeholders to ensure the development of a suitable electronic asset register and migration of data to the new system. Ensure timely IAR reporting and management of key stakeholder expectations/ customer requirements. Assess the Auditor General's (AG) findings on information in the asset register, identify and prioritise the required interventions against the basic requirements. Oversee the development of strategies to coordinate physical verification activities in order to provide status information around the existence and condition of all Immovable assets. Monitor and evaluate compliance of policies and processes. Oversee the management of verification process on the state owned properties. Control, monitor and evaluate the asset register to be up-to-date. Ensure that the basic asset register information and values are populated 87 in the asset register, condition assessment and vesting; ensure accurate asset register for the state properties; ensure capitalisation, de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP requirements; liaise with technical and other units that inform GRAP compliance. Oversee the maintenance of the accuracy, completeness and quality of the IAR database, manage special projects and the delivery of concurrent mandate- Oversee successful delivery of the Concurrent Mandate amongst the state land community; Oversee the execution of critical projects required to ensure IAR is always compliant and in line with industry practise. Oversee the data exchange and analysis with Deeds, CSG, LAW, PMTE ERP's etc.; Monitor completeness of IAR data in context of U-AMPs, C-AMPs, WIP etc. Oversee the implementation of the Vesting Strategy/Vesting Business Case. Manage the Chief Directorate-: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Manage performance and development. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the chief directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Monitor the budget and expenditures of the Chief Directorate.

ENQUIRIES : Ms S Subban Tel No: (012) 406 1790

APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-23@dpw.gov.za

- POST 26/101** : **CHIEF DIRECTOR: PLANNING AND PRECINCT DEVELOPMENT REF NO: 2023/263**
 Re-advert, applicants who applied previously are encouraged to reapply.
- SALARY** : R1 371 558 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
 Undergraduate qualification (NQF level 7) in Town Planning, Quantity Surveying, Architecture, and Construction. Relevant Professional Council registration with at least 10 years' applied post registration experience in relevant aforementioned disciplines. Extensive experience as a Professional Town Planner, Quantity Surveyor, Architect, Construction Project Manager or Civil Engineer with extensive managerial experience in the built environment, 5 years' experience at a Senior Management level. Proven property development skills of 5 years is a prerequisite. Skills: Programme and project management, Financial management, Sound analytical, Strategic planning, Legal compliance, Management, Interpersonal, Communication, Report writing and presentation, Computer literacy. Knowledge: Proper understanding of Spatial and Land Use Management Environment, Experience in property development, economics and financial feasibilities will be an added advantage, Understanding of Government Development Plans and Programmes, Knowledge of governance and administration prescripts of government.
- DUTIES** : The main purpose of the position is to strategically plan and develop integrated precincts in urban and rural areas for improved government accommodation and enhanced service delivery in close collaboration with relevant spheres of government. The incumbent will be responsible for: Stakeholder engagement to ensure alignment to IDPS and SDFS for integrated development. Developing and packaging project solutions from planning to inception phase and programme managing precinct delivery. Providing strategic leadership in enhancing the planning for accommodation as per GIAMA Framework and developing and implementing policies and guidelines to support precinct development. Developing and managing all strategic plans as well as business plans deliverables of the Division. Managing all personnel and professionals in the Division ensuring optimum performance.
- ENQUIRIES APPLICATIONS** : Mrs S Subban Tel No: (012) 4061790
 : All applications for this position must be submitted only via email to: Recruitment23-24@dpw.gov.za
- POST 26/102** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT (OFFICE OF THE DIRECTOR GENERAL) REF NO: 2023/264**
 (This position is targeted for persons with disabilities and female candidates)
- SALARY** : R1 371 558 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
 : An undergraduate qualification (NQF level 07) in Public Management or Administration or equivalent qualification as recognised SAQA. Five (5) years appropriate or relevant experience at senior management level. Knowledge of Technical knowledge of the built environment industry, Applicable legislation, norms and standards related to the built environment industry, including the PFMA, Treasury Instructions, PSA, PSR and MISS Act, Functioning of national, provincial and local government, Fundamental economics, Structure and functioning of the Department, Parliamentary protocol processes, Linkages with government clusters, Departmental standards and regulations. Skills: Executive management skills; Sound analytical and problem identification and solving skills; Marketing and liaison; Advanced communication; Language proficiency; Advanced report writing; Strategic management; Financial management; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Programme and project management; Decision making skills; Conflict management; Negotiation skills; Motivational skills and Influencing skills.
- DUTIES** : Engage and interact with the Ministry regarding Cabinet, parliament and Cluster related issues:- Coordinate responses to parliament questions and other strategic issues. Render advice and support regarding the development and submission of the strategic documents to the DG and Ministry. Present the Office of the Senior Executive Officer: PMTE in executive management processes:- Represent and participate in structures and processes as directed

by the Senior Executive Officer: PMTE. Participate in TMC, MANCO and HOD Public Works processes to provide advice on strategic issues. Participate and ensure representation, and manage and assess reports of FOSAD or related committees on behalf of the Senior Executive Officer: PMTE. Provide strategic advice regarding MINMEC and NEDLAC issues. Coordinate, integrate and support the involvement of the Department in Cluster activities. Lobby, advise and interact with professional bodies of the built environment. Participate in the National Bid Committee. Manage strategic, corporate and operational issues and provide advice to the office of the Senior Executive Officer: PMTE-: Participate in the strategic planning processes, Facilitate the development of annual performance plans and operational plans. Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery. Manage the administration of the Office of the Senior Executive Officer: PMTE-: Re-engineer management processes and co-ordinate management review processes related to the Office. Review, determine the impact and provide comments regarding departmental and external submissions addressed to the Senior Executive Officer. Assess audit reports and ensure that the Department is providing value for money. Support the analysis and interpretation of built industry norms and standards. Support the preparation of presentation to be made by the Senior Executive Officer to key stakeholders Direct the diary of the Senior Executive Officer. Approve administrative matters related to senior managers who report directly to the Senior Executive Officer as required; Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements.

ENQUIRIES : Mr SC Zaba Tel No: (012) 406 1544/1359
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-25@dpw.gov.za

POST 26/103 : **DIRECTOR: INTERNAL AUDIT REGIONS REF NO: 2023/265**
 Re-advert, applicants who applied previously are encouraged to reapply.

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

CENTRE : Head Office (Pretoria)
REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Accounting/ Auditing/ Internal Audit. Chartered Accountant/Certified Internal Auditor and a minimum of 5 years' experience at MMS or SMS levels. Membership with the Institute of Internal Auditors (IIA)/ South African Institute of Chartered Accountants (SAICA). Knowledge of the Standards for Professional Practice of Internal Auditing Principles, Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations, COSO Framework and King Report on Corporate Governance as well as other relevant Public Service Laws and Regulations. Knowledge And Experience in TeamMate software. Excellent communication (verbal and written) skills. Ability to manage multiple projects. Proven skills in leading and managing teams to achieve higher level of efficiency. Ability to work under pressure for extended periods of time. Good project management skills. Ability to follow proactive and creative problem solving approach. Membership with the Institute of Internal Auditors (IIA)/ South African Institute of Chartered Accountants (SAICA). Prepared to be subjected to security clearance.

DUTIES : Manage the Internal Audits for Regions. Monitor and ensure that the Internal Audit activities' objectives are in line with the strategic goals of the department. Implement audit approaches and methodologies for Internal Audit activities. Identify critical risks from the department's risk management plans that require Internal Audit focus. Develop risk-based three-year and annual Internal Audit Plans. Review audit reports as well as supervise the implementation and follow-up of audit findings. Co-ordinate the work of internal and external auditors. Develop policies and procedures to guide audits and audit staff. Ensure the Internal Audit activities compliance with applicable statutory requirements, Acts and professional practices and standards. Preparation of audit committee reports and effective participation in audit committee activities. Manage financial and human resources within the Directorate.

ENQUIRIES : Ms R Mashigoane Tel No: (012) 406 1758
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-26@dpw.gov.za

POST 26/104 : **DIRECTOR: ICT PROJECTS AND PROGRAMME MANAGEMENT REF NO: 2023/266**
Re-advert, applicants who applied previously are encouraged to reapply.

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

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Information Technology; 5 years MMS/SMS experience in a relevant field of Information Technology Project Management. Knowledge: ICT Strategy & Plans Programme and Project Management; Information Technology policies and standards; Contract Management; Information Technology Audit and Governance and Compliance; Procurement processes; Business & Computer systems analysis; Compilation of management reports. Personal Attributes: Ability to work under pressure; interpersonal relationship; Willing to learn new technologies; Good Verbal and written communication; Creative; Team player; Ability to communicate at all levels; Trustworthy; Assertive; Hardworking; Self-motivated. Skills: Ability to work independently; Ability to operate computer on hardware and software; Problem solving; Training; Strategic planning; Financial Management Facilitation; Research. Other: Willing to adapt work schedule; Security clearance.

DUTIES : Manage the development and maintenance of ICT Projects and Programme Management policies, strategies and procedures:- Undertake research on the latest developments in professional guidelines, legislations and standards; Manage benchmarks with various institutions for ICT Projects and Programme Management best practice techniques and public works & infrastructure methodologies; Lead the development and execution of comprehensive ICT Projects Management strategies; Ensure that all ICT Projects and Programme Management policies, guidelines and standards are developed in line with applicable prescripts and are aligned to the Department's strategic objective; Monitor the implementation and ensure compliance with applicable policies and Directives; Evaluate ICT Projects and Programme Management strategies and processes in order to continually improve them. Oversee the design and implementation of an appropriate project management framework: Oversee the initiation of ICT projects and programmes; Select and prioritise ICT projects and programmes according to the Department's overall strategy; Plan, coordinate and implement ICT Projects, change controls audits and compliance. Ensure that all project charters are aligned properly to the strategy; Manage the development of project standards, specifications and service levels according to organisational objectives; Oversee the development of project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage final review and approvals or audits on project designs according to design principles or theory; Ensure application of methodology and enforce project standards to minimise risk. Manage resources for ICT Projects and Programmes:-Oversee a team of project managers and project teams; Monitor project management efficiencies according to organisational goals and direct or redirect for the attainment of 35 organisational objectives; Oversee finances to ensure that the project progresses on time and on budget; Ensure effective utilisation of allocated resources; Review regular progress reports; Oversee quality assurance of ICT projects and programme; Evaluate and assess results of a project.

ENQUIRIES : Ms. T Malapela Tel No: (012) 406 1730

APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-27@dpw.gov.za

NOTE : This position is targeted for a female candidates or people with disabilities.

POST 26/105 : **DIRECTOR: LITIGATION AND LEGISLATION DRAFTING REF NO: 2023/267**
Re-advert, applicants who applied previously are encouraged to reapply.

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

CENTRE : Head Office (Pretoria)

- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Law plus 5 years of experience at a middle/ senior management experience in Legal Services (Legislative Drafting, Contract management/Administration and Litigation). Knowledge of Property, Industry and Asset Management, Constitution of the Republic of South Africa, Intellectual and Property Law, Mandate and Functions of the Department, System and Operation of South African Courts of Law, Interpretation of Legislation, Functioning of National, Provincial and Local Government, Employment Equity Act and related policies, Public Financial Management Act, Public Service Act, Promotion of Access to Information Act, Magistrates Court Act, Supreme Court Act, Promotion of Administrative Justice Act. Skills: Legislation drafting skills, excellent communication, Report writing skills, Analytical thinking, Advanced interpersonal and diplomacy skills, Negotiation skills. Ability to work independently. Able to establish and maintain personal networks. Ability to communicate at all levels, particularly at an executive.
- DUTIES** : Develop essential strategies, policies and procedures for Litigation (consult with, instruct and monitor the State Attorney and Counsel on all litigation matters, provide assistance and monitoring of legal matters, as well as legal costs, perusal of and commenting on all draft pleadings to ensure that it is in line with the Department's interests, ensure the proper and correct administration of all the legal and litigation affairs of the Department, including the monitoring of legal costs in litigation matters, liaise between the Department and the various Offices of the State Attorney on all litigious matters and consider recommendations made by the State Attorney and/or Counsel on the acceptability of such recommendations), Legislation and Contract management, Undertake research on trends and review best practices; Manage the development of effective and efficient strategies, policies and procedures aligned to applicable prescripts; the effective management support and legal advice to the department on contract administration matters. The effective coordination of the contract administration function within the department. Proper functioning of the Contract Administration Components in the Department. The effective management of the legislative drafting process. Management of the Litigation, Legislation and Contract Management Directorate, Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Maintenance of discipline. Management of performance and development; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the Directorate and report on progress as required; collate inputs from the various legal officers, both at Head Office and in the regions and compile the annual audit report, at financial year-end; Compile and submit all required administrative reports; Serve on transverse task teams as required; Plan and allocate work; Quality control of work delivered by employees. Monitor the budget and expenditures of the Directorate.
- ENQUIRIES** : Mr C Makgoba Tel No: (012) 406 1548
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-28@dpw.gov.za
- NOTE** : This position is targeted for a female candidates or people with disabilities.
- POST 26/106** : **DIRECTOR: EPWP PROGRAMME MANAGER**
Re-advert, applicants who applied previously are encouraged to reapply.
- SALARY** : R1 162 200 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Bloemfontein Regional Office Ref No: 2023/268 A (X1 Post)
Nelspruit Regional Office Ref No: 2023/268 B (X1 Post)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Business Administration/Management, Development Studies, Economics, Commerce, Public Management, Accounting, Human Sciences, Behavioural Sciences, Construction Management and Built Environment, or related field of study plus 5 years relevant working experience at Middle/Senior level. Knowledge: Expanded Public Works Programme, Governments Job Creation Policies and Programmes, Programme and Project Management, Labour-Intensive Methods of Construction, Stakeholder Management; Functioning of national, provincial and local government, Monitoring and Evaluation methods, Training, Enterprise Development and Communication, SAQA / NQF framework, the Public Financial Management Act, Municipal Public Finance Management Act

(MFMA), Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act and Government prescripts. Skills: Management. Client Orientation, Customer Focus, People Management, Conflict Management, Policy Development, Numerical, Analytical, Computer Literacy, Planning and Organising, Project Management, Problem Solving, Report Writing, Financial Administration, Presentation, Decision Making and Research Methodology. Willingness to adapt to working schedule in accordance with office requirements.

DUTIES

: Support the development frameworks, incentive grant agreements & frameworks, policies, protocols and guidelines for the EPWP. Facilitate and conclude the signing of contracts, protocols, business plans, incentive grant agreement and any other documents with stakeholders. Ensure stakeholder dialogue and buy-in of frameworks, standard operating procedures (SOPs), business plans (BPs), incentive grant agreements/frameworks, policies, protocols and guidelines and any other key documents. Lead on EPWP policy, protocols and key stakeholder engagement related documents. Support the development, consultation and buy-in of governance, capacity building, training, enterprise development, knowledge management, audit related matters, EPWP Sector issues, communications and monitoring & evaluation guidelines/frameworks and any other key documents for the EPWP. Establish and maintain relationships between EPWP and relevant stakeholders. Manage communication and feedback processes between the EPWP, municipal and provincial structures with relevant structures; identify and communicate programme opportunities to various EPWP sectors. Coordinate EPWP governance and institutional arrangement interventions. Provide reports to EPWP units as requested. Manage the compilation of the EPWP provincial and municipal contact database. Participate and represent EPWP in municipal and provincial structures; promote and encourage participation of municipal, provincial and other institutions; monitor performance of provincial institutions. Identify and communicate programme opportunities to various EPWP sectors. Conduct regular reporting sessions with provinces. Ensure efficient engagements in the province. Support, manage, monitor and oversee data capturing, reporting and monitoring of work opportunities and key performance data within the programme for the province. Oversee and manage external and internal audits within the province, as per the prescribed guidelines. Ensure compliance with the audit action plan. Oversee EPWP technical support in the province. Oversee and support EPWP training through public body funds in the province. Oversee, support and implement EPWP communications in the province. Oversee and support EPWP sector coordination in the province. Oversee the EPWP capacity building initiatives in programme. Manage the coordination of sustainable livelihood initiatives for EPWP participants. Oversee the implementation (planning, preparation, recruitment and monitoring) of sustainable livelihood support initiatives by training and enterprise development in the province. Implement training and enterprise development initiatives. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Regional Office/Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Regional Office/Directorate. Managing the all the resources i.e. financial, human resources of the Regional Office/Directorate, in-line with the departmental policies.

ENQUIRIES APPLICATIONS

: Ms C.J. Abrahams Tel No: (012) 492 3080 / (012) 492 1443/ (012) 492 1445
 : All applications for this position must be submitted only via email to: Recruitment23-29@dpw.gov.za (Bloemfontein) Recruitment23-30@dpw.gov.za (Nelspruit)

NOTE

: Bloemfontein position is targeted for female candidates or people with disabilities.

POST 26/107

: **DIRECTOR: PROPERTY MANAGEMENT (VACANT LAND) REF NO: 2023/269**
 Re-advert, applicants who applied previously are encouraged to reapply.

SALARY

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

<u>CENTRE REQUIREMENTS</u>	: Head Office (Pretoria) : An Undergraduate qualification (NQF level 7) in Real Estate Management/ Asset Management, or equivalent qualification plus five (5) years relevant experiences at middle/ senior management relevant work experience in Asset Management/ Property/ Facilities Management. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Effective communication skills; advanced report writing skills; computer literacy; policy analysis and development; presentation skills. Ability to work under pressure; ability to communicate at all levels; Must be prepared to travel; Willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	: Effective management of Departments` property - provide guidelines and inputs on drafting plans regarding immovable assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; manage capturing of revenue and expenditure of all state owned and leased property in property information. Maintenance and Updating of the Fixed Asset Register; conduct property audits on the system; check debtors reports on the system; verify debtors monthly schedule; respond to and resolve audit queries; compile monthly expenditure reports. Management of private tenants- manage private tenants occupying State-owned property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of vacant and unimproved State properties- monitor maintenance of vacant and unimproved state property; ensure security for vacant properties; supervise property 97 maintenance operations; ensures the implementation of reconditioning of unimproved properties; manage the periodic inventory of building contents and property condition. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component.
<u>ENQUIRIES APPLICATIONS</u>	: Ms N Makhubele Tel No: (012) 406 623 : All applications for this position must be submitted only via email to: Recruitment23-31@dpw.gov.za
<u>POST 26/108</u>	: <u>DIRECTOR: REAL ESTATE MANAGEMENT SERVICES (X4 POSTS)</u> Re-advert, applicants who applied previously are encouraged to reapply.
<u>SALARY</u>	: R1 162 200 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	: Cape Town Regional Office Ref No: 2023/271 A (X1 Post) Johannesburg Regional Office Ref No: 2023/271 B (X1 Post) Polokwane Regional Office Ref No: 2023/271 C (X1 Post) Kimberly Regional Office Ref No: 2023/271 D (X1 Post)
<u>REQUIREMENTS</u>	: An Undergraduate qualification (NQF level 7) in Real Estate Management /Property Management or equivalent qualification plus five (5) years relevant experience on Middle/Senior management level in Asset Management/ Property/Facilities Management. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: advanced report writing skills; computer literacy; policy analysis and development, presentation skills. Ability to work under pressure; ability to communicate at all levels; analytical thinking; Must be prepared to travel. Willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	: Effective management of Departments` property- provide guidelines and inputs on drafting plans regarding immovable assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; manage capturing of revenue and expenditure of all state owned and leased property in property information. Management and administration of leased property ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction;

administrate property portfolios, ensures that buildings are user-friendly and accessible; manage and maintain client relationship; manage and maintain a comprehensive and accurate property asset register; ensure timeous payments of all services rendered to state properties. Management of private tenants- manage private tenants occupying State-owned property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of property payments and revenues effective implementation of the property expenditure management system; manage property revenues; ensure effectiveness of the Property Asset Register; authorise creditors payments; authorise the creditors and customer master file; manage litigation and/or arbitration related to property payments and revenue. The effective management of procured and leased accommodation: Manage and facilitate the process of identifying 98 superfluous properties to be disposed; Manage the prioritisation of assets to be disposed; Develop and implement strategies to guide the disposal of state immovable properties; Establish the ownership of properties to be disposed; ensure that all property disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of immovable assets disposed; The Management of State Properties- ensure effective and efficient utilisation of State property; ensure proper maintenance of State property; responsible for the performance of risk management functions on the property; directs preparation of financial reports on status of property(e.g. Occupancy rates); manage the employment of contractors for services of security, grounds keeping and maintenance personnel; ensure completeness of contractual documentation for contractors; monitor and ensure property compliance with local regulations and laws. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component.

- ENQUIRIES** : Ms N Makhubele Tel No: (012) 406 623
- APPLICATIONS** : All applications for this position must be submitted only via email to:
Recruitment23-32@dpw.gov.za (Cape Town)
Recruitment23-33@dpw.gov.za (Johannesburg)
Recruitment23-34@dpw.gov.za (Polokwane)
Recruitment23-35@dpw.gov.za (Kimberly)
- NOTE** : (Johannesburg Regional Office and Kimberly Regional Office positions are both targeted for female candidate or people with disabilities)
- POST 26/109** : **DIRECTOR: SMALL HABOURS REF NO: 2023/271**
 (24 Months Contract)
 Re-advert, applicants who applied previously are encouraged to reapply.
- SALARY** : R1 162 200 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A Post Graduate degree in the Built Environment. A minimum of five (5) years' experience in the built environment field at a middle/senior managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Relevant experience in maritime related infrastructure is preferred. Registration as a Professional under the respective built environment field. Experience with contract and construction management of marine contractors. Knowledge: Extensive programme and project management experience. Sound knowledge and understanding of marine infrastructure, including CAPEX, OPEX and macro-economics. Financial, contract and information management. Experience in marine infrastructure design and knowledge of best practices within the maritime space. Experience with contract and construction management of marine contractors. Demonstrated ability to present information to internal and external stakeholders through advanced communication and presentation skills. Knowledge of the South African coastline including all harbours and ports to allow for integrated planning between all three spheres of government. Government Regulatory Frameworks and all applicable Acts including but not limited to GIAMA, PFMA, NEMA and ICMA. Skills: Strategic capabilities and leadership skills, programme and project management, information and knowledge management, high level of computer literacy, stakeholder management, quality management, planning and coordination. Ability to work independently, Willingness to adapt to a tight schedule in accordance with

- professional requirements, required to travel extensively, working abnormal hours.
- DUTIES** : Project manage and drive the delivery of the departmental Strategic Integrated Project SIP21m: Small Harbours Development National. Manage the small harbour and coastal property development projects and programmes. Manage the development of feasibility studies, planning and construction of new small harbours in the Northern Cape, Eastern Cape and KwaZulu-Natal provinces. Development of Gantt charts to track progress and develop baselines. Baselines to be tracked in accordance with the allocated budget, drafting of contractual document including but not limited to Memoranda of Agreements/ 100 Understanding, Service Level Agreements and Project Execution Plans Investigate economic opportunities within the harbours for further development, develop Infrastructure Projects Management Plans (IPMPs), in accordance with the IDMS Framework. Ensuring the complete roll-out of the Spatial and Economic Development Frameworks for the 13 proclaimed fishing harbours in the Western Cape. General and ad-hoc project management related tasks to the programme. Alignment and integration of the infrastructure development with the Operation Phakisa: Ocean Economy: Small Harbours initiatives under the four thematic work streams. Manage the effective and efficient implementation and maintenance of risk management processes within the unit. Maintain conducive professional relationships with stakeholders between all three spheres of government as well as the private sector. Provide strategic and management reports on an ongoing basis.
- ENQUIRIES** : Ms Monama, Tel No: 012 406 1283
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-36@dpw.gov.za
- POST 26/110** : **DIRECTOR: RISK MANAGEMENT REF NO: 2023/272**
Re-advert, applicants who applied previously are encouraged to reapply.
- SALARY** : R1 162 200 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Commerce or Risk Management coupled with five (5) years relevant experience at Middle/Senior Management Level in Risk Management, Affiliation with a professional body (e.g. IRMSA, IIASA, ACFE, etc.) Knowledge of PFMA and Treasury Regulations; National Treasury Public Sector Risk Management Framework; Knowledge of Financial Management and Provisioning Administration; Strategic Planning Framework; GIAMA; Infrastructure Development Management System (IDMS); Medium Term Strategic Framework (government priorities); Principles and Practice of risk management; Preferential Procurement Policy Framework Act, 5 of 2000 ('PPPFA'); Government and accountability; Internal control and assurance; ERM concepts, and methodologies; Risk Management environment; Risk Maturity 43 Model; Risk Management policies and procedures; Risk Management principles and practice; Customer stakeholder relationship management; Good communication skills (verbal & written); The candidate must be willing to work and travel beyond normal working hours, Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully, Sound understanding of Enterprise Risk Management principles and philosophy. Ability to think conceptually or strategically. Work under pressure. Provide leadership, direction and team building. Knowledgeable in various policies and practices related to government regulations. Excellent project management, financial, analytical and strategic planning skills. Have excellent interpersonal and coaching skills. Have ability to analyse and interpret data in a variety of complex processes using standardised methods. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. Ability to organise and motivate others, who in many cases may be in a more senior position. Establishing and maintaining effective working relationships. Have sense of urgency and ability to identify and resolve problems in a timely manner. Business Acumen, Maintain confidentiality, Consultation, negotiation and networking skills.
- DUTIES** : Develop and facilitate the implementation of the Enterprise Risk Management Framework (ERMF), which includes the development and implementation of the risk implementation plan and supporting policies and procedures; facilitating risk identification and assessment/qualification, the compilation of

strategic and operational risk registers; facilitating the development of risk mitigation plans by risk owners and the monitoring thereof. Implement appropriate risk reporting to the Risk Management Committee, EXCO and Audit Committee. Facilitate the implementation of the Combined Assurance Model. Develop and implement the BCM Framework, Policy, Strategies, and Business Continuity Management Implementation Plan. Ensure implementation of Audit findings from both internal and external Auditors. Generate risk maps to assist management and oversight committees in monitoring the risks. Identify emerging risk that might affect the organisation.

ENQUIRIES : Ms. K Sebati Tel No: (012) 406 1351
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-37@dpw.gov.za)

POST 26/111 : **DIRECTOR: SERVICE DELIVERY IMPROVEMENT PROGRAMME REF NO: 2023/273**
 Re-advert, applicants who applied previously are encouraged to reapply.

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

CENTRE : Head Office (Pretoria)
REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Administration/Management. 5 years' experience at middle/senior management in a Service Delivery Improvement Area. Knowledge of the Public Financial Management Act (PFMA), DPSA Operations Management Framework and other Public Service prescripts, required to travel extensively. Skills And Competencies: Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills, To tight work schedule in accordance with professional requirement.

DUTIES : Facilitate, coordinate and development the Service Delivery Improvement Plan in the Department; Monitor and report on the Service Delivery Improvement Plan; Review and update Service Delivery Improvement Plan annually to ensure alignment to the strategic intent of the Department; Develop and review the Service Delivery Model(s) for the Department aligned to the mandate; Develop, coordinate, monitor and review the implementation of Operational Management Framework (including Business Process Mapping, Standard Operating Procedures, Service Delivery Standards and Service Delivery Charters) in the department Carry- out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreement/service commitment charter; Establish appropriate systems to manage institutional performance on service delivery matters; Implement service delivery improvement programmes/projects and complaints mechanism; Promote awareness of the department's Batho Pele Belief Set, service standards and charters in the Department; Develop and monitor 44 internal service delivery policies and strategy aligned to the DPSA Operations Management Framework.

ENQUIRIES : Ms. K. Sebati Tel No: (012) 406 1351
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-38@dpw.gov.za)

POST 26/112 : **DIRECTOR: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2023/274**
 Re-advert, applicants who applied previously are encouraged to reapply.

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

CENTRE : Head Office (Pretoria)
REQUIREMENTS : An undergraduate qualification (NQF 7) in Built Environment. A minimum of 5 years MMS/ SMS experience in built environment. Minimum certificate of entrance to SMS. Registration with the Council of South Africa. Knowledge of Financial management; Contract management; Programme and project management; Information management. Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Political Environment, Procurement processes and systems, Occupational health and safety, Financial administration processes and systems (WCS), PMBOK Guidelines. Skills: Management skills; Advanced report writing;

DUTIES

Advanced communication; Analytical thinking; Strategic planning; Negotiation skills; Programme and project management skills; Organising and planning; Policy formulation. Ability to work independently. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. Ability to work effectively and efficiently under pressure. Ability to meet tight deadline whilst delivering excellent results.

: Manage the implementation and monitoring of construction management guidelines, processes, standards and strategies-: Identify construction management trends and opportunities for businesses processes improvement. Make recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures. Ensure compliance with project progresses approved programs and relevant framework. Ensure the development and implementation of support tools. Ensure the implementation of sound effective and efficient internal control system. Design and ensure implementation of project management methodologies for the projects` life-cycle. Manage the implementation and compliance of projects- Provide inputs to client departments on conceptualisation of special major projects. Manage the project change management process. Manage service level agreements. Ensure the final design conforms to the departmental quality standards and client requirements. Provide technical advice on special projects and other related matters and maintain relations with stakeholders. Manage the process of appointment of service providers/contractors. Oversee the contract management services for construction projects. Manage the implementation and coordination of RAMP projects- Manage the design, planning, documentation processes and milestones of the projects. Provide strategic and technical support to RAMP activities. Ensure the implementation of RAMP in Regional Offices. Manage the co-ordination of special projects in Regional Offices. Develop a holistic maintenance on RAMP programmes. Manage construction projects operations budget: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Directorate and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work delivered by employees; Monitor the budget and expenditures for the Directorate.

**ENQUIRIES
APPLICATIONS**

: Mr W Hlabangwane Tel No: (012) 406 2006
: All applications for this position must be submitted only via email to:
Recruitment23-39@dpw.gov.za

NOTE

: This position is targeted for females and/ or a Persons with Disabilities.

POST 26/113

: **DIRECTOR, PORTFOLIO PERFORMANCE AND MONITORING,
(DEPARTMENT OF DEFENCE) REF NO: 2023/275**
Re-advert, applicants who applied previously are encouraged to reapply.

SALARY

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

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
: An Undergraduate qualification (NQF level7) in Property/ Asset Management, Construction or related field and five (5) years` experience at Middle/Senior management level. Knowledge: Asset Management, Property Management, Public Financial Management Act, Treasury regulations, Property related legislations, Market trends, Construction Industry, States property management acts, by-laws and ordinances, Contract management, Financial Management, Corporate Governance and Project Management. Skills: Computer literacy, Facilitation skills, Good communication skills. Ability to work under stressful conditions. Ability to adapt in accordance to office requirements. Willing to travel.

- DUTIES** : The incumbent will be responsible for immovable asset management functions within the department with the following key result areas in accordance with approved Strategic Plan, Annual Performance Plan and Business Plan: Oversee the development and review of property strategies. Develop and review of Custodian Asset (immovable) Management Plans. Develop Infrastructure Implementation Programmes to address user departments' and custodian's accommodation requirements. Programme Management of Infrastructure Implementation Programmes. Facilitate the assessment of the performance of Immovable Assets. Prioritise investment solutions in line with life cycle asset (immovable) management principles. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Exercise custodial activities on immovable assets. Develop Immovable Asset Management policies, strategies and guidelines. Manage the identification, evaluation, and implementation of mitigation strategies to control of risks. Analyse and manage Asset Performance and provide periodic reports and recommendations to the User Departments to ensure optimal performance and utilisation of State assets as well as support budget provisions. Provide management support to the unit/ section.
- ENQUIRIES** : Mr P Chiapasco Tel No: (012) 406 1063
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-40@dpw.gov.za)
- POST 26/114** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Re-advert, applicants who applied previously are encouraged to reapply.
- SALARY** : R1 162 200 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Durban Regional Office Ref No: 2023/277 A (X1 Post)
Johannesburg Regional Office Ref No: 2023/277 B (X1 Post)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Supply Chain Management, Public Administration, Economics, Management Sciences or Built Environment Profession and five (5) years' experience at Middle/Senior management level in Supply Chain Management; Movable Assets Management; Provisioning Administration; LOGIS; BAS Procurement; GMC/CMC/SIPDM/SLLPPS. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes; Financial management and systems. Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing; Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful; Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.
- DUTIES** : Manage the development and implementation of and update policies and strategies -:Make recommendations for changes and improvements to existing standards, policies, and procedures; Manage the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures; Manage and control the demand function in relation to goods and services, infrastructure demand and property demand-:Manage the Demand Management process; Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives and Preferential Procurement Regulations; Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Manage and control the acquisition function in relation to goods and services, infrastructure and property: Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes; Ensure that integrity of all

procurement functions is maintained; Manage the establishment of the bid specification, bid evaluation and bid adjudication committees; Oversee the proper functioning of the committees; Chair the Sub-Bid Adjudication Committee meetings; Report on the performance of the committees; Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. The management of logistic support services: Ensure implementation in compliance with the Framework for Supply Chain Management; Manage the procurement of assets, supplies and services; Manage the vehicle fleet; Manage transport and travelling; Manage Auxiliary Services and Archives; Establish and manage service level agreements with service providers. Manage and control the movable assets and maintain accurate and complete movable asset register:-Put in place monitoring controls for movement of assets; Ensure that proper procedures are followed with the movement of assets; Implement effective systems of movable assets verification within the Region; Maintain the movable assets register on the system; Compile moveable asset acquisition, disposal and maintenance plans; Ensure that maintenance information is registered on systems; Manage and monitor the warranties and guarantees of moveable assets; Ensure that maintenance information is registered on systems; Ensure the effective and efficient disposal of movable assets; Manage financial reporting processes on movable assets. Design and implement measures to eliminate fraud and corruption within SCM processes.

- ENQUIRIES** : Mr R Naidoo Tel No: (021) 406 1191
- APPLICATIONS** : All applications for this position must be submitted only via email to:
Recruitment23-41@dpw.gov.za (Durban)
Recruitment23-42@dpw.gov.za (Johannesburg)
- NOTE** : (Both positions are targeted for females and/ or Persons with Disabilities)
- POST 26/115** : **DIRECTOR: ARCHITECTURAL SERVICES (TECHNICAL SERVICES) REF NO: 2023/277**
 Re-advert, applicants who applied previously are encouraged to reapply.
- SALARY** : R1 162 200 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Architecture. A minimum of five (5) years' experience in MMS/SMS level and 10 years registration with SACAP as a professional architect. A master's degree in architecture will serve as an added advantage. Knowledge: Architectural design within the infrastructure planning, construction and procurement systems, Architectural legislations, Architectural norms and standards, Occupational and health standards, Contract management, technical knowledge of the general built environment. Skills And Experience: Co-ordinate design and integrate across disciplines, Utilisation of Industry standard Architectural related Computer Packages, Programme and Project Management skills, Effective communication, Computer literacy, Organisation and planning, Problem solving skills and solutions orientated, Decision making skills, Mentoring ability, Financial and Budget Management skills.
- DUTIES** : Develop Architectural concepts and designs Develop Architectural and Urban Design Guidelines compliant to legislative and green building standards. Alignment to IDMS for planning improvements. Development of Norms and Standards to support Government Infrastructure delivery. Perform review and approvals of designs and technical proposals. Commission the preparation of proto-type designs for a variety of building categories. Formulate policy on design to support planning for construction and input into specifications. Provide technical support in the development of accommodation solutions. Contribute to the development of architectural related policies, methods and best practices. Support Project Managers on matters relating to developed concepts and designs. Financial management of the Directorate's budget. Management of the Human Resources of the Directorate, including development and monitoring of Directorates Business plans, for improved service delivery. Ensure Mentoring and development of Young Professionals. Assist with architectural inputs on preparation of tender documents. Evaluate building designs. Liaise and interact with service providers. Ensure and facilitate skills transfer.
- ENQUIRIES** : Ms. S Subban Tel No: (012) 406 1790

- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-43@dpw.gov.za)
- POST 26/116** : **DIRECTOR: QUANTITY SURVEYING: TECHNICAL SERVICES REF NO: 2023/278**
Re-advert, applicants who applied previously are encouraged to reapply.
- SALARY** : R1 162 200 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Quantity Surveying. A minimum of five (5) years' experience in MMS/SMS level and 10 years registration with the professional body (SACQSP) of The South African Council for the Quantity Surveying Profession. Must be able to travel. Knowledge: Quantity surveying legislation policies and standards and indices, technical knowledge of the general built environment, Contract management, Quantity surveying methods and practices, Public Financial Management Act, Cost management, Risk management. Skills And Experience: Advanced communication, Programme and project management, Utilisation of industry standard, Quantity Surveying packages and programmes, Computer literacy, Organisation and planning, Problem solving skills, Solutions orientated, Decision making skills, Mentoring ability, Financial and Budgeting Management skills.
- DUTIES** : Develop, manage, and maintain quantity surveying related policies, aligned to best practice methods and standards – develop and maintain building cost database in alignment to the industry norms. Assist with the development of building cost and space norms and quantification thereof; including costing of accommodation solution towards as MTEC budget framework requirements and project proposals. Prepare reports on projected costs for feasibility of projects. Develop financial models for various implementation methods towards cost effective accommodation solutions. Advice and support project managers on Quantity surveying related matters. Verify building cost estimates; prepare cost estimates on designs and design changes. Financial management of the Directorate's budget. Management of the Human Resources of the Directorate, including development and management of Directorate's business plans for improved service deliver, ensure mentoring and development of your Quantity Surveying Professionals and facilitate skills transfer.
- ENQUIRIES** : Ms. S Subban Tel No: (012) 406 1790
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-44@dpw.gov.za)
- NOTE** : (This position is targeted for females and/ or Persons with Disabilities)
- POST 26/117** : **DIRECTOR: INDUSTRY RESEARCH REF NO: 2023/279**
Re-advert, applicants who applied previously are encouraged to reapply.
- SALARY** : R1 162 200 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in the Built Environment, Commerce, Finance, Business Administration or any other relevant analytical qualification; Professional registration with applicable Professional Councils; 5 years middle/ senior management relevant work experience; Relevant experience in construction, property and economic research as it pertains to immovable asset management, and applying it to the compilation of, among other, strategic reports and presentations, tariff structures and government sector operational requirements; Proven managerial abilities. Knowledge: MS Office Word, Excel & Power Point; SAS, research and information gathering; budgeting, financial planning and forecast; work with and understand large data files; data management tools such as Access, SQL and analysing large data using quantitative techniques; understanding of government socio-economic policies and principles; in-depth understanding of the built environment; understanding of the property and construction environment; property and facilities management; financial modelling; investment management; risk management; programme and project planning; Understanding of government socio-economic policies and principles; Skills: Strong analytical (quantitative as well as qualitative) skills; building models,

data mining and on line market research skills; advanced MS Excel skills; extract, analyse and interpret data; planning; report writing; presentation; problem solving; research; analytical thinking; resourcefulness; understanding advance financial concepts and ability to communicate at all levels; advanced ICT proficiency; advanced and technical report writing personal attributes: Personal Attributes: Innovative; trustworthy; approachable; assertive; people orientated; hardworking; interpersonal skills; self-motivated and self-starter; passion to improve business efficiencies and work tight deadlines. Other: Willing to adapt work schedules in accordance with office requirements.

DUTIES

: The successful candidate will be required to provide insights and tools to various stakeholders on the property and construction sectors through the analysis and interpretation of economic, social, industry, market and internal trends to enable efficient and effective decision-making in the Department's immovable asset management programme. Duties will include, inter alia, Research and analysis of economic, social, industry, market and internal trends in relation to the construction and property sectors (including reporting on trends and asset management best practices, public and private participation to keep abreast of emerging innovations and trends in asset management, supporting asset management planning, inventory management and performance management); Providing a framework and managing the development and implementation of data management for the REIS Branch (including the introduction of effective data management, maintenance and quality assurance procedures as well as the establishment of an integrated, reliable database); Providing a framework and managing the development and implementation of analytical tools, models and best practice investment related policies as required in support of Departmental asset management practice (including the identification, development and implementation of analytical tools and methodologies that assist various units in planning and decision making, research and recommending software that can assist investment decisions and the development of certain fit-for-purpose investment related policies based on best practice); Providing business innovation intelligence and strategy for the Department's Property Trading Entity (including the suggestion of income generating asset class strategies for implementation by the trading entry, commissioning and navigating studies on identifying and capitalizing hidden assets, comparative research and analysis to identify investment opportunities among specific metropolitan areas located within a region or nationally, and working with other institutions to leverage off latest innovations); Providing advisory services to various internal and external stakeholders (including presenting research insights to various PMTE stakeholders, training units on any developed analytical tools relevant to their business, updating latest trends relevant to business units, fostering relationships with academic and private institutions, and involvement in industry activities (events, conferences, share sessions, etc.) to help stay abreast with industry trends); Leading and managing the Industry Research Directorate (including establishing and maintaining appropriate internal controls and reporting systems in order to meet performance expectations, developing, managing and reporting on the operational plan of the Directorate and reporting on progress as required, managing performance and development of employees, establishing, implementing and maintaining efficient and effective communication arrangements, compiling and submitting all required administrative reports, quality controlling work delivered by employees, managing and monitoring the budget and expenditures for the Directorate).

ENQUIRIES

: Mr. PF Chiapasco Tel No: (012) 406 1063

APPLICATIONS

: All applications for this position must be submitted only via email to: Recruitment23-45@dpw.gov.za

POST 26/118

DIRECTOR: ACQUISITION MANAGEMENT (PROPERTY AND FACILITIES MANAGEMENT) (SCM) REF NO: 2023/280

Re-advert, applicants who applied previously are encouraged to reapply.

SALARY

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

CENTRE

: Head Office (Pretoria)

REQUIREMENTS

: An Undergraduate qualification (NQF level 7) in either Supply Chain Management, Public Administration, Economic Management Sciences or related Property and Facilities Management and five (5) years' experience at

Middle/Senior management level in Supply Chain Management. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including; Public Finance Management Act, Framework for Supply Chain Management, Framework for Minimum Training and Deployment, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act, Public Service Regulations, Promotion of Access to Information Act, Government procurement systems and processes, Financial management and systems. Skills: Strategic management, Programme and project management, Senior management skills, Sound analytical and problem identification and solving skills, Computer literacy, Numeracy, Relationship management, Interpersonal and diplomacy skills, Decision making skills, Motivational skills, Presentation skills, Negotiation skills, Advanced communication skills (including report writing); Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner, High ethical standards, Able to conduct business with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative, Creative, Solution orientated – ability to design ideas without direction, People orientated, Hard-working, Highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results, willing to adapt work schedule in accordance with professional requirements.

DUTIES : Design, implement and manage the procurement model - research and design procurement processes; design, develop and manage the Departmental procurement model; ensure compliance with the Framework for Supply Chain Management; Oversee the utilisation of the Central supplier Database in quotation processes; manage procurement processes related to:-Built Environment (Capital and Maintenance);Asset Management (Leasing, Acquisition and Disposal); and Provisioning Administration; manage the Bid Committee process; ensure adherence to prescripts of the Construction Industry Development Board in the case of a bid relating to the construction industry; provide advice regarding the appointment of consultants according to instructions and selection methods. Provide procurement-related support and development-develop, implement and maintain related policies and procedures; monitor and evaluate compliance of procurement processes with relevant policies and procedures; analyse and report on Black Economic Empowerment and development programmes; maintain and report statistics on the procurement model; implement and maintain a system for reporting and evaluation of procurement awards; provide advisory support to management on the implementation of the most appropriate procurement methods, when such expertise is required; provide operational support, related training and development; communicate with industry suppliers regarding the procurement model; liaise and interact with other state institutions regarding the procurement. Lead and Manage the Directorate - manage office administration services; manage human resource, equipment and finances; manage employment-related processes. Design and implement measures to eliminate fraud and corruption within SCM processes. Manage and respond to audit findings and develop Audit Action Plans.

ENQUIRIES : Mr R Naidoo Tel No: (012) 406-1191
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-46@dpw.gov.za)

POST 26/119 : **DIRECTOR: IAR CONTROLLER AND REPORTING REF NO: 2023/281**
 (36 Months Contract)
 Re-advert, applicants who applied previously are encouraged to reapply.

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

CENTRE : Head Office (Pretoria)
REQUIREMENTS : Undergraduate qualification (NQF level 7) in Commerce, Management, Business Administration, Asset Management or equivalent qualification. Appropriate experience in Accounting for immovable assets, financial reporting and State Land Administration. Five (5) years relevant experience at MMS/SMS/middle management level. Knowledge Of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management,

- GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent interpersonal skills and Communication skills. Good Verbal and written communication skills. Ability to work under pressure and deadline driven.
- DUTIES** : Manage the implementation of robust Immovable Asset Management policies and standard operating procedures and control frameworks. Ensure regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements. Monitor and evaluate the effectiveness of IARM policies and procedures. Provide support to technical and other units that inform GRAP compliance. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the IFS and AFS. Ensure that all capital projects are correctly recorded on the IAR on a monthly basis. Address management assertions in order to develop and maintain a complete and accurate IAR including acquisitions, valuations, disposals and transfers. Manage application of the Deemed Cost Model to ensure compliance with the applicable GRAP standards. Manage monthly reconciliations between the IAR and the general ledger. Provide advisory support to management on asset register. Manage budget and expenditure of the component efficiently. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements. Manage the training and development needs for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets. Manage the design and implementation of the audit remediation and improvement plans for immovable assets.
- ENQUIRIES** : Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-47@dpw.gov.za
- POST 26/120** : **DIRECTOR: PHYSICAL SECURITY OPERATIONS REF NO: 2023/282**
Re-advert, applicants who applied previously are encouraged to reapply.
- SALARY** : R1 162 200 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF 7) B Degree in Security Management, Policing, Management Sciences or related qualifications, State Security Agency (SSA) Security Managers Course. Five (5) years relevant experience at MMS/SMS/middle management level. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards (MISS). Disciplinary procedures and what constitutes unprofessional conduct. Departmental business processes. National Strategic Intelligence Act national information security policy. Risk and threat management. Safety and security management and administration, including-security auditing. Physical security measures. Contingency planning. Occupational health and safety. Personnel security. Document security. Surveillance. Information technology security. Fire regulations and fire protection and communication security (cryptography). Security vetting. Security breaches and investigations. Skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Client Orientation and Customer Focus. Communication. Computer Literacy. Employee Performance Management and Development. People Management and empowerment. Organising and Planning. Policy Development. Decision Making. Problem Solving. Conflict Management. Operational Planning. Motivational. Interpersonal Relations. Personal Attributes: Tenacity, Dedication, Honesty, Exceptional level of integrity, Objectivity, Innovation, Resourceful, Adaptability, Creative, Solution Orientated, Ability to design ideas without direction, Conflict management, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hardworking, Highly motivated.
- DUTIES** : Oversee the development of Physical Security strategies, policies and procedures. Manage the identification of risks and threats to the security of the Department, and vulnerabilities in the organisational capacity to counter such. 97 Ensure the development of policies and procedures related to physical

security in line with applicable prescripts. Ensure development and evaluation of appropriate security measures. Monitor compliance with the physical security policies and measures. Oversee the implementation of physical security services:- Oversee the implementation of security protocols i.e. access control and others. Review reports on incidents and breaches to form proposals for improvements. Manage the planning and co-ordination of security operations for specific events. Monitor security operations within the Department and ensure sound and safe environment. Manage physical inspections (physical security audits) of property to ensure compliance with security policies and regulations. Oversee the management of outsourced physical security service providers and security contracts. Oversee security service providers rendering Physical Security service. Oversee the development of security service level agreements (SLA) and ensure implementation. Ensure compliance with the contract deliverables and obligations. Manage Directorate Physical Security Operations. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage the performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Monitor the budget and expenditures for the Directorate.

ENQUIRIES : Mr R Muthanyi Tel No: (012) 406 1629
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-48@dpw.gov.za)

POST 26/121 : **DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: 2023/283**
 Re-advert, applicants who applied previously are encouraged to reapply.

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

CENTRE : Head Office (Pretoria)
REQUIREMENTS : An undergraduate qualification in Human Resource Development, Human Resource Management, Public Administration, Public Management, Industrial Psychology or any relevant qualification (NQF level 7) as recognized by SAQA. Five (5) years' relevant experience at a middle or senior management level (MMS/SMS) with an extensive experience in the field of Human Resource Development (HRD). Managerial experience and financial management. Extensive knowledge in training and development practices. Skills: Writing and facilitation as well as sound communication (both verbal and written), good interpersonal skills, financial and managerial skills, co-ordination skills, excellent computer skills in MS Excel, PowerPoint and MS Word. JOB Knowledge: Extensive knowledge of the ETD environment including the SAQA, NQF Frameworks and SETA's. Knowledge of National Skills Development Strategies and standards as well as practices. Thorough knowledge of the Skills Development Act and other Regulatory Frameworks related to HRD. Programme and project management. Knowledge of Performance Management System (PMDS) and Bursary administration. Competencies required: Innovative, strategic and creative thinking, ability to communicate at all levels, people orientated, ability to perform under pressure.

DUTIES : Manage the development and implementation of human resources development policies, strategies and procedures. Provide leadership in HRD matters. Manage and ensure implementation of skills development and career management in the Department. Ensure efficiency in management and administration of training matters. Manage the facilitation of Compulsory Induction Programme (CIP), Orientation programme, Recognition of Prior Learning (RPL) and Adult Education and Training (ABET). Manage conducting of skills Audit within the Department. Manage the performance management and development systems, and bursary programme in the Department. Manage budget of the directorate.

ENQUIRIES : Mr. JJ Nkwanyana Tel No: (012) 406 1678
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-49@dpw.gov.za)

POST 26/122 : **DIRECTOR ADMINISTRATION: OFFICE OF THE DG REF NO: 2023/284**
Re-advert, applicants who applied previously are encouraged to reapply.

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

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate (NQF 7) qualification in Public Management or Administration or equivalent qualification. Five (5) years MMS/SMS relevant experience in an executive environment. Knowledge: Technical knowledge of the built environment industry; Applicable legislation, norms and standards related to the built environment industry, including the PFMA, Treasury Instructions, PSA, PSR and MISS Act; Functioning of national, provincial and local government; Fundamental economics; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulations. Personal Attributes: Innovative; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level; People orientated; Trustworthy; Assertive; Ability to work independently. Skills: Executive management skills; Sound analytical and problem identification and solving skills; Advanced communication; Language proficiency; Advanced report writing, Strategic management; Financial management; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Programme and project management; Time management; Decision making skills; Conflict management; Negotiation skills; Motivational skills; Influencing skills. Other: Willing to adapt work schedule in accordance with professional requirements; Security clearance.

DUTIES : Represent the Office of the Director General in executive management forums and processes, Participate in structures (TMC, MANCO and HOD Public Works) and processes as directed by the Director General; Participate/ensure representation, and manage and assess reports of FOSAD or related committees on behalf of the Director General; Provide strategic advice regarding MINMEC and NEDLAC issues; Co-ordinate, integrate and support the involvement of the Department in Cluster activities; Engage and interact with the Ministry regarding Cabinet; parliament and Cluster related issues; Optimise the effectiveness of the Office of the Director General-Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery to the Director General; Re-engineer management processes and co-ordinate management review processes related to the Office; Effectively manage, monitor and track information related 109 to the Office of the Director General; Articulate, co-ordinate, monitor and assess strategic, corporate and operational issues and provide advice with regard thereto to the Director General; Review, determine the impact and provide comments regarding departmental and external submissions addressed to the Director General; Assess audit reports and ensure that the Department is providing value for money; Support the preparation of presentation to be made by the Director General to key stakeholders. Manage the administration of the Office of the Director General, Direct the diary of the Director General; Approve administrative matters related to senior managers who report directly to the Director General as required; Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements; Co-ordinate research; Support the security profile of the Office. Management of the directorate:-Ensure that the directorate complies with the Medium Term Expenditure Framework; Manage the effective and efficient implementation and maintenance of risk management processes on immovable property; Undertake key account management of immovable properties entrusted with the directorate; Maintain conducive professional relationships with stakeholders and clients; Establish and maintain good working relations with all stakeholders and client departments; Control and manage human, financial and physical assets attached to the directorate.

ENQUIRIES : Mr SC Zaba Tel No: (012) 406 1544/1359

APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-50@dpw.gov.za)

POST 26/123 : **DIRECTOR: VERIFICATION AND CONDITION ASSESSMENT REF NO: 2023/285**
(36 Months Contract)
Re-advert, applicants who applied previously are encouraged to reapply.

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

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate (NQF 7) qualification in Commerce, Business Administration, Real Estate Management, Asset Management, State Land Administration or equivalent qualification. Extensive experience in Real Estate Management, Asset management and State Land Administration. Five (5) years MMS/SMS relevant experience in Real Estate Management, Asset management and State Land Administration. Five (5) years MMS/SMS relevant experience in Real Estate Management, Asset management and State Land Administration. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Computer literacy, Decision making skills. Ability to work under pressure, Negotiation skills, excellent inter-personal skills and Communication skills, Good verbal and written communication skills. Ability to work under pressure and deadline driven.

DUTIES : Manage the planning and execution of physical verification of land and buildings over a five (5) year cycle; Manage the planning and execution condition assessment of buildings and significant components over a five (5) year cycle; Ensure completeness of coastal reserves through identification, surveying and verification; Investigate and report on variances; Make necessary recommendations to resolve discrepancies; Ensure the updated register; Ensure rehabilitation of unused buildings. Compile and enhance Asset Register in compliance with GIAMA and GAAP; develop and implement processes for efficient management of immovable assets; monitor and evaluate compliance of policies and processes. Provide advisory support to management on asset register; Manage budget and expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets. Undertake researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; ensure that all Immovable Asset Register policies contribute to the Departments` strategic objectives; Manage the development of strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies; Ensure capitalisation, de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP requirements.

ENQUIRIES : Mr S Sokhela Tel No: (012) 406 1143/2043

APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-51@dpw.gov.za

POST 26/124 : **DIRECTOR: STATE PROPERTY DEVELOPMENT (METROPOLITAN) REF NO: 2023/286**

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

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A B-Degree (NQF Level 7) in Real Estate Management or equivalent qualification in built environment. 5 years relevant experience in Real Estate Management environment or related field at MMS level. Knowledge of Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Construction Industry; Client relations; PFMA /Treasury Regulations, Practice Notes, Instructions, Circulars. Financial management; Occupational Health and Safety Act of 1993 and Regulations. Preferential Procurement Policy and Framework. Skills: Management skills, Sound analytical and problem identification and solving skills, Marketing and liaison, Advanced communication, Advanced report

writing, Research methodologies, Financial administration, Financial analyses, Computer literacy, Programme and project management, Time management, Conflict management and Motivational skills. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level. Able to establish and maintain personal networks. Ability to work independently.

DUTIES

: To oversee the establishment of Development Framework Plans for government precincts in line with PMTE business plan objective of the provision of appropriate accommodation solution to national client departments : Provide guidance on the objective of precinct development ventures and specific site development deliverables. Monitor precinct concept development and packaging, project budget, spending and job creation success Advise/monitor public participation, participate in precinct development seminars, briefing of management on precinct roll-down performance. Manage site planning and development intervention, moratoriums, objections and risk. Attend/participate in precinct meetings with other spheres of government, service providers, role players and design forums. Ensure community and other stakeholders/role-player liaison as required on precinct development. Revitalisation and development of urban centres for urban economies. Oversee appointment and co-management of service providers on precinct development level. Advice on precinct development funding methodologies and models in conjunction with national treasury. To oversee planning and implementation of plans for the development of precincts -: Oversee the development of precinct development deliverables and ensure such development initiatives are sustainable in invention and implementation. Oversee the delivery of in depth precinct development plans to meet PMTE business plan. To develop and implement strategic government renewal project that will compliment and care for national government assets in urban centres. The identification and packaging of government precinct for implementation. Monitor that government precincts are delivered to the required specification and standards within agreed budget and programs, in order to meet expenditure, receipt and physical output. To verify that the precinct projects contribute to social, economic and physical renewal of its area. The revitalisation of the selected urban localities and job creation through the refurbishment of infrastructure, local economic development projects and social integration. Oversee the closing of SLA's with local authority's renewal site/project implementation. Support/manage regional precinct projects. Oversee the appointment of appropriate consultants required to implement the approved government precinct projects. Attend project initiation and precinct meetings. Advice on the packaging of government catalytic projects. Oversee the preparation of project schedules, execution plans and project management documentation. Oversee the procurement of required service provider to finalise precinct development and to execute the work. Monitoring and assessment of precinct management/development. Coordinate with relevant stakeholders and DPW support services Oversee the delivery of strategic precinct conceptualization and master planning, and to continuously address precinct change and re – development. Determine optimal integration of best accommodation solutions into the urban fabric and ensure alignment with MTSF and NDP To ensure good corporate governance and management of the Directorate- provide strategic and management reports; provide adequate management to ensure the attainment of the department's strategic objectives; manage all the resources allocated to the directorate; develop and maintain interrelations with stakeholders; facilitate capacity building initiatives; compile and present reports on the functioning of the directorate; Incorporate and implement new and innovative ideas on best practices.

ENQUIRIES

: Ms CJ Abrahams Tel No: (012) 406 3080

APPLICATIONS

: All applications for this position must be submitted only via email to: Recruitment23-52@dpw.gov.za

POST 26/125

: **DIRECTOR: EPWP MONITORING REF NO: 2023/287**

SALARY

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

CENTRE

: Head Office (Pretoria)

REQUIREMENTS

: A B Degree in Social Sciences/ Statistics or related qualification. 5 years middle management experience related to monitoring and evaluation and data

analysis. Knowledge of Expanded Public Works Programme (EPWP). Monitoring and evaluation framework and processes, Business process modelling, Design of Service Level Agreements, Statistical Analysis. Skills: Project management, Communication, presentation and training, Report writing, Motivational, People management, Time management, Conflict management and Motivational skills. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level. Able to establish and maintain personal networks. Ability to work independently.

DUTIES

: Monitor the Expanded Public Works Programme performance: Ensure the development and maintenance of performance monitoring framework, tools and guidelines. Ensure that all obligations are adhered to and implementation meets project targets. Analyse implementation progress reports and identify problems, causes of potential bottlenecks, and provide recommendations. Validate reported EPWP projects in line with policies and guidelines. Monitor and report on policy and legislation compliance. Provide advice and guidance in various fora in relation to the EPWP reporting. Manage the development, implementation and monitoring of EPWP incentive grants models: Design the incentive grant models. Facilitate the publications of the allocations. Produce quarterly incentive grant reports. Ensure the development and review of the incentive grant manuals. Maintain Service Level Agreements between EPWP and the implementing bodies. Lobby for public bodies to participate in EPWP. Manage the provision of capacity building and training on performance monitoring and reporting: Provide guidance to the implementing bodies in preparing progress reports in accordance with approved reporting formats and ensure their timely submission. Develop and implement training strategies in support of EPWP monitoring and reporting system. Manage training process to enhance capacity building on monitoring and reporting. Guide the implementing bodies in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission; Establish and maintain partnerships to strengthen and facilitate the provision of job opportunities. The effective management of the directorate- Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Maintain of discipline; Manage performance and development; Establish, implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the directorate and report on progress as required; Serve on transverse task teams as required; Quality control of work delivered by employees; Monitor the budget and expenditures on revenue and debt management directorate.

ENQUIRIES APPLICATIONS

: Ms CJ Abrahams Tel No: (012) 406 3080
 : All applications for this position must be submitted only via email to: Recruitment23-53@dpw.gov.za

POST 26/126

: **DIRECTOR: ACQUISITION MANAGEMENT (GOOD AND SERVICES) REF NO: 2023/288**

SALARY

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

CENTRE REQUIREMENTS

: Head Office (Pretoria)
 : A B Degree (NQF7) in SCM/Procurement, Public Management or relevant equivalent qualification. 5 years middle/senior management experience in SCM. Knowledge of Public Finance Management Act, Public Service Regulations, National Treasury regulations, guidelines and directives (MTEF, ENE), preferential procurement policy, Government supply chain management framework, Government Budget systems and procedures, Government Financial Systems, Financial prescripts (GAAP and GRAP). Skills: Ability to conduct research and gathering of information, Ability to work on specific timeframes, Management skills, Decision making, Project management skills. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level. Able to establish and maintain personal networks. Ability to work independently.

DUTIES

: Manage the development, review and maintenance of acquisition management policies, strategies and procedures: Undertake research on latest trends in the area of responsibility. Manage the development and implementation of effective and efficient procedures, strategies and policies in line with applicable

prescripts. Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Monitor and ensure compliance with applicable policies and procedures. Ensure the implementation of sound effective and efficient internal control system. Manage the execution of acquisition services: Manage the compilation and approval of supply chain acquisition management plan. Oversee the bidding process. Oversee the execution of the acquisition management plan. Manage the utilisation of the Central supplier Database in the bid/quotation processes. Control and oversee a compliant execution of the bid/quotation processes. Ensure that integrity of all procurement functions is maintained. Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. Monitor and review the acquisition management activities. Manage the establishment and functioning of the bid specification, bid evaluation and bid adjudication committees: Ensure nomination and approval of bid committee members. Oversee the proper functioning of the committees. Ensure provision of secretariat services to bid committees. Report on the performance of the committees. Manage the Directorate:- Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports; Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate.

ENQUIRIES : Mr R Naidoo Tel No: (012) 406 1191
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-54@dpw.gov.za)

POST 26/127 : **DIRECTOR: AFRICAN CO-ORPERATION REF NO: 2023/289**

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

CENTRE : Head Office (Pretoria)
REQUIREMENTS : A B Degree (NQF 7) in Public Administration/ Public Management or any other relevant field. 5 years relevant MMS/SMS experience. Knowledge of Strategic management processes, Business planning processes, Applicable legislation, norms and standards related to the management of foreign relations, Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act, Functioning of national, provincial and local government, Fundamental economics, Structure and functioning of the Department, Linkages with government clusters, Departmental standards and regulations. Skills: Strategic management processes, communication (verbal and written); financial administration; computer literacy; advanced interpersonal and diplomacy skills; general office management and organisational skills; project management; motivational skills; Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level. Able to establish and maintain personal networks. Ability to work independently.

DUTIES : Manage the development and review of policies, strategies and frameworks to support the international relations focusing on African partnerships:- Conduct research on relevant legislations and framework. Participate in optional analysis processes for the department's participation in the African boundary. Manage information collection processes for the development of African Cooperation business plans, policies and guidelines. Ensure formulation or review of policies and guidelines based on related best practices and prescripts. Manage the development, implementation and maintenance of operational plans and programmes. Manage strategic development processes for the department's participation in the African boundary. Ensure the articulation of strategic goals and objectives into operational and support plans and programmes. Ensure that the policies, guidelines and standards are aligned to the Department's strategic objective. Ensure that all policies and guidelines are communicated to all relevant stakeholders and interested parties. Monitor and ensure compliance to relevant legislative prescripts and policies within area of responsibility. Manage the planning of department's participation and provide feedbacks on international engagements in Multi and

Bilateral issues: Provide strategic processes and plans on the department's participation in Multi and Bilateral issues. Facilitate and participate in international Multi and Bilateral discussion forums and conferences. Develop and implement intervention and problem solving mechanism on multi and bilateral related issues. Undertake a continuous review, monitoring and evaluation of the department's participation in multi and bilateral processes; Collate and present progress reports on participation in African Cooperation. Establish and maintain effective global stakeholder relations-: Establish and maintain international and local networks and cordial relations with foreign and special projects stakeholders. Develop and maintain an effective communications strategy with all stakeholders on the development department's global participation. Ensure effective distribution of information to interested stakeholders. Support the department on international information sharing initiatives. Manage the Directorate-: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports; Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate.

ENQUIRIES : Mr A Mthombeni Tel No: (012) 406 1100
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-55@dpw.gov.za)

OTHER POSTS

POST 26/128 : **DEPUTY DIRECTOR: IMC CO-ORDINATION REF NO: 2023/290**

SALARY : R811 560 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Social Sciences or related. Appropriate experience in the relevant field at ASD level. Knowledge of the Expanded Public Works Programme (EPWP), Government Job Creation Policies, Programme and Project Management, Monitoring and Evaluation methods, Government policies and legislation, Financial Administration, Effective communication (verbal and written) skills, Advanced report-writing skills, Effective project management, Problem identification and solving skills, Advanced interpersonal and diplomacy skills, General office management and organisational skills, Valid driver's license.

DUTIES : Coordinate all the Secretariat functions of the Public Employment Programme Inter-Ministerial Committee (PEP-IMC) and National Coordination Committee (NCC) structures within the EPWP. Arrange EPWP Governance Structure meetings, including all logistical requirements and related meeting documents. Develop and collate monthly progress reports. Develop annual schedules for the EPWP Governance Structures. Ensure follow-up with the implementation on decisions taken during meetings. Develop and update guidelines/templates for the PEP-IMC functions as and when required. Monitor the implementation of the PEP-IMC resolutions and recommend remedial action for non-compliance where possible. Manage the PEP-IMC research studies. Ensure proper records and documents management for the PEP-IMC and NCC. Participate and represent the EPWP in national, provincial and municipal forums. Undertake Human Resource and other related administrative functions. Serve on transverse task teams as required.

ENQUIRIES : Ms L Nkuna Tel No: (012) 492 3011/082 413 9975
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 26/129 : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2023/291**
 (24 Months Contract)

SALARY : R811 560 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Auditing/Accounting. Chartered Accountant/Post graduate SAICA qualifications and a practicing auditor with appropriate experience at Audit Supervisor Level. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Membership of SAICA/IIA. Knowledge of Teammate and driver's license will be an added advantage. Prepared to be subjected to security clearance.
<u>DUTIES</u>	:	Assist the Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program in the Internal Audit to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits (predetermined objectives) and performance.
<u>ENQUIRIES</u>	:	Mr. L Gayiya Tel No: (012) 406 1402
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 26/130</u>	:	<u>PRODUCTION ENGINEER: STRUCTURAL (GRADE A) REF NO: 2023/292</u>
<u>SALARY</u>	:	R795 147 per annum, all-inclusive salary package, (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	At least a BSc or BEng in Civil Engineering. A minimum of 3 years post qualification relevant experience in the field of structural engineering. Compulsory registration as a Professional Engineer (Pr. Eng) with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in the field of structural engineering which includes but not limited to: design and construction of: concrete structures; Steel structures and masonry structures. Experience in computer aided programs such as Revit, Prokon, Strand and AutoCAD. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main types of contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SANS/OHSA). A valid driver's license (minimum code B) and the ability/willingness to travel are essential.
<u>DUTIES</u>	:	Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Managing and carrying out projects from start to finish (All project life cycle stages). Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of projects. Mentoring and training candidate engineers and technicians.

ENQUIRIES APPLICATIONS : Mr. T Mathabatha Tel No: (012) 406 1596
 : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 26/131 : **ASSISTANT DIRECTOR: LEASING & ACQUISITION REF NO: 2023/293**
 (Re-Advertisement Applicant who previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R527 298 per annum
 : Mmabatho Regional Office
 : A three year tertiary qualification (NQF Level 6) in Property Management, Financial Management, Legal Studies, Business Studies, Bcom Accounting, Real Estate, Property Law, LLB or Bcom Economics with experience in the Property Environment, Relevant working experience in Property Management, Supervisory experience. Extensive experience in Property Acquisitions will be an added advantage. Willingness to travel, A Valid undorsed driver's license. 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, Negotiation skills, Coaching and Mentoring, Presentation skills, Report writing skills, Planning and Organising, 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 clients department. Lead the procurement process for all procurements at Head Office. Make findings regarding Offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirement of client departments. Support in negotiating terms and condition 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 : Ms. D Mokhachane Tel No: (012) 406 1179
 : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr. T. Oagile

POST 26/132 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 2023/294**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification (NQF level 6) in Accounting/Financial Management qualification. Relevant experience in financial accounting environment plus preparations of financial statements will be added advantage. Knowledge: Public sector experience and knowledge of financial systems, financial prescripts, e.g. MCS, PFMA, GRAP and Treasury Regulations. Working knowledge of the transversal systems (BAS, PERSAL and LOGIS). Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline.

DUTIES : Ensure effective corporate governance processes and sound resources management. Review of disclosure notes and notes to the Annual and Interim Financial Statements. Provide guidance in compilation of inputs to AFS/IFS to regional offices and relevant units. Review working files as to be reasonably assured that supporting documents are in place to support disclosed transactions. Compilation and submission of Annual and Interim Financial Statements to the relevant authorities. Attend to audit queries. Management and clearing of suspense accounts and provide guidance to other units on the proper use of suspense accounts.

ENQUIRIES : Mr. L Ledwaba Tel No: (012) 406 1692
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works,
Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba
Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 26/133 : **STATE ACCOUNTANT REF NO: 2023/295**
(Re-advert: Applicants applied previously are encouraged to re-apply) (Ring-
fenced for people with disabilities)

SALARY : R294 321 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Accounting or Auditing or
Financial Management and related work experience. Knowledge of BAS,
PERSAL and any other accounting systems. Knowledge of WCS, PMIS and
SAGE will be an added advantage. Knowledge of PFMA, National Treasury
Regulations, procurement policies & MTEF. Knowledge & experience in
budgeting will be an added advantage. Knowledge and experience in auditing
will be an added advantage. Good verbal and written communication skills.
Organizational ability and good decision making skills. Have the ability to work
under pressure. Computer skills with proficiency in MS packages.

DUTIES : Control, manage and execute timely payment of all invoices/statements in
compliance to PFMA & National Treasury Regulations. Safe keeping of all
accounting documents/files/reports. Prepare monthly reconciliation of
Business Systems (PMIS/SAGE/PERSAL/SAGE/LOGIS/BAS). Render
support and assist in controlling and maintaining suspense accounts on a
monthly basis. Prepare and analyse reports. Budget preparation and support.
Manage and control payroll for the Regional Office. Compilation of workbooks
for financial statements inputs in accordance in GRAP.

ENQUIRIES : Ms D Mngoma Tel No: (031) 314 7018/ Ms BV Ngubane Tel No: (031) 314
7063

APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of
Public Works, Private Bag X54315, Durban, 4000 or Hand deliver at Corner
Pixley Kasem and Samora Machel Street, Durban.

FOR ATTENTION : Ms. NS Nxumalo

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.

OTHER POST

- POST 26/134** : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: "STATE ACC"**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Pretoria
: National Diploma (NQF 6) in Management Accounting/ Cost Accounting / Accounting or relevant related qualification as recognised by SAQA. Bachelor's Degree (NQF 7) in management Accounting / Cost Accounting / Accounting or related relevant qualifications would be considered an added advantage. Minimum of 1-2 years experience in a Management Accounting environment. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Computer Literacy (MS Office Packages), BAS. Possess the following skills: Communication, Planning and Organising, Interpersonal and Problem Solving, Teamwork, Basic numeracy, and Accuracy.
- DUTIES** : Render a budget support service to the unit. Assist with the compilation of the Budget including MTEF/ENE/AENE by collecting inputs from budget holders, consolidation of budget and funding inputs. Compare and verify the expenditure against budget and cash flow projections on a monthly, quarterly, and yearly basis. Assist with the analysis of expenditure patterns. Assist with the compilation and monitoring of the Demand Management plan of the Department in line with the allocated budget. Confirm funds before expenditure is incurred. In terms of reporting: Compile the IYM report in line with legislative prescripts, compile incorrect allocations report and inform the relevant unit of the incorrect allocation of expenditure, and Report any deviations against projections and budget. Provide general administrative support to the business unit. Compile cashflow projections and requesting of funds from safetyweb system on a monthly basis. Compile inputs for the Interim and Annual Financial Statements. Distribute documents with regard to the budget. Capture Budget and related transactions on BAS (Shifts, Virements, 37 etc). Communication with Internal and External Stakeholders. Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, templates, schedules, registers, and submissions. Give detailed advice on procedural and technical-related matters in respect of policies to ensure compliance with regulations.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
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 representativity 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.e. "REF NO: STATE ACC"
- CLOSING DATE** : 14 August 2023 at 16h00. Applications received after the closing date will not be considered.

2023 TO 2025 GRADUATE INTERNSHIP PROGRAMME

The Department of Small Business Development invites South African unemployed graduates who are between the ages of 18-35 to apply for the 2023/24 DSBD Graduate Internship Programme.

- APPLICATIONS** : Please forward your application, quoting the Reference number to HRD@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 14 August 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Conditions: Applications must be submitted on the recent Z83 application form, which comes into effect from 01 January 2021 as issued by the Minister of

Public Services and Administration in line with regulation 10 of the Public Service Regulation, 2016 as amended, which is obtained online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. All sections of Z83 must be completed (in full, accurately, legible, honestly, signed and dated) and must be accompanied by a comprehensive CV. Note: Applicants are not required to submit copies/ attachments/ proof/ certificates/ ID/ Driver licences/ qualifications on application, only when shortlisted. Only shortlisted candidates will be required to submit certified copies of qualifications and any other related document on or before the day of the interview which should not be older than six (6) months. In the main, these posts have specifically been earmarked for persons with disabilities. Candidates must be unemployed and in possession of appropriate matric/grade 12 and post-school qualifications, and not have previously served as an intern in the Public Service or similar capacity. Correspondence will be limited to successful 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. Candidates will be subjected to security clearance, and personnel suitability checks (criminal record check, citizenship verification and qualification or study verification). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

OTHER POSTS

- POST 26/135** : **GRADUATE INTERN: ENTREPRENEURSHIP REF NO: DSB/INT/ENTREPR/02**
 Branch: Enterprise Development, Innovation & Entrepreneurship
 CD: Entrepreneurship & Enterprise Development)
 Directorate: Entrepreneurship
 (Period: Twenty-Four (24) Month Contract)
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF7) in Economics / Public Administration Entrepreneurship / Development Studies or Business Management as recognised by SAQA.
- ENQUIRIES** : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB/ EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/INT/ENTREPR/02"
- POST 26/136** : **GRADUATE INTERN: COOPERATIVES BUSINESS SUPPORT REF NO: DSB/INT/COOPS/BUSNSUPP/01**
 Branch: Integrated Cooperatives and Micro Enterprise Development
 CD: Economic Transformation & Initiatives
 Directorate: Cooperatives Business Support
 (Period: Twenty-Four (24) Month Contract)
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF 7) in Public Administration / Business Management/Development Studies /Social Sciences / Economics as recognised by SAQA
- ENQUIRIES** : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB/ EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/INT/COOPS/BUSNSUPP/01"

- POST 26/137** : **GRADUATE INTERN: SECONDARY SECTOR REF NO: DSB/INT/SECNDSECT/01**
Branch: Sector Policy & Research (CD: Sector Specific Support)
Directorate: Secondary Sector
(Period: Twenty-Four (24) Month Contract)
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF7) in Public Administration / Business Management /Development Studies /Economics as recognised by SAQA.
- ENQUIRIES** : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB/ EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/INT/SECNDSECT/01"
- POST 26/138** : **GRADUATE INTERN: SECTOR-WIDE MONITORING AND EVALUATION REF NO: DSB/INT/SECNDSECT/01**
Branch: Sector Policy & Research
CD: Business Intelligence & Sector-Wide M&E)
Directorate: Sector-Wide Monitoring and Evaluation
Period: Twenty-Four (24) Month Contract)
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Undergraduate Degree (NQF 7) in Public Administration/ Business Management / Social Sciences /Economics or related as recognised by SAQA.
- ENQUIRIES** : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB/ EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/INT/SECNDSECT/01
- POST 26/139** : **GRADUATE INTERN: SMME POLICY AND OVERSIGHT REF NO: DSB/INT/SMMEPOLICY/01**
Branch: Enterprise Development, Innovation and Entrepreneurship
CD: Entrepreneurship and Enterprise Development
Directorate: SMME Policy and Oversight
(Period: Twenty-Four (24) Month Contract)
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF 7) in Public Administration/ Business Management/Development Studies/Economics or related as recognised by SAQA.
- ENQUIRIES** : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB/ EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/INT/SMMEPOLICY/01"

POST 26/140 : **GRADUATE INTERN: BUSINESS EFFICIENCY & EFFECTIVENESS OPTIMISATION REF NO: DSB/INT/BUSNEFF/OPTIM/01**
Branch: Sector Policy & Research
CD: Intergovernmental Relations and Business Efficiency
Directorate: Business Efficiency & Effectiveness Optimisation
(Period: Twenty-Four (24) Month Contract)

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF 7) in Economics / Development Studies / Business Management as recognised by SAQA.

ENQUIRIES : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/INT/BUSNEFF/OPTIM/01"

POST 26/141 : **GRADUATE INTERN: SUPPLY CHAIN MANAGEMENT (FINANCE) REF NO: DSB/SCM/TRAVELOFF//01**
Branch: Administration
CD: Financial Management
Directorate: Supply Chain Management
(Period: Twenty-Four (24) Month Contract)

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : National Diploma or Bachelors Degree (NQF6/7) in Supply Chain Management / Procurement / Logistics / Purchasing Management as recognised by SAQA.

ENQUIRIES : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/SCM/TRAVELOFF/01"

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 14 August 2023
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and copies of qualifications and identity document must accompany your signed application for employment (Z83). Shortlisted candidates for a post will be required to submit certified documents on or before the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr S Boshielo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 26/142** : **DEPUTY DIRECTOR-GENERAL: STRATEGY AND ORGANISATIONAL TRANSFORMATION REF NO: P1/A/2023**
(This is a re-advertisement. Candidates who previously applied must re-apply).
Senior Management Service
- SALARY** : R1 663 581 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE REQUIREMENTS** : HSRC Building, Pretoria
: An appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA PLUS a minimum of 8 to 10 years' experience at senior management level. Knowledge of: relevant Public Service legislation; Treasury Regulations; public management and administration principles; Public Finance Management Act; White Paper on Transformation of the Public Service; MACRO, MISO & MICRO policies such as DORA, MTSF, NDP, MTEF etc.; Public Service Statutory Framework and Public Service Act and Regulations. Track record in preparation and management of strategic plans, business plans and budgeting. Knowledge of financial prescripts of the Public Service, costing methodologies and performance measurement. Competencies needed: Strategic capability and leadership. Programme and project management. Financial management. Policy analysis and development. Information and knowledge management. Communication. Service delivery innovation. Problem-solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation, facilitation and coordination. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Political sensitivity. Cost consciousness. Honesty and Integrity.
- DUTIES** : Facilitate performance monitoring and evaluation of the implementation of policies and programmes. Manage the provision of risk management and anti-corruption programmes. Manage and coordinate strategic management and organisational development processes. Coordinate the provision of entity oversight and institutional support services. Manage the implementation of gender mainstreaming and diversity management programmes. Conduct research and facilitate the formulation and implementation of social policies. Manage the coordination, implementation, monitoring and reporting on outcome 13. Manage the implementation of risk management and anti-corruption programmes.
- ENQUIRIES** : Mr D Chinappan Tel No: (012) 312-7504
- NOTE** : In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
- POST 26/143** : **CHIEF FINANCIAL OFFICER REF NO: P1/B/2023**
Branch: Financial Management Services
(This is a re-advertisement. It is not necessary for candidates who previously applied to re-apply).
- SALARY** : R1 663 581 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE REQUIREMENTS** : HSRC Building, Pretoria
: An appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA Plus a minimum of 8 to 10 years' experience at senior management level. Knowledge of Treasury Regulations. Knowledge of public management and administration principles. Knowledge of Public Finance Management Act. Knowledge of White Paper on Transformation of Public Service. Knowledge of MACRO, MISO, and MICRO policies such as DORA, MTSF, NDP, MTEF etc. Knowledge of Public Service Act and Regulations. Track record in preparation and management of strategic

plans, business plans and budgeting. Knowledge of financial prescripts of the Public Service, costing methodologies and performance measurement. Knowledge of Public Service Statutory Framework. Knowledge of GRAP/GAAP, IAS and MTEF. Competencies needed: Programme and Project management. People management and empowerment. Financial management. Communication (written and verbal). Client orientation and customer focus. Analytical. Strategic and conceptual orientation. Strategic capability and leadership. Computer literacy. Change management. Knowledge of Information Management. Problem solving. Service delivery innovation. Monitoring and evaluation. Stakeholder management. Presentation, facilitation and coordination. Personal Attributes: Good interpersonal relations. Ability to work in a team and independently. Adaptability. Independent thinking. Cost consciousness. Honesty and integrity. Ability to work under pressure. Innovative and creative.

DUTIES

: Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Support the Accounting Officer and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Facilitate the implementation of national norms and standards where applicable. Advise the Accounting Officer pertaining to matters that have strategic and financial implications. Liaise with the relevant role players in the financial environment regarding transverse financial matters. Ensure effective and efficient financial management/ administration by collaborating in the development of training programmes or by providing direct training in financial matters to officials of the Department. Manage the financial and provisioning administration functions of the Department.

ENQUIRIES

: Mr D Chinappan Tel No: (012) 312-7504

NOTE

: In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

STATISTICS SOUTH AFRICA

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

- APPLICATIONS** : All applications must be submitted online on the following link: www.statssa.gov.za/recruitment
- CLOSING DATE** : 18 August 2023
- NOTE** : Applications must be a submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General information: Females, youth and people with disabilities are targeted for this position and are hereby encouraged to apply. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirement for SMS position is the pre-entry certificate (to be submitted prior to appointment). For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/smspre-entry-programme/>. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned post.

MANAGEMENT ECHELON

- POST 26/144** : **DEPUTY DIRECTOR-GENERAL: POPULATION & SOCIAL STATISTICS**
REF NO: 01/07/23HO
- SALARY** : R1 663 581 per annum (Level 15), (all-inclusive remuneration package)
- CENTRE** : Head Office
- REQUIREMENTS** : An Honour's degree (NQF 8) in Statistics/ Demography/ Economics/ Sociology, Training in Project Management and official statistics is essential. At least 8-10 years' relevant experience at senior managerial level, Proven track record in research, statistical processes, managing large statistical projects and compiling statistical reports, demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in managing transformation, change and diversity. Knowledge of government policies and initiatives and implementation thereof, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, good understanding of government policies and initiatives and the role of information in government decision-making, Knowledge of MS Office Suite, A valid driver's license. Excellent communication, analytical, conceptual, interpersonal and numerical skills, Ability to work in cross-cutting, functional project teams, Ability to work under pressure and meet deadlines, Ability to handle multiple and complex tasks and projects, Ability to empower staff and build capacity, A dynamic, self-driven, innovative and result-oriented worker who is customer and quality focused and

		is passionate about statistics and the economy, Willingness to work long hours and travel.
<u>DUTIES</u>	:	Lead the production of estimates at all levels of planning and provide the strategic leadership in the Branch. Lead the production of health and vital statistics. Lead the production of income and expenditure statistics, poverty and inequality statistics. Lead the production of quarterly labour force survey and quarterly employment statistics. Lead the production of social statistics. Oversee the quality, content development and data analysis of all products in the Branch. Represent Statistics South Africa in national, regional and international forums.
<u>ENQUIRIES</u>	:	Ms M Montsho Tel No: (012) 310 4889
<u>POST 26/145</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 02/07/23HO</u>
<u>SALARY</u>	:	R1 663 581 per annum (Level 15), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An Honour's degree (NQF 8) in Public Administration/ Commerce or equivalent with majors in Human Resources/ Financial Administration, 8 -10 years of relevant experience at senior managerial level, Experience in corporate service and project-driven environment, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Demonstrated strategic and operational management ability and experience, Knowledge of MS Office Suite, A valid driver's license, Knowledge of government policies and initiatives, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, Good understanding of government policies and initiatives and the role of information in government decision-making, Dynamic, self-driven, innovative and result oriented, Strong service delivery, customer and quality focus, Passionate about statistics, Good interpersonal skills, Intrinsic/ intense degree of communication, analytical, conceptual, numerical and computer skills, Ability to work in cross-cutting, functional projects teams, Ability to work under pressure and meet deadlines, Ability to handle multiple and complex tasks and projects, Willingness to travel extensively and work long hours.
<u>DUTIES</u>	:	Administratively oversee the administration of financial matters in relation to the Chief Directorate: Financial management, Ensure provision of innovative, effective and efficient human resources in relations to the Chief Directorate: Human resource Management & Development, Ensure provision of innovative, effective and efficient physical environment services which includes facilities, logistics, security management, Ensure provision of innovative, effective and efficient legal services, Monitor the corporate service function at provincial offices, Ensure provision of innovative, effective and efficient strategic and operational corporate support of organisational projects such as Censuses and surveys, Ensure provision of innovative, effective and efficient strategic and operational corporate support to other projects such as Stats SA's hosting national, regional and international events, Provide leadership in strategic and operational planning and implementation, Ensure effective personnel and financial resource management, Promote continuous innovative service delivery improvement, Represent Statistics South Africa in national, regional, and international forums.
<u>ENQUIRIES</u>	:	Ms M Montsho Tel No: (012) 310 4889
<u>POST 26/146</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: 03/07/23HO</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Financial/ Business Management/ Administration. CIMA and CA will serve as an added advantage, At least 5 years' relevant working experience on SMS level, Public service experience will serve as an added advantage, Knowledge of applicable regulatory frameworks, Knowledge of MS Office Suite, A valid driver's license, Technical expertise, proven management skills, public sector and information systems knowledge. A self-driven worker who is assertive and has influencing skills, Willingness to work long hours and travel.
<u>DUTIES</u>	:	Manage the chief directorate which comprises of the following directorates: Finance Internal Control & Compliance, Management Accounting, Financial Accounting & Administration, Supply Chain & Asset Management, Develop and

implement effective financial and provisioning systems, policies and procedures, Responsible for budget planning and management of department's expenditure, debt, cash, revenue, supply chain, asset and liability, Meet reporting requirement in terms of PFMA and Treasury Regulations, Liaise with audit structure and to address identified weaknesses in respect of internal controls, Contribute towards strategic processes in the Department, Monitor and ensure compliance to PFMA and Treasury Regulations. Represent Stats SA in various fora.

ENQUIRIES : Ms M Montsho Tel No: (012) 310 4889

POST 26/147 : **CHIEF DIRECTOR: STATISTICAL METHODS REF NO: 04/07/23HO**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
CENTRE : Head Office

REQUIREMENTS : A Bachelor degree (NQF 7) in Mathematics/ Statistics/ Economics/ or Econometrics, Training in Project Management, Management courses, 5 years' relevant experience at senior managerial level, Experience in quantitative and qualitative research and statistical analysis, Knowledge of MS Office Suite, A valid driver's license, Knowledge of legislation and policy, Excellent communication (oral and written) and interpersonal skill, Computer literacy, Proven leadership skills, especially to get the best out of people, and a strong focus on delivering results, High level of organisational skills required to meet deadlines, Problem solving, Analytical and quantitative skills, Customer relations, Ability to take sound decision, Ability to reach sound, supportable and independent conclusion on policy issues. Ability to work long hours under tight timelines, Willingness to travel.

DUTIES : Lead development of strategic and operational plans, policies, and procedure for the Chief Directorate, Provide leadership in the appropriate management of financial and human resources, Provide strategic leadership on methodological support to economic statistics and household based surveys, Provide leadership in the design and selection of samples, production survey weights and deriving measures of precision, Provide leadership in the development and review of detailed sources and methods.

ENQUIRIES : Ms M Montsho Tel No: (012) 310 4889

POST 26/148 : **CHIEF DIRECTOR: HOUSEHOLD SURVEYS AND CENSUSES REF NO: 05/07/23HO**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
CENTRE : Head Office

REQUIREMENTS : A Bachelor degree (NQF 7) in Statistics/ Demography/ Econometrics/ Economics/ Social Science, Postgraduate degree will be an added advantage, Training in Project Management, Statistical Analysis, SAS Training or training in other statistical package, 5 years relevant working experience at senior managerial level, Experience in census taking activities, Knowledge of administrative data, Extensive knowledge of data collection, analysis and report writing, Knowledge of survey methodologies and project management, Knowledge of national and international standards and practices and Government Acts, Knowledge of profiles of users and stakeholders and their specific requirements, Marketing, Labour Relations, Financial Management and strategic planning, Knowledge of MS Office Suite, A valid driver's license, Analytical and strategic thinking, decision making, research, leadership, presentation, language proficiency, general management, conflict management, policy formulation, risk management and technical skills in statistics, An innovative thinker who is creative, assertive, open to change and improvement, self-driven, result driven and a team player, Ability to thrive under pressure and long hours, Willingness to travel.

DUTIES : Coordinate and provide support on data collection, publicity and all fieldwork operations within the organisation, Facilitate project management of all surveys and censuses within the organisation, Oversee field training and quality assurance within the organisation, Ensure maintenance of master sample and listing, Provide strategic leadership in the management of staff and resources within the chief directorate, Lead in the development of strategic and operational plans, policies and procedures within the chief directorate.

ENQUIRIES : Ms M Montsho Tel No: (012) 310 4889

POST 26/149 : **CHIEF DIRECTOR: SOCIAL STATISTICS SUB-SYSTEM REF NO: 06/07/23HO**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
CENTRE : Head Office

REQUIREMENTS : A Bachelor's degree in Economics/ Statistics/ Mathematical Statistics/ Econometrics (Postgraduate in Economics/ Statistics/ Mathematical Statistics/ Econometrics will be an added advantage), Training in SAS applications, Training in Geography (GIS) would be an added advantage, 5 years relevant experience in statistical production process in the field of Social Surveys at senior managerial level, Knowledge of fundamental principles of official statistics, Knowledge of Statistics Act and Legislations, Knowledge of various statistical standards and classification system, Knowledge of statistical processes and statistical value chain, Knowledge of budget, HR Management, Risk Management and Asset Management, Knowledge of international guidelines and methodologies as applicable to the field of economic surveys, Knowledge of MS Office Suite, A valid driver's license, Good communication, research, numerical, interpersonal, planning, time management, conceptualising, interpretation and problem solving skills, An innovative and analytical thinker who should be organised, committed, consistent and balanced, Ability to show perseverance, think strategically and communicate process effectively, Willingness to work long hours to meet deadlines and travel.

DUTIES : Oversee the development of Social Sector Strategies, policies, operational plans, systems and methodologies for the chief directorates, Provide leadership in the coordination of Social Statistics, Lead the implementation of the clearance protocol for social statistics, Provide strategic statistical support and advice within the social sectors, Provide good governance within the chief directorate.

ENQUIRIES : Ms M Montsho Tel No: (012) 310 4889

POST 26/150 : **CHIEF BUSINESS TRANSFORMATION REF NO: 07/07/23HO**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office

REQUIREMENTS : An Honour's degree in Management Services/ Business Management/ Organisational Development/ Strategic Management or Industrial Engineering, Training in Strategic Management, Business Transformation Management, Change Management, Project Management, 6 years' experience in Strategy Development, Business Development, Business Transformation and Change Management, Knowledge of strategy development, business transformation and change management frameworks, Knowledge and understanding of data management, statistical environment and statistical value chain, Understanding of government development policy and priorities and how public sector operates, Knowledge of government legislation, Knowledge of diplomacy and protocol, Knowledge of changes and disruptions in the external environment and the impact on the organisation, Knowledge of research methodology, Knowledge of MS Office Suite, A valid driver's license, Written and verbal communication, report writing, analytical thinking, complex problem solving, leadership, strategic and forward thinking, influencing, political and organisational alertness and interpersonal skills, Ability to work long hours, Willingness to travel.

DUTIES : Design business model, Develop business operating model, Develop and facilitate business transformation, Develop, assess, analyse and report on business transformation programmes.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 26/151 : **DIRECTOR: RISK MANAGEMENT REF NO: 08/07/23HO**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office

REQUIREMENTS : A Bachelor's degree (NQF 7) in Accounting/ Internal Control/ Risk Management, Training in Risk Management System, Enterprise Wide Risk Management, 5 years' experience at middle or senior management level in Risk Management, Quality Improvement Management or Internal Audit, Knowledge of Finance, Human Resource Management, Operational and Project Management, Internal Control/ Audit, Proficiency in Accounting

Principles and Techniques, especially pertaining to government accounting, Understanding in managerial principles and computerised information systems, Understanding and reporting on compliance status, Proficiency in business planning and design, risk and project management as well as performance management, Proficiency in the interpretation and application of Acts, Regulations and Policies, Knowledge of MS Office Suite, A valid drivers' license, Good communication, analytical and training skills, Ability to prepare complete and effective reports, Ability to establish and maintain effective working relationships with others, Ability to conceptualise wider operational issues and analyse existing processes, procedures and methodologies for potential risk factors, Ability to maintain technical competence through continuing education, Ability to adapt to changes in the work environment and seeks increased responsibilities, A friendly, open, persuasive, patient worker who is able to conform to high standard of honesty, objectivity, diligence and loyalty.

DUTIES : Ensure the development of policy procedures, plans and guidelines for risk management directorate, Develop risk management champions, Ensure effective coordination and implementation of risk management process and function, Manage risk register and departmental profile, Compile departmental risk management reports, Liaise with internal and external stakeholders, Manage staff and other resources.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 26/152 : **DIRECTOR: FRAUD & COMPLIANCE INVESTIGATIONS REF NO: 09/07/23HO**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Head Office
: A Bachelor's degree (NQF 7) in Public Administration/ Management/ Policing/ Law/ Internal Audit or Accounting, Training in Fraud Risk Prevention, Administration, Investigation, 5 years' relevant experience at middle or senior management level, Knowledge of Laws, Regulations and standards, Ethical business behaviour, Sentencing Guidelines, Risk Management, Governance, Knowledge of MS Office Suite, A valid driver's license, Good communication, report writing, interpersonal, negotiation, management, analytical, financial, problem solving, organisational and leadership skills, Ability to pay attention to detail, Ability to maintain security during investigatory activity, Ability to prepare case reports, Ability to exercise discretion and judgement in making important work decision and to apply interpretation on policy and procedures, Ability to recognise and gather appropriate statements, An independent, reliable, diligent, decisive, co-operative and assertive worker.

DUTIES : Ensure development, initiates and revise policies, procedures for the general operation of the Fraud and Compliance Investigation directorate, Ensure provision of in-house investigation service that ensures that all incidents of non-compliance with relevant laws, regulations and internal procedures are investigated, Manage internal investigations, Ensure the investigation of irregular, fruitless and wasteful expenditure and other financial misconduct, Institute and maintain an effective Fraud Awareness and prevention program for the organisation, Ensure standardised and integrated reporting on all management activities, Manage human, financial and asset resources of the directorate.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 26/153 : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: 10/07/23HO**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Head Office
: A Bachelor's degree (NQF 7) in Finance and/or Business Management, Training in BAS, Vulindlela, Public Finance Management Act, Treasury Regulations, Standard Chart of Accounts, 5 years relevant experience at middle or senior management level, Knowledge of accounts payable, Knowledge of computerised financial and business systems, Sound understanding of the PFMA, Treasury Regulations and PSA, Knowledge of financial systems used in the public service (BAS, PERSAL etc), Understanding of financial accounting principles and philosophy, strong analytical, communication, interpersonal, networking, leadership and management skills, Ability to conduct financial analysis, Ability to work

<u>DUTIES</u>	:	effectively with officials across the organisation, A self-starter with the ability to work independently without compromising team results, Willingness to travel.
	:	Ensure development and implementation of strategies, policies, plans, procedures and guidelines for Financial Accounting, Oversee processing of salaries and other allowances/ maintenance of suspense accounts and PAYE reconciliation, Ensure sound management of debt collection process and related control/ suspense account, Effective management and control of general ledger accounts, Liaise and provide advice to internal and external stakeholders on financial related issues, Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (012) 310 8326
<u>POST 26/154</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: 11/07/23HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
	:	Head Office
	:	A Bachelor's degree (NQF 7) in Law, Admission as an Attorney is essential, Training in Management courses will be an added advantage, 5 years relevant experience at middle management level, Knowledge of legal prescripts, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, presentation, interpersonal, problem solving and research skills, Good interpretation of statutes, Ability to work under pressure and meet deadlines, A dynamic self-driven, innovative and result-oriented worker with a strong service delivery, customer and quality focus and a passion for policies, procedures and legal compliance, Willingness to travel and work long hours.
<u>DUTIES</u>	:	Provide legal advice and execute necessary legal actions, Manage litigation matters, Advise on the drafting and monitoring of contracts including Service Level Agreements (SLA) and Memoranda of Understanding (MOU), Draft and amend legislation and legal instruments for the department, Provide training on Stats Act and other applicable legal prescripts, Develop and implement internal frameworks such as policies, procedures, as well as strategic operational, risk and other plans for the directorate, Manage financial and human resources of the directorate.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (012) 310 8326
<u>POST 26/155</u>	:	<u>DIRECTOR: SUPPLY CHAIN MAANGEMENT REF NO: 12/07/23HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
	:	Head Office
	:	A Bachelor's degree (NQF 7) in Supply Chain Management/ Logistics/ Financial Management/ Accounting, Training in LOGIS, Supply Chain Management, BAS, 5 years' experience in supply chain management at middle or senior management level, Knowledge of Supply Chain Management and applicable regulatory frameworks, Public Sector knowledge and experience, Procurement expertise and proven management skills, Ability to pay attention to detail and negotiate with service providers, Ability to handle high work volumes and work under pressure to meet deadlines, A diligent worker who has strong service delivery, customer and quality focus, Willingness to work long hours and travel.
<u>DUTIES</u>	:	Ensure development of policies, procedures and plans for the directorate, Implement applicable legislative frameworks as well as ensure improvement of systems and processes of internal controls, Ensure effective and efficient demand management function, Manage the acquisition function, Manage the logistics function, Ensure that procurement contracts comply with stipulations of PFMA and SCM regulations, Liaise with internal and external stakeholders, Manage human, financial and asset resources in the directorate as well as meet reporting requirements in terms of PFMA and Treasury Regulations.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (012) 310 8326
<u>POST 26/156</u>	:	<u>CHIEF ECONOMIST REF NO: 13/07/23HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
	:	Head Office
	:	An Honours Degree in Economics, Econometrics, Accounting and/or Environmental Studies/Science – a master's degree would be an advantage. At least 6 years' experience in the compilation of Natural Capital Accounts, National Accounts or related fields, Knowledge of the System of Environmental-Economic Accounting (SEEA) and the System of National

Accounts (SNA). Competence in the use of office software packages such as SAS, MS Office, specifically Excel, Word and Power Point. Valid driver's license. Excellent verbal and written communication skills, numeric, analytical, problem solving and project management skills. Ability to work under pressure and deliver to deadlines. Ability to think strategically, work independently and within a team. Ability to handle multiple and complex tasks and projects. Willingness to travel.

DUTIES : Provide expert advice on the compilation of Environmental-Economic Statistics (for Ecosystems, Energy, Minerals, Fisheries, Water and related indicators, etc.) according to the System of Environmental-Economic Accounting (SEEA) and System of National Accounts (SNA). Perform highly specialised analysis, editing and research. Render technical guidance in the development of environmental guidelines, prescribed quality standards, models and specifications. Give expert inputs in the development of training manuals. Engage strategically with all stakeholders. Analyse and interpret statistical data in order to identify relationships among sources of information. Provide on the job training and mentor a team of junior staff. Provide specialised advice on environmental issues, impact, forecasting, trends, determine implication of finding make recommendations. Attend and participate in national and international meetings, workshops and working groups.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 26/157 : **DIRECTOR: ENVIRONMENTAL STATISTICS ASSESSMENT REF NO: 14/07/23HO**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Head Office

REQUIREMENTS : A Bachelor's degree (NQF 7) in Statistics, Accounting, Economics, Econometrics or Environmental Statistics, Training in official statistics, data quality including the use of SASQAF, MS Office suite and MS project, 5 years' experience in middle or senior management level, Exposure in statistical production process in the field of environmental surveys/ statistics, Exposure in data quality assessment using SASQAF, Knowledge of fundamental principles of official statistics, Statistics Act and legislations, various statistical standards and classification systems, Knowledge of statistical processes and the statistical value chain, A valid driver's license, Knowledge of international guidelines and methodologies as applicable to the field of environmental statistics such as national accounts, price statistics, labour market statistics and government finance statistics etc, Planning and time management skills, Conceptualising, interpretation and communication skills, Problem identification and developing solutions, Be able to work with deadlines, Innovative, analytical thinker, good communicator and must be able to work in a team, Organised, able to think strategically, be committed, able to show perseverance, be consistent, balanced and communicate processes effectively, Work in the office with a PC for most of the time, Extensive reading and web research, Attending work session (internally or externally) and some travelling is required.

DUTIES : Manage data quality assessment in the environmental sector, Ensure the development and review of data quality instruments and tools, Ensure the development of strategic and operational plan, policies, procedures, guidelines and protocols for the environmental statistics assessment directorate, Manage staff and other resources of the directorate.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 26/158 : **DIRECTOR: ECONOMIC STATISTICS ASSESSMENT REF NO: 15/07/23HO**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Head Office

REQUIREMENTS : A bachelor's degree (NQF 7) in Statistics, Accounting, Economics or Econometrics, Training in official statistics, data quality including the use of SASQAF, MS Office suite and MS project, 5 years' experience in middle or senior management level, Exposure in statistical production process in the field of economic surveys, Exposure in data quality assessment using SASQAF, Knowledge of fundamental principles of official statistics, Statistics Act and legislations, various statistical standards and classification systems, Knowledge of statistical processes and the statistical value chain, A valid driver's license, Knowledge of international guidelines and methodologies as

applicable to the field of economic statistics such as national accounts, price statistics, labour market statistics and government finance statistics etc, Planning and time management skills, Conceptualising, interpretation and communication skills, Problem identification and developing solutions, Be able to work with deadlines, Innovative, analytical thinker, good communicator and must be able to work in a team, Organised, able to think strategically , be committed, able to show perseverance, be consistent, balanced and communicate processes effectively, Work in the office with a PC for most of the time, Extensive reading and web research, Attending work session (internally or externally) and some travelling is required.

DUTIES : Manage data quality assessment in the economic sector, Ensure the development and review of data quality instruments and tools, Ensure the development of strategic and operational plan, policies, procedures, guidelines and protocols for the economic statistics assessment directorate, Manage staff and other resources of the directorate.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 26/159 : **DIRECTOR: DATA MANAGEMENT REF NO: 16/07/23HO**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office

REQUIREMENTS : A bachelor's degree (NQF 7) in Information Systems or Computer Science, Project management, Database and system development, At least five years relevant working experience in middle or senior management level, Extensive knowledge of and experience in the practice of official statistics, Knowledge, understanding and experience in development of indicator technical metadata database, Knowledge and experience in creating and managing SDMX data repository, Knowledge of web service in support of data exchange, Knowledge and experience in using tools for the secure transfer of data between entities and across networks, Extensive knowledge and experience in statistical production using the statistics value chain, Knowledge, understanding and experience of international and national development frameworks, Experience in moving large datasets that has audit trails, Knowledge and experience in data quality assessments based on SASQAF and experience in maintaining a metadata repository based on SASQAF assessments, Knowledge, understanding and experience of the international standard called SDMX, Extensive knowledge of the relevant sources of administrative data, Extensive knowledge of statistical and related legislation, Extensive knowledge on the need for monitoring and evaluation systems and the purpose they serve, A valid driver's license, Ability to articulate, describe and communicate abstract concepts simply to stakeholders, A deep understanding of the NSS as a theoretical construct, A deep understanding of the role of the SG in the NSS and how the SG fulfils his mandate for statistical data quality, High-level of conceptualising and abstract thinking, Excellent problem solving and analytical skills, Diversity awareness, creativity, innovative thinker, assertiveness, open to change and improvement, self-driven, result-driven and team player, Ability to work closely with other divisions in the branch, Understanding the ICT needs (specifically applications and databases required) of other units in the branch (at Stats SA) and entities of the NSS, A strong awareness to develop tools that will assist the afore-mentioned to accomplish their goals and objectives to implement the NSS, Office based, Ability to thrive under pressure, Travel extensively to meet stakeholders and attend workshops and meetings, The job also demands long working hours to be able to meet deadlines.

DUTIES : Ensure the development of the administrative database to address the information gap, Ensure development of NSS databases, Manage the development and maintenance of SDMX database repository, Manage development and implementation of systems that support SANNS, Ensure the development of strategic and operational plans, policies, procedures, guidelines and protocols for the Information Service directorate, Manage staff and other resources of Data Management directorate.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 26/160 : **DIRECTOR: BASIC SERVICES & INFRASTRUCTURE REF NO: 17/07/23HO**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office

<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Statistics, Accounting, Economics, Econometrics or Population Studies, SAS Training or training in another statistical package (i.e STATA, SPSS, R and etc), Statistics analysis, Project management, 5 years' experience in middle or senior management level, Extensive knowledge in official and national statistics, Experience in census/surveys or administrative data collection/ registers, Extensive knowledge of statistical and other related legislations, Extensive knowledge of data quality and management, Extensive knowledge of monitoring and evaluation systems and indicator development, Extensive knowledge of census, survey and administrative data methodologies, A valid driver's license, Innovative, analytical thinker, good communicator, and must be able to work in a team, Organised, able to think strategically, be committed, able to show perseverance, be consistent, balanced and communicate processes effectively, Office based, Ability to thrive under pressure, Travel extensively to meet stakeholders and attend workshops and meetings, The job also demands long working hours to be able to meet deadlines.
<u>DUTIES</u>	:	Establish and manage partnership with stakeholders within the Basic Services & Infrastructure sector, Manage capacity building to entities of the NSS, Manage and address data quality and capacity gaps for all data producing entities, Ensure development and review of sector strategies and plans, Monitor the implementation of clearance protocols for Basic Services & Infrastructure sector, Ensure the development of strategic and operational plans, policies, procedures, guidelines and protocols for the Basic Services & Infrastructure directorate, Manage staff and other resources of the directorate.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (012) 310 8326
<u>POST 26/161</u>	:	<u>DIRECTOR: CONTENT DEVELOPMENT & ANALYSIS REF NO: 18/07/23HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package) Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Statistics, Demography, Econometrics, Economics or Social Science, Statistical analysis, Project management, Writing skills, SAS training, 5 years' experience at middle or senior management level, Proven experience as middle Manager and in analysis of data and writing reports, proven experience in quantitative research, Knowledge of labour force conceptual framework, labour market issues, data analysis and writing reports, Be able to gain acceptance for new ideas, concepts, strategies, tools management and then be able to communicate it successfully to lower levels expected to execute it, Professional values, i.e improving organisational effectiveness, performance linked and result driven, problem solving techniques, skills to understand distribution of power, conflicts, interest of value and other dilemmas facing Government, The potential or capacity to be open-minded to the ideas of others, to be willing and able to initiate change and to modify or improve existing ideas and willingness to ascertain ongoing growth and improvement, Capable of functioning in a highly confidential environment, The potential or capacity to collect, process, analyse and integrate into a relevant, factual outcome or conclusion, The potential or capacity to appreciate and understand how different projects and operations relate and integrate with other structures in the organisation and how it contributes to the whole, The ability to manage teams and facilitate concurrent interventions, Presentation capabilities as required, Computer literacy, Proven use of SAS statistical software for data analysis, Report writing skills, Strong conceptual, analytical, and numeric abilities, Strategic and operational planning skills, Excellent communication skills (verbal and written), Planning and performance management skills, Excellent co-ordination and liaison skills, Strong focus on service delivery, Customer oriented, Ability to handle multiple and complex tasks/ projects and to work under pressure, The work is mainly carried out at Head Office, However, it involves internal and external consultations resulting in local and international travelling.
<u>DUTIES</u>	:	Ensure development of strategic, business and operational plans for the component, Ensure development of the content for all surveys and related modules within the division, Ensure development and testing survey instruments, procedure and guidelines for labour statistics related surveys, Manage analysis of data and writing of reports, Oversee conducting of research and recommending of appropriate methodology for the production of Labour Statistics, Liaise and provide statistical support relating to labour

statistics to internal and external stakeholders, Manage training in collaboration with Survey Operations, Manage staff, budget and other resources.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 26/162 : **CHIEF DATABASE AND APPLICATION SERVER REF NO: 19/07/23HO**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Honours Degree (NQF 8) in Information Systems or Computer Science or Information Technology, DBA Certification, Training in Relational Database Management and Optimization, Application server management and optimization, Project Management, Software/product specific training is essential, 6 years' experience in a database administration or senior technical position, Strong understanding of database structures, theories, principles, and practises, Working technical experience with designing, building, installing, configuring, and supporting database and application servers, Hands-on database tuning and troubleshooting experience, Experience with data processing flowcharting techniques, Project management experience, Strong working knowledge of relational databases, Experience with server performance tuning and monitoring tools, Working technical knowledge of database scripts, General Knowledge of storage technologies, General knowledge of server security, Business process and reengineering knowledge, as well as an understating of the relationship between processes and policies, Proven knowledge of systems development life cycle methodologies, Extensive application support experience, Extensive knowledge of database security, Experience in a team-oriented, collaborative environment, Knowledge of Technology Architecture, Web Infrastructure, IT Security, Project Management, Applications and systems software, Database design and management, Technology trends and development, Applicable data privacy practices and laws, A valid driver's license, Strategic leadership, Project management, Good written and oral communication skills, Strong technical documentation skills, Strong understanding of the organisation's goals and objectives, Ability to make high impact decisions, Ability to conduct research into database issues, standards, and products as required, Ability to present ideas in business-friendly and user-friendly language, Proven analytical and problem-solving abilities, Ability to effectively prioritise and execute tasks in a high-pressure environment, Strong customer service orientation.

DUTIES : Provide leadership policy development, interpretation of functions and strategy, Conceptualize advanced technical solutions to complicated business problems and manage the execution of research into new technology and solutions, Manage the installation, administration, and optimization of database servers and related components, Manage the design, development, implementation, monitoring, maintenance and performance of databases, Manage end-user database access control levels, Interact with stakeholders, Manage human resources.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 26/163 : **CHIEF SYSTEM ANALYST REF NO: 20/07/23HO (X2 POSTS)**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Honours Degree (NQF 8) in Information Systems/ Computer Science / Information Technology / IT related field, Training in Systems/ Business Analysis, Systems and data architecture, Data modelling, Relational Database design, Project Management, COBIT/ITIL Frameworks, Architecture Frameworks is essential, 6 years' experience in system analysis and design including relational database design or programming experience in client/server application, System Development Cycle methodology experience, Experience in development of processes and standards, project management, development of procedures and policies, Knowledge of Systems and data architecture, Technology trends and development, Advanced database design and data modelling, Technology architecture, Web infrastructure, ICT Security, Project Management, Applicable ICT practices and acts, Extensive knowledge of application and system software development, Database design, Understanding of government policies, A valid driver's license, Very good written and verbal communication skills, Excellent problem solving skills, Very good time management skills, Very good analytical skills, Project Management

skills, Very good presentation skills, Good decision-making and conflict management skills, Conflict resolution skills, Very good facilitation skills, Leadership skills, Advance database query skills, Customer oriented, Very good interpersonal, networking and collaboration skills, Ability to learn quickly, Ability to manage and train people, Ability to work independently but also in a team oriented and collaborative environment, Ability to work under pressure.

DUTIES : Develop and implement stakeholder strategies, frameworks, policies, procedures, guidelines, and standards, Conceptualise technical design solutions and provide technical advice, Develop complex test and implement re-usable components and version control, Mentor staff and provide technical advice in the development of solutions according to time, cost and quality requirements, Participate with vendors in the assessment of advanced ICT solutions, Project management.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 26/164 : **CHIEF SYSTEM DEVELOPER REF NO: 21/07/23HO**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Honours Degree (NQF 8) in Information Systems/ Computer Science / Computer Engineering/ Information Technology or IT related field, Training in COBIT/ITIL Frameworks, Architecture Frameworks, Project Management, Web services and service wrapping, Relational database design is essential, 6 years' experience in systems development and implementation experience, A thorough understanding of the SDLC process, tools and techniques applicable to software development methodology, High level understanding of operating systems and foundation architecture, Solid experience in application release management and version control, Proven experience of system development in a web environment, Strong demonstrable programming skill in Microsoft Development Framework .NET, ASP.Net, Java, Java script, C#, HTML, XML, SOAP, XSLT, Web services, Experienced in relational database programming, stored procedure, triggers, ETL and DTS, Extensive experience in object oriented programming, Advanced database querying skills, Technical project management and report writing experience, Experience in development of procedure and policies, Experience in doing cost-benefit analysis, Extensive knowledge of applications and systems software development, Technology trends and development, Technology architecture, Web infrastructure, ICT Security, Project Management, Extensive knowledge of database design, Knowledge of applicable ICT practices and acts, Understanding of Government policies, A valid driver's license, Leadership skills, be able to drive project/task/people, Customer service-oriented, Excellent problem solving skills, Very good time management skills, Very good analytical skills, Very good presentation skills, Good decision-making and conflict management skills, Conflict resolution skills, Very good facilitation skills, Leadership skills, Very good interpersonal, networking and collaboration skills, Ability to manage and train people, Ability to work independently but also in a team oriented and collaborative environment, Good decision-making and conflict handling skills.

DUTIES : To develop and implement strategies, frameworks, policies, procedures, guidelines and standards, To conceptualise technical design solutions and provide technical advice, To develop complex test and implement reusable components and version control, To manage staff and oversee the development of solutions according to time, cost and quality requirements, To participate with vendors in the assessment of advanced ICT solutions, Monitor and maintain systems capacity and performance, To oversee systems maintenance and support.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 26/165 : **DIRECTOR: FIELD OPERATIONS REF NO: 22/07/23FS**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Free State Provincial Office, Bloemfontein

REQUIREMENTS : Bachelor degree (NQF 7) in Statistics/ Mathematics/ Social Studies/Demography and Geography, Training in Sampling techniques, Survey methodology, Computer skill, Customer focus, Financial and fleet management is essential, 5 years' experience in operation management at middle or senior management level, Knowledge of Survey methodologies, Project Management, Computer skills, Financial and risk management and

- sampling techniques, A valid driver's license, Monitoring field operations, Decision making, Communication skills, Interviewing skills, Leadership skills, Language proficiency, Report writing skills, Map reading and presentation skills, strategic thinking, Conflict resolution, Team player, Ability to work independently, Ability to work under pressure.
- DUTIES** : Ensure the development of strategic, tactical/operational plans, policies, procedures, process mapping and standards operating procedure (SOP) for field operation in the province, Manage Integrated Fieldwork Operation for all surveys and Census, Ensure and promote good governance in the area of field operations, Manage staff and other resources, Liaise with internal and external stakeholders.
- ENQUIRIES** : Ms S Mokhosoa Tel No: (051) 412 7500
- POST 26/166** : **DIRECTOR: STATISTICAL SUPPORT AND COORDINATION REF NO: 23/07/23FS**
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
- CENTRE** : Free State Provincial Office, Bloemfontein
- REQUIREMENTS** : Bachelor degree (NQF 7) in Statistics/ Mathematics/ Social Studies/ Demography/ Geography, Training in MS Word, Excel and access, Data analysis, Report writing, map reading, Project Management is essential, 5 years' experience in the statistical production process at middle or senior management level, Stats SA product, services and knowledge, Exposure to a statistical environment, Advance statistical knowledge, Knowledge of survey methodologies, Geography with GIS project management, Financial and risk management and sampling techniques, A valid driver's license, Computer literacy, Decision-making, Communication skills, Interviewing skills, To interpret statistical and geographical data, Report writing skills, Map reading and presentation skills, Strategic thinking, Analytical and conceptual skills, Ability to handle stressful situations, Willingness to work under pressure and long hours to meet deadlines, Willingness to travel.
- DUTIES** : Ensure the development of strategic, tactical/operational plans, policies, procedures, process mapping and standards operating procedure (SOP) for field operation in the province, Overall management of all SSI activities and projects in the province, Develop and coordinate advocacy strategies, Identify provincial priorities and provide inputs into provincial development indicator framework, Manage staff and other resources, Liaise with internal and external stakeholders.
- ENQUIRIES** : Ms S Mokhosoa Tel No: (051) 412 7500

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

The dtic is at the forefront of government's efforts to drive growth and transformation in the South African economy. The Department intends to fill the two positions below that will join the leadership team that is expected to lead and support the dtic's efforts to deliver on 45 deliverables, as laid out in the Department's Annual Performance Plan: <http://www.thedtic.gov.za/linktobeupdated>.

- APPLICATIONS** : Applications can be submitted: Via e-mail to dticapplications@tianaconsulting.co.za (Ref no. should appear in subject-line), by post to The Director, Tiana Business Consulting Services (Pty) Ltd, PO Box 31821, Braamfontein, 2017; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 14 August 2023
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s). the dtic is an equal opportunity affirmative action employer.

MANAGEMENT ECHELON

- POST 26/167** : **DIRECTOR: EXPORT PROMOTION REF NO: EXP - 083**
Overview: To lead and manage the development and implementation of export promotion and marketing strategies and initiatives for key sectors in key markets and countries.
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Economics / Commerce / Business Management / Marketing. 5 years' relevant middle / senior managerial experience in Export Promotion and Marketing environment, International Trade and International Business Relations. Skills/Knowledge: Ability to resolve business challenges / barriers. Experience in Programme and Project Management. Experience in stakeholder and customer relations management. Experience in monitoring and evaluation. Strong marketing and digital marketing management skills. Knowledge and understanding of South African Export Priorities and conducting market intelligence (research and analysis). Knowledge and understanding of different Export Promotion Tools. Communication skills (verbal & written), research and analytical skills,

- negotiation skills, interpersonal skills, planning and organising skills & time management skills, mentoring and coaching. Knowledge and understanding of South African Economic Policies. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.
- DUTIES** : Resolve business barriers to trade and investments. Oversee the provision of Market Intelligence Assessments to promote South African exports. Oversee the provision of Export Support Service and Aftercare to internal and external stakeholders. Formulate, Co-ordinate and implement Export Promotion Strategies and Marketing initiatives, including digital export promotion strategies. Ensure local and international Export Promotion stakeholder co-ordination. Monitor and evaluate progress and adherence to service delivery standards on all export promotion strategies, projects, action plans and international trade initiatives in the relevant markets, sectors and country.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1809/1835

OTHER POSTS

- POST 26/168** : **DEPUTY DIRECTOR: EXPORT PROMOTION REF NO: EXP - 091**
 Overview: To coordinate the development and implementation of export promotion and marketing strategies and initiatives for key sectors in key markets and countries

- SALARY CENTRE REQUIREMENTS** : R958 824 per annum, (Level 12), (all-inclusive remuneration package)
 : Pretoria
 : A three-year National Diploma / Bachelor's degree in Trade, Economics / Commerce / Business Management / Marketing / Digital marketing. 3 – 5 relevant experience in managing and implementing Export Promotion and Marketing initiatives, international trade and international business relations. Skills/Knowledge: Experience in project management, stakeholder management and customer relations management. Experience in the development of communication and marketing strategies. Strong marketing and digital marketing skills. Experience in monitoring and evaluation. Knowledge and understanding of South African Export Priorities and conducting market intelligence (research and analysis). Knowledge and understanding of different Export Promotion Tools. Knowledge and understanding of key legislation applicable to public entities and the dtic. Good planning and organising skills. Proficient in MS Packages.

- DUTIES** : Coordinate Market Intelligence research to promote South African exports abroad. Provision of Export Support Services and Aftercare to internal and external stakeholders. Develop and manage the implementation plan of the export promotion strategies. Implement Export Promotion Strategies and Marketing initiatives, including digital export promotion strategies. Coordination of local and international export promotion stakeholders. Monitor and evaluate progress and adherence to service delivery standards on all export promotion strategies, projects, action plans and international trade initiatives in the relevant markets, sectors and country.

- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1809/1835

- POST 26/169** : **DEPUTY DIRECTOR: MANUFACTURING INDUSTRIES REF NO: ISID - 036**
 Overview: To manage the recruitment, expansion, and retention of foreign direct and domestic investment in the Manufacturing Industries.

- SALARY CENTRE REQUIREMENTS** : R958 824 per annum, (Level 12), (all-inclusive remuneration package)
 : Pretoria
 : A three-year National Diploma / Bachelor's Degree in Business Management / Investment / Finance / Economics / Marketing. 3 - 5 year's relevant managerial experience in Industry / Marketing / Finance or relevant environment. Skills/Knowledge: Experience in developing investment recruitment strategy, economic policy formulation and implementation. Experience in local and foreign investment, investment promotion and marketing. Experience in database management, conducting research and analysis. Experience in reporting, risk management, stakeholder and customer relations management, people management, financial management, project management, strategic capability and leadership. Knowledge and understanding of local and foreign investment practices, market dynamics, and government policies. Ability to

develop and implement investment recruitment strategies and plans for the Services Industries sector. Demonstrated experience in analysing investment proposals, conducting market research, and identifying potential investors. Strong understanding of financial and operational risks associated with investment projects. Ability to identify and implement strategies to mitigate business economic risks. Analytical skills to assess risk factors and report on risk mitigation measures. Ability to analyse sector trends and make informed recommendations. Communication skills (verbal & written), research and analytical skills, negotiation skills, project management skills, interpersonal skills, planning and organising skills & time management skills, mentoring and coaching. Knowledge and understanding of regulations, legislation pertaining to Manufacturing, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.

DUTIES

: Recruitment of local and foreign investment into the Manufacturing Sector: Develop and implement investment recruitment strategies and plans for the Manufacturing sector. Lead and oversee the implementation of investment promotion and recruitment programs. Manage and coordinate inward and outward missions related to investment. Ensure effective management and maintenance of the investor's projects database. Manage and coordinate Business roundtables and Business forums. Attraction, retention and expansion of investment in South Africa: Conduct thorough analysis of companies' investment proposals and business plans. Lead the development of compelling business cases to attract companies to invest in South Africa. Conduct in-depth analysis and identification of potential investors. Manage the provision of comprehensive information to investors regarding incentives, market opportunities, government industrial policies, and plans. Oversee and manage the execution of the investment cycle, including investor targeting, lead generation, and investment marketing. Lead generation and investment marketing: Develop and execute the investment marketing plan to generate leads and attract investment. Coordinate and facilitate investors' visits to South Africa. Oversee the conversion of leads into viable investment projects. Track and monitor foreign direct investment (FDI) flow and prospects. Identification, packaging and promoting of major investment projects: Determine and collate major investment projects in the Manufacturing sector. Manage the packaging and promotion of investment projects for local and foreign investment conferences, pavilions, and targeted outward investment missions. Attend, participate in, and ensure timely follow-up on one-on-one meetings with potential investors. Oversee the development and packaging of investment products to attract potential investors. Manage the development of high-quality marketing materials, including customized inputs, presentations, briefing documents, and speeches. Lead the development of value propositions for the Manufacturing sector and analyse sector trends. Risk Management: Mitigate and report on financial and operational risks associated with investment projects. Identify and implement strategies to mitigate business economic risks. Unblock and reduce red tape and resolve challenges experienced by investors. Stakeholder and Customer Relations Management: Manage stakeholder relations within the public, private sectors, and industry organizations. Foster strong partnerships and effective communication with stakeholders. Attend and provide comprehensive reports on bi-national commissions, joint ministerial commissions, and state visits related to investment. Attend Incentives adjudication meetings to provide expert advice and inputs on applications for investment incentives. Manage the development of a customer relationship management (CRM) system, ensuring the maintenance and updating of the investment pipeline. Oversee the management of investment inquiries and lead generation efforts. Determine and target group or individual investors for specific incentives. Attend and actively follow-up on investors' meetings to ascertain investment goals and discuss investment strategies and plans. Ensure timely and thorough follow-up on regulatory inquiries to the Chief Directorate: Investment Promotion. Reporting: Provide strategic inputs for quarterly and annual reports, business plans, and targets. Compile comprehensive reports on investment meetings and visits, highlighting key insights and outcomes. Manage updating of the investment pipeline.

ENQUIRIES

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

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

- APPLICATIONS** : Please forward your application for the above position via post to: Director General, Private Bag X22, Arcadia, Pretoria, 0183 or hand-delivery: 509 Pretorius Street, Pencardia 1 Building, 2nd Floor, Arcadia.
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 18 August 2023 at 16H30
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicants to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

- POST 26/170** : **ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: 2023/21**
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate with accounting/mathematics as a passed subject. A Degree or National Diploma in Accounting/Business Administration or equivalent with accounting as a passed subject will serve as an added advantage. A valid driver's licence. Generic competencies: Finance, problem solving and client orientation and customer focus. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, general ledger reconciliation and analysis, Knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL System.
- DUTIES** : The successful candidate will perform the following duties: Capturing, reconciling, updating bank details and ensuring that payments are made within 30 days. Responsible for all queries in respect of BAS and PERSAL payments. Responsible for the reconciliation of monthly IRP5 payments with payments to the South African Revenue Services. Liaising with clients and resolving queries related to payments. Maintenance and clearing of salary suspense account. Responsible for accounts receivable, accounts, journalise, reconcile, and prepare payments. Handling of salary claims as well as the clearance of all suspense accounts and payments enquiries and payments from other departments.
- ENQUIRIES** : Mr L Motlhabedi Tel No: (012) 334 4982
- NOTE** : Youth, Whites, Indians, Coloureds and Persons with Disabilities are encouraged to apply.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 14 August 2023

NOTE : 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 DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, 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 DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a 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

POST 26/171 : **CHIEF ENGINEER GRADE A REF NO: 140823/01**
Branch: Provincial Coordination and International Cooperation: Mpumalanga

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

CENTRE : Mbombela

REQUIREMENTS : An Engineering degree (B Eng / BSc (Eng) or relevant Civil Engineering qualification. Six (6) years post qualification experience. Compulsory registration with ECSA as a professional Engineer. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of government legislations relevant to the sector. Knowledge and understanding of government procurement for the infrastructure projects. Understanding of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of Mobile equipment operating engineering design and analysis. Knowledge in maintenance, engineering code of conduct, risk management, technical report writing, and financial management. Research and development skills. Computer-aided engineering applications. Creation of high-performance culture. Technical consulting. Engineering and professional judgement. Good communication skills (both verbal and written). People management, planning and organising, conflict, change management, and negotiation skills. Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, customer focus and responsiveness.

DUTIES : Render technical advice and support to WSA's as project managers. Ability to monitor the development and assessment of technical reports. Feasibility studies of all infrastructure project implemented by the department. Approval /

Acceptance of all technical designs for projects implementation under the department. Provide technical and professional advice on the development needs and conceptualize possible solutions to meet water demands. Carry out monitoring of feasibility studies. Monitor refurbishment projects of bulk water infrastructures. Manage administrative, financial and personnel related matters. Conduct field inspections on implementing projects to ensure compliance towards norms and standards of Water Sector Support. Engineering principles are to be applied to ensure water service infrastructure development and maintenance programme and project management, legal and operational compliance. Assist in developing annual business plans and budget for the directorate. Revise plans quarterly. Provide verbal and written reports to the manager. Manage Professional Service Providers (PSP's) contracts. Oversee and manage all work conducted by PSP's. Delegate work to PSP's. Oversee and monitor all PSP contracts.

- ENQUIRIES** : Ms M. Matiso Tel No: (013) 759 7330 Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms ND Ndlovu Tel No: (013) 759 7436, Ms PC Ngwamba Tel No: (013) 759 7446
- APPLICATIONS** : Mpumalanga (Mbombela) Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela, 1200.
- FOR ATTENTION** : Ms FM Mkhwanazi
- POST 26/172** : **CONTROL ENGINEERING TECHNOLOGIST GRADE A: CIVIL REF NO: 140823/02**
 Branch: Provincial Coordination and International Cooperation
 CD: Provincial Operations Gauteng
 (Re-advertisement applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R831 309 per annum, (all-inclusive OSD salary package)
 : Gauteng Provincial Office
 A Bachelor of Technology (B Tech) in Engineering or relevant qualification. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge and understanding of hydrological processes. Demonstration of good understanding and competence in all aspects of hydrometry. Understanding of programme and project management. Technical design and analysis knowledge. Knowledge of research and development. Knowledge of computer-aided engineering applications and legal compliance. Technical report writing, technical consulting, networking professional judgment, problem solving and analysis. Decision making, team leadership, creativity, change management and financial management. Customer focus and responsiveness. Good communication skills (both verbal and written). Planning and organizing, and people, management skills. Willing to travel long distances and work away from home when needed. Must be prepared to undergo extensive in-house training at different locations.
- DUTIES** : Manage technological advisory services. Plan technological support to engineers and associate professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defend technological challenges through application of proven techniques and procedures. Develop, maintain, and manage current technologies. Monitoring and evaluation of technological designs. Evaluate and monitor existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority. Identify and optimize technical solutions by applying engineering principles. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technological/ engineering operational plan. Ensure the development, implementation, and maintenance databases. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering related matters. Research and development, continuous professional development to keep up with new technologies and procedures. Assist the manager in the Gauteng provincial operations in establishing an effective, efficient, and accurate data and quality

management system. Manage the day-to-day hydrometry investigations, quality of data, planning of data collection, processing of data, and calibration for the hydrological network within Gauteng provincial operations. Provide guidance, assistance, supervision, and training of technical personnel in all aspects of hydrometry. Ability to perform land surveying when needed for calibration purposes. Apply commercial software and in-house computer software to achieve maximum efficiency in performing duties. Calibration of Gauging Weirs. Perform quality control tasks on processed time series data. Research on station history and updating of hydstra database. Data dissemination. Provide leadership in terms of the planning, programming and execution of data collection, water samples, maintenance, near real time systems and data processing and archiving. Attending meetings, workshops and forums related to the sub directorate. Research new technology relevant to hydrological services. Co-ordinating Flow measurements using various flow techniques (Conventional current gauging and Acoustic Current Doppler Profilers), during the high flow season. Auditing flow measurements performed by technical staff. Manage and supervise technological and related personnel and assets.

- ENQUIRIES** : Ms N Mabe Tel No: (012) 392 1399
- APPLICATIONS** : Gauteng Provincial Office: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor, Pretoria, 0001.
- FOR ATTENTION** : Daniel Masoga
- POST 26/173** : **CONTROL ENGINEERING TECHNOLOGIST GRADE A (ELECTRICAL)**
REF NO: 140823/03
Branch: Infrastructure Management: Head Office
- SALARY** : R831 309 per annum, (all-inclusive OSD salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Bachelor of Technology (B Tech) in Engineering or relevant qualification. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Knowledge of engineering design and analysis. Knowledge of research and development. Knowledge of legal compliance, technical and report writing. Knowledge of engineering specification development, testing, installation, commissioning, and maintenance of distribution transformers, Induction motors, soft starters, variable speed drives, motor control panels, power cables, overhead lines, medium and low voltage switchgears. Knowledge of relay protection settings and coordination. Knowledge of engineering principles and methodologies, engineering processes and procedures. Computer-aided engineering applications. Knowledge of fault finding; development, testing, installation, and commissioning of Programmable Logic Controllers (PLCs) and SCADA System.
- DUTIES** : Design new systems to solve practical engineering challenges to improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Inspect, diagnose, test, design and produce specifications for the PLC and SCADA system in accordance with the departmental standards. Inspect, diagnose, test, design and produce the specifications for distribution transformers, induction motors, soft starters, variable speed drives, motor control panels, power cables, overhead lines, medium and low voltage switchgears, and any other electrical related equipment. Check protection relay settings and perform secondary injection testing to verify trip characteristics, trip actuator and latch mechanisms. Provide input into existing technical manuals, standard drawings, specification, and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on electrical breakdowns: Diagnose fault through the application of visual and other related electrical inspection and investigation procedures. 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 APPLICATIONS : Mr. E Manhimanzi Tel No: (012) 336 8621
 : 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, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 26/174 : **GISC PROFESSIONAL GRADE A REF NO: 140823/04**
 Branch: Provincial Coordination and International Coordination: Northern Cape
 Sd: Water Resource Data Management

SALARY CENTRE REQUIREMENTS : R687 879 per annum, (all-inclusive OSD salary package)
 : Kimberley
 : 4-year bachelor's degree in (GISc) (NQF Level 7) or relevant qualification. Three (3) years post qualification (GISc) professional experience required. The disclosure of a valid unexpired driver's license. Compulsory registration with South African Geomatic Council (SAGC) as a (GISc) professional on appointment. Knowledge of programme and project management. Understanding of financial management and other policies. Knowledge of (GISc), legal and operational compliance. Knowledge of spatial modelling design and analysis. Problem solving and analysis. Good communication skills both (verbal and written).

DUTIES : Provide GISc to support institutional decision-making. Plan coordinate and facilitate GISc project activities. Execute mapping for internal and external clients. Undertake the system requirements analysis. Conduct the cost benefit analysis and execute the functional requirement analysis. Manage and supervise benchmarking. Develop conceptual database design. Execute high level user requirement analysis and develop processing model and workflow diagram. Develop and implement spatial and other standards. Determine capacity requirements. Policy making and institutional guidance, Identify and understand underlying strategic issues. Identify and analyze relevant strategic information. Oversee the process of advanced spatial analysis and modelling for institutional strategic guidance. Develop and evaluate alternative strategic solutions and recommend the best possible policy direction. Research, identify, investigate, and evaluate new technologies and advise on research viability and feasibility. Undertake environmental scanning to understand the problems in the GISc industry and advise. Develop an appropriate plan to respond to the research problem. Compile reports and make relevant proposals. Participate and liaise with relevant bodies and council on GISc matters. Manage human resources requirements. Draft Tender documents and terms of reference. Draft service level agreements. Determine project cost and quality level. Develop contingency plans. Adhere to financial legislation and regulations. Review and monitor budget to ensure that the required financial procedures are adhered to.

ENQUIRIES APPLICATIONS : Mr. B Viljoen Tel No: (053) 830 8800
 : Northern Cape (Kimberley): Please forward your application quoting the relevant reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION : Ms. C Du Plessis

POST 26/175 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 140823/05**
 Branch: Provincial Coordination and International Cooperation: Northern Cape
 Sd: Water Service Planning Support

SALARY CENTRE REQUIREMENTS : R499 275 per annum, (all-inclusive OSD salary package)
 : Kimberley
 : A National Diploma in Engineering or relevant Engineering qualification. Six (6) years post qualification in technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of technical design and analysis of hydrological infrastructure and/or water resource infrastructure. Knowledge of hydrological data management. Understanding of research and development. Knowledge and experience in computer-aided engineering applications. Knowledge of legal compliance and project management. Technical report writing. Good communication skills (both verbal and written), conflict management and

negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus and responsiveness, planning and organizing. Must be prepared to work away from the office and travel extensively for extended periods of time.

DUTIES

: Manage technical services and support in conjunction with engineers, technologist and associates in the field, workshop, and technical hydrological activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality control of hydrological time series data. Manage the registration of hydrological data on Hydstra. Manage the maintenance of surface water gauging sites. Ensure performance of control surveys, stream flow gauging and calibration. Monitor real time data of gauging sites, perform site evaluations and monitor instrumentation. Manage administrative, human resource and related functions. Provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to risk and disaster management matters. Research through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES

: Mr. K Kgarane Tel No: (053) 830 8852

APPLICATIONS

: Northern Cape (Kimberley): Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION

: Ms C Du Plessis.

THE PRESIDENCY

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

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email applications@presidency.gov.za
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 14 August 2023 at 16:30
- NOTE** : Reference number is the post number. Applications must include only TWO (2) documents. A completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. The requirements for appointment at Senior Management Service (SMS) level will be the 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 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 for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates. Successful candidates will be subjected to reference checks. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The Successful candidate will be required to sign a performance agreement with the Department. Candidates will be subjected to a security clearance up to the level of "Top Secret".

MANAGEMENT ECHELON

<u>POST 26/176</u>	:	<u>DIRECTOR: STRATEGIC MANAGEMENT</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior certificate plus applicable bachelor degree/tertiary qualification (NQF level 7) in Social or Public Management. Minimum of five (5) years' experience in the middle management level. Process competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Operational capability leadership. Program and project management. People management and empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools and techniques.
<u>DUTIES</u>	:	Coordinate The Presidency's planning process and the development of the organisation's Strategic, Annual Performance and Operational plans; including the Branch and Unit operational plans, in line with all relevant legislative prescripts for planning and reporting. Coordination of the Top and Senior Management Strategic review and planning workshops in order to develop The Presidency's Annual Performance Plan and Annual Operational Plan as per the DPME Revised Framework. Coordinate Branch and Unit operational planning sessions to develop Branch operational plans and Unit plans. Work with HR and the Budget Unit and provide strategic inputs into MTEC, AENE, and ENE, as well as HR plans, as part of The Presidency's submission to National Treasury and DPSA. Coordinate and facilitate monitoring of The Presidency's performance against its Strategic, Annual Performance and Operational plans. This includes monitoring implementation of the Annual Performance Plans, Annual Operational Plans as well as Branch Operational Plans; as well as produce Quarterly, Annual, Mid- and End- term Reports on the implementation of the APP, Branch Plans and Strategic Plans respectively. Coordinate the quarterly performance review sessions. Project Manage the development of the Annual, Mid- and End-term Reports of the organisation for submission to the Accounting Officer, Executive Authority, Top and Senior Management, National Treasury, Department of Planning, Monitoring and Evaluation, and Parliament. Coordinate evaluation projects of the organisation. Ensure that all departmental plans are quality controlled to meet the set legislative standards outlined in the PFMA and DPME Revised Framework. To be part of the secretariat of the Strategic Execution MANCO Sub-committee.
<u>ENQUIRIES</u>	:	Ms N Zwelibanzi Tel No: (012) 300 5375

OTHER POST

<u>POST 26/177</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION</u> Chief Directorate: Office of the Chief Operations Officer
<u>SALARY</u>	:	R811 560 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification (NQF level 7). A minimum of (3) three years' to (5) five years managerial experience. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Hands-on executive secretarial experience in offering services to the President. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as a team and also work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills. Good office management skills; and be able to handle confidential matters and has integrity and is trustworthy. Knowledge management: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedures. Good understanding of Public Service Regulatory Framework.

DUTIES

: Provide administrative support to the Office of the Chief Operations Officer, including compiling reports, minutes, letters and circulars as directed by the COO/Head of OCOO. Provide secretariat support to Management Committee (MANCO) Forum and all COO's meetings, including the provision of logistical support for the meetings, compiling agendas in consultation with the Head of Office, drafting minutes and action plans after each meeting, and tracking implementation of actions taken at meetings. Ensure efficient financial management and budget control, including the preparation of the Unit's budget and monitoring and reporting on the Unit's expenditure. Provide administrative support to the COO in her/his role as delegated Accounting Officer Deputy Secretary of Cabinet. Administration of the Promotion of Access of Information Act, (Act No 2 of 2000) and Promotion of Administrative Justice Act (Act no. 3 of 2000). Administer the Integrated Document Management System (IDMS) to track incoming and outgoing documents in the Office of the COO/ Quality control of submissions sent to the Accounting Officer. Administer the delegations register for the Chief Operations Officer. Strategic and Administrative support provided to all COO's priority projects. Supervise and train administrative staff in the Office of the COO.

ENQUIRIES

: Mr K Futhane Tel No: (012) 300 5995

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications directed to the address as indicated below or Hand Delivery as indicated below: Sipetu Hospital - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Mount Frere, 5090 or Hand Deliver Silindi Location, Ntabankulu 5130.
- CLOSING DATE** : 14 August 2023
- NOTE** : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POST

- POST 26/178** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/SPTH/APL/01/08/2023**
- SALARY** : R1 227 255 – R1 362 063 per annum, (OSD)
- CENTRE** : Alfred Nzo, Sipetu Hospital
- REQUIREMENTS** : National Senior Certificate. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.
- DUTIES** : Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring

and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management. Human Resource Management: To plan, implement and report on Personnel Provisioning, ensure effective utilization and empowerment of Human Resources. Ensure effective management of employee discipline and wellness practices. Ensure effective maintenance of staff through payment of employee benefits. (manage the hospital).

ENQUIRIES

: Ms L Mahlati Tel No: (039) 255 0077

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

OTHER POSTS

- POST 26/179** : **REGISTRAR (MEDICAL) REF NO: KPTH/07/04**
Directorate: Orthopaedics
- SALARY** : Grade 1: R906 540 per annum, (all inclusive)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB qualification. Registration as an Independent medical practitioner with the HPCSA. Recommendations: Successful completion of primaries (FCSA primary) is a strong recommendation. Applicable experience in Orthopaedics will be an added advantage.
- DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.
- ENQUIRIES** : Dr. M.S Moloto: Tel No: (012) 373 1010 / 1011
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. 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** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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** : 18 August 2023
- POST 26/180** : **MEDICAL OFFICER REF NO: KPTH/07/05**
Directorate: Obstetrics & Gynaecology
- SALARY** : Grade 1: R906 540 per annum, (all inclusive)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB qualification. Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner.
- DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Patient management and full time clinical service provision within the obstetrics department. Participation in the department academic program and research activities.
- ENQUIRIES** : Prof Snyman Tel No: (012) 373 1016
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. 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

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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

: 18 August 2023

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICATIONS** : Direct or hand deliver applications for all advertised posts to the address as indicated below: Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 or email to: kznjobs@kzndsd.gov.za
- FOR ATTENTION** : Ms PN Mkhize
- CLOSING DATE** : 14 August 2023
- NOTE** : Reference is made to DPSA Circular No. 05 Of 2022. The content of this circular must without delay be brought to the attention of all potential applicants. Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disability. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing of the employment contract and annual performance agreement. The successful candidates will be required to undergo security clearance, competency-based assessment, technical assessment, and to disclose financial interests in accordance with relevant prescripts. SMS Pre-entry certificate (Nyukela) is a prerequisite for appointment for all SMS posts using the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Candidates will be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

- POST 26/181** : **DIRECTOR: RESTORATIVE SERVICES REF NO: DSD1/06/2023**
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
- CENTRE** : Head Office
- REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social African Professions as a Social Worker; A valid Driver's License; 5 years of experience at middle/senior managerial level in the social work environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Knowledge of policy analysis and development; Labour Relations Act; Welfare Laws; Research Methodology; Public Financial Management Act; Treasury Regulations; Organizational behaviour analysis; Strategic business management; Employee Performance Management and Development System. Skills/ Core Competencies: Strategic Capability and Leadership; People management and empowerment; Financial management; Change management; Programme and project management; Knowledge management; Service delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Policy analysis; Computer literacy; Numeracy and Driving.
- DUTIES** : Manage and facilitate the provision of crime prevention and support services; Manage and facilitate the provision of victim empowerment services; Manage and facilitate the provision of services to substance abuse and rehabilitation

services; Manage the development and implementation of policies; Manage resources of the directorate.
Ms. PF Luthuli Tel No: (033) 264 2053

ENQUIRIES

DEPARTMENT OF HEALTH

OTHER POSTS

POST 26/182

MEDICAL SUBSPECIALIST REF NO: SUBSPECRHEUM/1/2023
Department: Rheumatology

SALARY

Grade 1: R1 406 565 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 605 330 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 753 425 per annum, all-inclusive salary package, (excluding commuted overtime)

CENTRE REQUIREMENTS

Inkosi Albert Luthuli Central Hospital
MBChB, FCP(SA) and Certificate in Rheumatology or equivalent qualifications and current full registration as a Medical Specialist Physician with the Health Professions Council of South Africa (HPCSA) AND as a medical subspecialist in rheumatology. Experience: **Grade 1:** The appointment to grade 1 requires appropriate qualification and registration with the HPCSA as a medical specialist in the subspecialty of rheumatology **Grade 2:** The appointment to grade 2 requires appropriate qualification and registration certificate plus five (5) years' experience after registration with the HPCSA as a medical specialist in the subspecialty of rheumatology **Grade 3:** The appointment to grade 3 requires appropriate qualification and registration certificate plus ten (10) years' experience after registration with the HPCSA as a medical specialist in the subspecialty of rheumatology Skills, Knowledge, Training And Competency Required: Sound clinical knowledge, skills and experience in rheumatology. Competence in the clinical evaluation, interpretation of special investigations and management within the subspecialty. Excellent human relations, communication, leadership and team building skills. Computer literacy. Sound negotiation, planning, organising, decision making and conflict management skills. Ability to teach undergraduate and postgraduate students and participate in research and continuing professional development. Maintain satisfactory clinical, professional and ethical standards in the unit.

DUTIES

The incumbent of the post is to assist the Head Clinical Unit in the following areas: Development and management of the designated subspecialty services for the area. Ensuring the efficient and effective provision of the in- and outpatient service. Formulate policies and procedures for clinical services as required and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all medical staff under their supervision. Assist with quality improvement imperatives including clinical audits, morbidity and mortality reporting and reviewing clinical documentation, clinical governance procedures etc. Ensure that cost-effective service delivery is maintained within the unit. Manage and direct performance and EPMDS of junior staff within unit as required. Actively participate in the academic programme for the training of subspecialist fellows. Clinical teaching, examination and administration of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses and supervise registrar research. Participate in outreach programmes of the unit. After-hours participation in call rosters. Assist with additional duties as delegated by the Head Clinical Unit.

ENQUIRIES APPLICATIONS

Dr Keith J Chinniah Tel No: (031) 2401306
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted

candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 18 August 2023
- POST 26/183** : **MEDICAL SPECIALIST REF NO: MEDSPECRHEUM/2/2023**
Department: Rheumatology
- SALARY** : Grade 1: R1 214 805 per annum, all-inclusive salary package, (excluding commuted overtime).
Grade 2: R1 386 069 per annum, all-inclusive salary package, (excluding commuted overtime).
Grade 3: R1 605 330 per annum, all-inclusive salary package, (excluding commuted overtime).
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBChB and FCP (SA) or equivalent qualifications and current full registration as a Medical Specialist Physician with the Health Professions Council of South Africa (HPCSA) Recommendations Certificate in Rheumatology will be an advantage. Note that applicants with appropriate qualifications and registration with the HPCSA as a specialist physician and an interest in rheumatology will be considered for this position. Experience: **Grade 1:** No experience required. The appointment to Grade 1 requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Physician. **Grade 2:** Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as Specialist Physician. **Grade 3:** requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Specialist Physician. Skills, Knowledge, Training and Competency Required: Sound clinical knowledge in Internal medicine with the ability to manage medical emergencies, chronic disorders and rehabilitation. Knowledge of ethical medical practice. Good interpersonal relationships with patients, nurses and medical colleagues. Computer literacy. Sound negotiation, planning, organising, decision making and conflict management skills. Excellent human relations, communication, leadership and team building skills. Sound clinical knowledge, skills in rheumatology.
- DUTIES** : To efficiently execute duties which support the aims and objectives of Department of Rheumatology. To participate and contribute to providing specialist care for in-patients and outpatients in the Department of Rheumatology. To supervise the training of medical students and registrars in Internal Medicine, and sub-speciality trainees in Rheumatology. To participate in the undergraduate and postgraduate training program in the Department of Internal Medicine. To participate in the quality assurance activities and administrative responsibilities of the Department of Rheumatology. To participate in the education, training, outreach and research activities of the unit. The incumbent is expected to perform after-hours calls and relief duties and be part of multi-disciplinary team when necessary.
- ENQUIRIES APPLICATIONS** : Dr Keith J Chinniah Tel No: (031) 240 1306
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications, we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	18 August 2023
<u>POST 26/184</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: PMMH/AM/PHARM/1/2023 (X1 POST)</u> Component: Pharmacy
<u>SALARY</u>	:	R990 066 – R1 145 748 per annum, (all-inclusive packages), consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (12% of basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification and registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Current registration as a Pharmacist with the SAPC. Experience: Minimum of three (3) years appropriate experience after registration as a Pharmacist with SAPC. Recommendation: Valid Driver's Licence. Computer literacy (MS Word, MS Excel, MS PowerPoint, and MS Outlook) as well as PowerPoint, and experience in RX Solution. 2 Years of Supervisory experience as Pharmacist in the public sector will be an added advantage. Knowledge, Skills, Training and Competencies: Knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System, EML, good Pharmacy practice, policies and procedures, the National Drug Policy. Sound understanding of Procurement reforms and the CCMDD program. Sound knowledge of legislation relating to pharmaceutical practice in South Africa. Sound knowledge of the District Health System and National Drug Policy. Good communication, leadership, motivational, decision-making, team building, ethical, operational, professional and supervisory skills. Knowledge of the principles, functioning and operation of a PTC and Anti-Microbial stewardship. Knowledge of Human Resource Management, staff training and development and financial management. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles. Effective planning, organizational, managerial and interpersonal skills. Be able to prioritize tasks and issues and comply with time frames. Have good interpersonal skills. Knowledge of the scope of practice of the various pharmaceutical staff categories and other health professional together with the attendant training requirement. Have good or detailed knowledge of the South African system for pharmaceutical, tenders and contracts, (knowledge of the pharmaceutical supply and dispensing chain is essential). Have the ability to prioritize issues and other work related matters and to comply with time frames. Be computer literate with a proficiency in MS Office Software application and have experience in RX Solution.
<u>DUTIES</u>	:	Provide comprehensive pharmaceutical service to patient's wards, and departments and satellite PHC clinics. Engage in effective communication with all stakeholders to ensure that quality services rendered and requirements for

audits are met. Comply with the requirement for good Pharmacy practice and scope of practice for a Pharmacist as laid down by the South African Pharmacy Council. Maintain accurate and appropriate patient record in line with legal requirements. Develop implement and monitor adherence to standard operation procedure and policies for all aspect of the pharmaceutical service, in accordance with the applicable legislations, regulations and good pharmacy practice; Compiling reports for submission. Assist in co-ordination of pharmacy and therapeutics 190 and antibiotic stewardship, indemnity training needs for pharmacy staff and coordinate training. Direct supervision of Pharmacists, Community Service Pharmacists, Pharmacy Interns and Pharmacist Assistants (all staff allocated in Pharmacy). Provide necessary orientation, training, discipline, conflict resolution, EPMS management and monitoring of all Pharmacy staff. Provide supervisory pharmaceutical support to PHC clinics under Prince Mshiyeni Memorial hospital; Participate in quality improvement programs of the Department and ensure policies and procedures are followed. Manage patient complaints; Liaise with other Health professionals regarding drug information and participate in Pharmacy and Therapeutic committee and all other relevant committees. Supervise the enrolment and implementation of the CCMDD, ARV program and pre-dispensing to clinics. Ensure continuous registration of Pharmacy Department with Pharmacy Council. Provision of pharmaceutical services in accordance with legislation and provisions of the national drug policy. Dispense pharmaceuticals as well as ARV medicines and perform standby/on-call when necessary. Implementation of good pharmacy Practice Rules; Ensure optimal utilization and sound management of human resources as well ensure optimal safety and security of pharmaceuticals in the institution. Management of procurement, storage, distribution and use of pharmaceuticals in the institution to ensure that stock out of essential medication is avoided. Ensure extensive control of pharmaceutical service in all depth of the CHC including drug supply management to attached clinics and outreach programs. Ensure formulation of standard operating procedures and protocols and monitor adherence by staff; Ensure that the institution has a functional drug and therapeutic committee together with the Medical Manager. Ensure that the institution has a functional antibiotic stewardship committee and participation by all pharmacy staff together with the Medical Manager. Identify training needs of the Pharmacy staff and facilitate access to appropriate training and development. Identify and facilitate the procurement of pharmaceutical equipment as per the standard operational norms of a district hospital. Development and implementation of quality improvement projects in pharmacy. Participate in all institutional committee meetings as per appointment by the Institutional Manager.

ENQUIRIES
APPLICATIONS

: Ms T.P Mhlongo Tel No: (031) 907 8265 / 8317
 : Applications to be forwarded to: The Human Resource Manager or Hand deliver to A-Block 1st Floor white application 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 Z83 e.g. Reference number PMMH/SPEC/O&G/ 02/2023. No Registered Mail and Faxed Applications Will Be Considered. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement,

consider your application as unsuccessful, please. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.) (Persons with disabilities from all designated race groups, African male, Coloured male and White Male are encouraged to apply for the post)

- CLOSING DATE** : 14 August 2023
- POST 26/185** : **DEPUTY MANAGER NURSING SERVICES REF NO: BETH 30/2023 (X1 POST)**
- SALARY** : R930 747 per annum, all-inclusive salary packages, (70% of basic salary and 30% benefits) plus 12% rural allowance.
- CENTRE** : Bethesda District Hospital - (KwaZulu - Natal)
- REQUIREMENTS** : Grade 12 (senior certificate). Basic R425 Qualifications (Diploma /Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Current registration with SANC Receipt (2023). A minimum of nine (09) years of the appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least four (04) years of the period referred to above must be appropriate / recognizable experience at Management level
 Recommendations: Diploma in Health Care will be an added advantage. Diploma in administration will be an added advantage. Valid Driver's License EB or C1 Knowledge Skills Training and Competencies Required: In depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as: Nursing Act and Regulations, National Core Standards, Health Act, Code of Ethics, Professional Practices, Scope of Practice, Occupational Health & Safety Act, Mental Health Act. Knowledge and understanding of Legislative framework governing the Public Service. Skills Development Act, Public Service Regulations, Labour Relations Act, Grievance procedure, Disciplinary Code and Procedure, Financial Management Act. Financial and budgetary knowledge pertaining to relevant resources under management. Good verbal and written communication skills. Sound management, organization and interpersonal and problem-solving skills.
- DUTIES** : Provide guidance and relationship towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing ethos and professionalism. Enforce implementation of the monitoring and evaluation policies of the Provincial Department of Health as well as those of the District and the institution. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation. To control over the budget allocated to Nursing Component. Align individual performance to the strategic objectives of the component thus to the entire institution. Report on strategic framework/plans in the area of the functional responsibility. Implement the strategic planning and budgeting of the nursing component. Manage and monitor all aspects of Facility and Operational Management. Participate in the analysis, formulation and implementation of the administrative framework, work policies and procedures, guidelines as well as the nursing practice standards. Implement Batho Pele and uBuntu Principles in all the units of the hospital, including clinics. Secure responsibility for the corporate government inclusive of infrastructure planning and maintenance as well as occupational health and safety. Participate in the formulation and maintenance of critical leadership structures in the support of equitable and responsive health service delivery to the people within the designated catchment area. Identify and communicate ant faults in the general operation of the institution to fulfil accountability and responsibility function to the Executive Management.
- ENQUIRIES** : Mr. M.I Mathe (The Hospital CEO) Tel No: (035) 595 3101
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road.

- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
- CLOSING DATE** : 18 August 2023
- POST 26/186** : **MEDICAL OFFICER REF NO: MO RADIO/2/2023 (X2 POSTS)**
Department: Radiology
- SALARY** : Grade 1: R906 540 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 034 373 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 197 150 per annum, all-inclusive salary package, (excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBCHB Degree, Current registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Recommendations: Evidence of capacity to succeed with the practical and academic requirements of Diagnostic Radiology training, and to successfully compete for a subsequent registrar post. For example: CMSA FCRad SA Part 1 exams passed one or both components (Radiological Anatomy and Radiation physics) – would be an added advantage. Evidence of academic activity relevant to radiology and/or Research experience. Experience: **Grade 1:** No experience required after completion of Community Service. Appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of 11 years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Skills, Knowledge, Training and Competency Required: Knowledge of Radiological Anatomy and Radiation physics and safety. Radiology related diploma, courses, certificates or seminars will be an advantage. Work experience in a Diagnostic Radiology Department will be an advantage. Sound knowledge and experience in clinical Medicine. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals. Post-registrar time Medical officers will not be considered for the posts.
- DUTIES** : Provide an efficient, effective general radiological medical officer service to facilitate imaging of IALCH patients. Ensure optimal health care consistent with

the guidelines of practice of Radiology as outlined by the South African Society of Radiologists. Take an active academic role and an active role in radiology training and research. Participate in department academic program and multidisciplinary meetings. Participation in on-stie commuted overtime is compulsory. Write and pass the FCRAD Part 1 exams within 18 months of appointment. Comply with department rules and regulations.

**ENQUIRIES
APPLICATIONS**

: Dr N. Dlamini Tel No: (031) 240 2294/5
: All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE

: 18 August 2023

POST 26/187

: **MEDICAL OFFICER REF NO: MO ONCO/2/2023 (X1 POST)**
Department: Oncology

SALARY

: Grade 1: R906 540 per annum all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 034 373 per annum all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 197 150 per annum all-inclusive salary package, (excluding commuted overtime)

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
: MBCHB degree. Registration Certificate with the HPCSA as a Medical Practitioner. Senior Certificate and Current registration with HPCSA as a Medical Practitioner. Recommendation: At least 6 months experience in Radiotherapy & Oncology would be advantageous. Experience: **Grade 1:** No Experience required from South African qualified employees. One-year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills and Experience Required: Basic understanding of treatment principles and options in oncology. Good interpersonal skills. Ability to

<u>DUTIES</u>	: diagnose and manage common medical problems including oncological emergencies. Sound moral values based on integrity, trust and judgment. Sound communication skills. Prior experience in oncology is advantageous. Work within a multidisciplinary framework in the management of oncology patients. Adhere to departmental treatment guidelines and policies. Undertake ongoing care of individual patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. Maintain medical records, including morbidity and mortality statistics. Attend and participate in departmental academic meetings and outreach services to Ngwelezane/Queen Nandi and other part of KwaZulu Natal as per request. Rotate through other hospitals in the DFR area. The successful applicant will be required to perform after hour's duties at IALCH and Addington Oncology departments.
<u>ENQUIRIES APPLICATIONS</u>	: Dr Shona Bhadree Tel No: (031) 240 1920 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	: 18 August 2023
<u>POST 26/188</u>	: <u>MEDICAL OFFICER REF NO: SAH 25/2023 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R906 540 per annum, (all-inclusive package) Grade 2: R1 034 373 per annum, (all-inclusive package) Grade 3: R1 197 150 per annum, (all-inclusive package) Other Benefits: 13 th Cheque, 22% Rural Allowance, Commuted Overtime, Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	: ST Andrews Hospital: Medical and Surgical Wards : Grade 1: Senior Certificate Plus Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner or 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner OR 6 years' experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner or 11 years'

experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Skills: Ability to diagnose and manage common medical and surgical problems including emergencies in the major clinical disciplines. Surgical and Anesthetic skills. Sound knowledge and experience in the respective medical discipline. Sound knowledge of Human Resource Management, Information Management and Quality Assurance Programme. Knowledge of current health and public service legislation, regulations and policies. Sound Medical ethics and emphasis on budget control, epidemiology and statistics. Sound teaching and supervisory skills. Good communication and interpersonal skills.

DUTIES : Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Assist with human resource development for medical staff. Conduct orientation and induction for new staff. Conduct continuous professional development by organizing information seminars. Ensuring correct patient management through the implementation of quality standards and practice and treatment protocols. Ensuring the development, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide Medical Services at the department appointed to. Clinical responsibilities including examine, investigate, diagnose and oversee that treatment of patients in the relevant department. Provide guidance, training, evaluation and mentorship of junior medical staff. Participate in community health programs. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Assist in the evaluation of existing standards and effectiveness of health care. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines.

ENQUIRIES : Dr SK Lumeya Tel No: (039) 433 1955, Ext 214
APPLICATIONS : Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680 Or Hand Delivery: 14 Moodie Street, Harding, 4680.

FOR ATTENTION : Human Resource Manager
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. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, only when shortlisted. 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.

CLOSING DATE : 18 August 2023

POST 26/189 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: GWALI CLI 02/2020 (X1 POST)**

SALARY : R627 474 – R703 752 per annum. Other Benefits: 13TH cheque, 12% rural allowance, medical aid (optional), Home owners Allowance (Employee must meet prescribed Requirements)

CENTRE : Othobothini Community Health Centre (Gwaliweni Clinic)
REQUIREMENTS : Matric / Grade 12. Diploma/ Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC in General Nursing, Midwifery and Primary Health Care. Minimum of 9 years appropriate/recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate /recognisable experience after

obtaining the one year post basic qualification in Primary Health Care. Current registration with SANC (2023). Work experience endorsed by HR / Certificate of Service. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Good report writing and time Management skills. Understanding of Nursing legislation, ethical nursing practise and how these impacts on service delivery. Ability to provide mentoring, team building. supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counselling, conflict management skills and decision making. Good interpersonal skills. Project, financial and time management skills. Understanding of challenges facing Public Health Sector. Ability to plan and prioritise issues and other work related matters and comply with time frames.

DUTIES

: Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Screening, diagnosing and treatment of patients. Maintain accurate and complete patients records according to legal requirements. Assist in compiling and updating of procedural guidelines. Identify problems, arrears needing improvement and communicate them to Operational Manager. Co- ordination of services within the institution and other services related to community health (NGO's, CBO's, CHW. Ensure supervision, provision and basic patient's needs. Evaluate and follow up patients during clinic visits. Promote preventive health for clients. Initiate treatment, implementation of programs and evaluation of patients clinical conditions. Attend and participate during doctor's visits. Provide education to patients, staff and public. Assess in service training needs, planning and implementation of training.

ENQUIRIES APPLICATIONS

: Ms. N.N Mdletshe Tel No: (035) 572 9002
 : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

NOTE

: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Curriculum Vitae (CV). Only shortlisted candidates will submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African Males are most welcome to apply.

CLOSING DATE

: 14 August 2023

POST 26/190

: **OPERATIONAL MANAGER NURSING (SPECIALTY) (NURSING COMPONENT) REF NO: CATO 011/2023**
 Cluster: Nursing Management Services

SALARY

: R627 474 - R703 752 per annum, plus 13th cheque, Medical Aid (optional), Home Owners Allowance, etc. (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS

: Cato Manor CHC
 : Senior Certificate/ Grade 12 or equivalent. Basic R425 Qualification: Diploma/ Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery plus: a One (1) Post-basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in the speciality after obtaining one (1) year post basic qualification in advanced Midwifery and Neonatal Nursing Science. Current registration with SANC as professional nurse (SANC receipt 2023). Only shortlisted candidates will submit proof. Recommendations: Diploma /Degree in Nursing Administration; Competencies: Good interpersonal relationship skills and good listening skills, perform clinical nursing practise in accordance with the scope of practice and nursing standards Knowledge of nursing care processes and procedures nursing statutes and other relevant legal frameworks such as: Nursing Act Occupational Health and Safety Act, Patient's Rights Charter, Batho Pele

<u>DUTIES</u>	:	Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight on the procedures and policies pertaining to nursing care. Leadership, organizational, decision-making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Be prepared to work shifts, weekends, Night and Public holidays if a need arise. Computer skills in basic programs, sound knowledge of scope of practice.
	:	Overall supervision of the facility after hours and during the weekends. Provide effective management and professional leadership in the specialized unit. Ensure implementation of quality maternal child and women's health care programmes. Provision of quality nursing care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To develop and ensure implementation of nursing care plans. Coordinate the provision of effective training and research. Attend mortality meetings monthly and ensure cost effective and appropriate management of resources. Identify, develop and control risk management systems within the unit. Provide a safe, therapeutic environment as set laid down by Nursing Act, Occupational health and safety Act and all applicable prescripts. Ensure ongoing education and in-service training of EMTCT .BFHI and ESMOE. Ensure maternal and child updated protocols and guidelines in the CHC. Implement standards, practices and indicators for Maternal and child health care and CARM. Improve availability of PMTCT. Maintain accurate and complete patient's records according to legal requirements Display concern for patients, advocating and facilitating proper treatment and care. Ensure staff development and monitor performance through EPMDs. Provide guidance and leadership in the implementation of the National Core standards, Clinic audits, National health Priorities, quality improvement initiatives including National Priority Program Plans and Ideal clinic initiative and realization. Work as a part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and with multidisciplinary team, participate in the analysis and formulation of nursing policies and procedures. Monitor implementation and performance of emergencies on daily, weekly and monthly basis. Ensure that staff is orientated, mentored and develop to provide quality patient. Ensure that discipline and professionalism is instilled and maintained. Ensure accurate and reliable data management is submitted to FIO timeous.
<u>ENQUIRIES</u>	:	Mr S.M Nkosi Tel No: (031) 261 1508
<u>APPLICATION</u>	:	All application should be forwarded to: Hand delivery EThekwini District Office, 85 King Cetshwayo Highway, Mayville Durban or be Posted Private Bag X54318, Durban, 4000
<u>FOR ATTENTION</u>	:	Assistant Director: Human Resource Management Service
<u>CLOSING DATE</u>	:	14 August 2023
<u>POST 26/191</u>	:	<u>OPERATIONAL MANAGER PHC SPECIALTY REF NO: SAHMBOTHO 08/2023 (X1 POST)</u>
<u>SALARY</u>	:	R627 474 per annum. Other Benefits: 13 th cheque, 12 % rural allowance, Home owners allowance (employee must meet prescribed requirements) Medical aid (Optional)
<u>CENTRE</u>	:	ST Andrews Hospital – Mbotho Clinic
<u>REQUIREMENTS</u>	:	Diploma / Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations. Current registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary knowledge pertaining to the relevant resources under management ,Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.

<u>DUTIES</u>	:	To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.
<u>ENQUIRIES</u>	:	Mrs VV Ncume Tel No: (039) 433 1955 EXT 259
<u>APPLICATIONS</u>	:	Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680 Or Hand Delivery: 14 Moodie Street, Harding, 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, only when shortlisted. 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.
<u>CLOSING DATE</u>	:	18 August 2023
<u>POST 26/192</u>	:	<u>OPERATIONAL MANAGER-SPECIALTY (TRAUMA AND EMERGENCY NURSING) REF NO: WWH/OM/09/2023 (X1 POST)</u>
<u>SALARY</u>	:	R627 474 - R654 960 per annum. Other Benefits: 13 th Cheque/Service Bonus, Medical Aid Allowance (optional) Home Owner Allowance (subject to meeting prescribed requirements).
<u>CENTRE</u>	:	Wentworth Hospital
<u>REQUIREMENTS</u>	:	Matric/Senior Certificate or equivalent qualification, valid driver's licence, computer literacy. Basic R425 qualification (i.e. Diploma/ Degree in General Nursing Science and Midwifery) that allows Registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic nursing qualification in Operating Theatre Nursing Science with duration of at least 1Year accredited with the SANC. A 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 nursing experience in the speciality after obtaining the one year post basic qualification in the relevant speciality. At least 5 years of the period referred to above must be appropriate/recognizable nursing experience on the speciality after obtaining

the one year post basic qualification in the relevant speciality. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) only shortlisted candidates will submit proof of current registration with the SANC (2023). Knowledge of South African Nursing Council (SANC) rural and regulations. Decision making and problem solving skills Conflict Management and negotiation skills. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Leadership, organizational, decision makes and problem solving skills Report writing skills, and time management skills, Good communication, interpersonal relations, counselling and conflict management skills. Ability to formulate patient care related policies. Knowledge of Public Service Policies, Acts and Regulation.

DUTIES

: To plan, organize and monitor the objectives of the specialized unit. Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in conjunction with team members, within a professional and legal framework Supervision and monitoring of provision of quality nursing care through the implementation of National core standards and procedures. Ensure an adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner. Maintain effectively the utilization and supervision of resources. Supervise implementation of health care delivery policies, procedures, clinical guidelines, and protocols, operational and strategic plans aimed at improving service delivery. Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patient's records according to legal requirements. Participate in Quality Improvement programs and Clinical Audits Demonstrate a concern for patients, promoting and advocating proper treatment and care Monitor and evaluate staff performance Ensure effective data management Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff patients and multidisciplinary team. Exercise control over discipline grievance on all labour related issues according to laid down policies and procedures, Develop /establish and maintain constructive working relationship with nursing and other stakeholder.

**ENQUIRIES
APPLICATIONS**

: Mr. R.K Mthimkhulu Tel No: (031) 460 5207
 : Applications must be forwarded to: The Assistant Director HRM, Wentworth Hospital, Private Bag X02, Jacobs, 4026 or hand deliver at No. 01 Boston road, Wentworth hospital (applications to be dropped at the box by the hospital main security gate)

**FOR ATTENTION
NOTE**

: Mr. M.S. Mgoza
 : The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR from the website www.kznhealth.gov.za as issued by Minister for DPSA in line with the regulations 10 of the Public Service Regulations 2016. Applicants must utilize the most recent Z83 form. The Z83 form must be fully completed in a manner that allows the selection committee to access the quality of a candidate based on the information provided in the form; Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV). Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidates will be required to produce certified copies of documents on or before the day of interview. It is the responsibility of the applicant to have foreign qualification evaluated by the South African Qualification Authority. Applicants applying for more than one (1) post must submit a separate form Z83 as well as the documentation mentioned above in respect of each post. The Reference Number and Position of the post you applying, as stated in the advert must be clearly indicated in the columns provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered / accepted. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not received any response after four weeks from the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcome obtained from the SSA to the following checks.

CLOSING DATE

: 15 August 2023

<u>POST 26/193</u>	:	<u>ASSISTANT DIRECTOR: DISPENSING OPTICIAN GRADE 1 (OSD) REF NO: MPEH/ADOL/14/2023</u> Component: Optical Laboratory
<u>SALARY</u>	:	R578 367 per annum. Other Benefits: 13th cheque, Medical Aid (Optional) Homeowners Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	McCord Provincial Eye Hospital Senior Certificate/Grade 12 Certificate, Degree/National Diploma in Optical Dispensing/ Bachelor of Health Science in Opticianry as Recognized by SAQA. A minimum of three (3) years relevant experience. Valid driver's license and Computer literacy. Knowledge, Skills, Attributes and Abilities: communication, report writing, Self-discipline and ability to work under pressure with Minimum Supervision and make informed decisions independently. Knowledge of Optical statutes, Prescripts and other relevant public service legislations. Team building and supervisory skills. Be Prepared to travel to other Optical Satellites in the Province.
<u>DUTIES</u>	:	Ensure processing and dispensing of orders. Study Prescription carefully and decide on raw Material and processes to be used. Develop operational work plans. Prepare delivery schedules. Manage Stock control in the laboratory storeroom. Provide weekly and monthly stock statistics. Provide Packaging and storing of spectacles services. Oversee the satellite optical laboratories in the Province. Coordinate the functions of the satellite Optical Laboratories. Provide advice, guidance and input to policy. Ensure the effective, efficient and economical management of allocated resources of the Division. Manage the human resources and allocated assets. Ensure safe use of equipment and regular maintenance. Provide training, advice and guidance to staff. Manage EPMDS and manage potential risks and mitigation strategies.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr.SR Naidoo Tel No: (031) 268 5701 Applications should be directed to: Human Resource Management Services, PO Box 37587, Overport 4067 Or Hand Delivered to: Human Resource Management Services - McCord Provincial Eye Hospital, 28 McCord Road, Sinikithemba Building, Overport, 4067
<u>CLOSING DATE</u>	:	15 August 2023
<u>POST 26/194</u>	:	<u>CHIEF DISPENSING OPTICIAN –GRADE 1 REF NO: MPEH/DO/10/2023</u> Component: Optical laboratories
<u>SALARY</u>	:	R520 785 per annum. Other Benefits: 13th cheque, Medical Aid (Optional) Homeowners Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	McCord Provincial Eye Hospital Senior Certificate/Grade 12 Certificate, National Diploma / Bachelor's Degree in Optical Dispensing /Diploma in Opticianry/Bachelor of health science in Opticianry as recognized by SAQA Code 8 Drivers License A minimum of 2 years relevant experience Computer literacy and valid Driver's licence Knowledge, Skills And Competencies Required: Sound knowledge and understanding of Health Professions Act, 1974 (Act No. 56 of 1974) Occupational Health and Safety Act Good verbal and communication skills Have interpersonal skills; Be patient and tactful Mechanical and technical aptitude; Finger dexterity and a steady hand; Good eye-hand coordination; Good eyesight.
<u>DUTIES</u>	:	Management of the Optical Laboratory within ethical guidelines according to DOH policies and guidelines. Supervision of staff and the management of the daily operations in optical lab. To supervise student training as required and to ensure that it complies with all ethical codes, guidelines, policies, as stipulated by the DOH. Ensure and maintain staff productivity rates. Ensure consistent, efficient turnaround time at all times. Liaising with suppliers regarding the ordering of equipment and consumables. Responsible for stock control in the laboratory and storeroom. Management of accounts including the laboratory and logistics. Management of the laboratory assets through regular updated asset lists. Quality assurance and maintenance of best practices. To ensure all jobs are of the highest quality and comply with specifications before the job is dispatched. Identify areas of improvement and to implement Quality Improvement Projects /Plans. To ensure daily, weekly and monthly reports are compiled and submitted timeously. To ensure an updated service is provided in the lab at all times. To keep abreast of the latest opticianry developments and ensure staff is adequately trained. Attendance at monthly meetings. Ensure the laboratory adheres to DOH policies and guidelines as well as to

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uphold highest possible dispensing standards. Ability to perform all dispensing procedures and duties effectively and efficiently. Ensure safe use of equipment and to ensure the regular maintenance of equipment is adhered to.

Dr.SR Naidoo Tel No: (031) 268 5701

All applicants should be forwarded to: The Acting Chief Executive Officer, McCord Provincial Eye Hospital, PO Box 37587, Overport, 4067
HR Department

FOR ATTENTION
NOTE

Direction to candidates: The following documents must be submitted: Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. To minimize the spread of COVID19 pandemic, applicants are requested not to certify their qualification as per the requirements of the post only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) People with disabilities should feel free to apply and African males are encouraged to apply Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.
15 August 2023

CLOSING DATE

POST 26/195

CHIEF RADIOGRAPHER REF NO: CHIEFRAD DIAG/1/2023 (X1 POST)

Department: Diagnostic Imaging

SALARY
CENTRE
REQUIREMENTS

Grade 1: R520 785 per annum, (all-inclusive package)

Inkosi Albert Luthuli Central Hospital

An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). A minimum of three (3) years appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. Recommendations: Experience in CT scanning is preferred. Knowledge, Skills Training and Competencies Required: Working knowledge and experience in radiography principals, systems and procedures performed within the radiology department which include CT scanning and Fluoroscopy. Sound supervisory skills. Sound knowledge of radiation safety regulations Sound knowledge of diagnostic radiography equipment and protocols. Ability to train junior radiography staff. Knowledge of relevant public service policies acts and regulations. Knowledge of HR related policies and procedures. Knowledge of the Employee Performance, Management and Development System. Knowledge and experience in quality assurance policies. Good verbal and written communication skills. Sound interpersonal skills and Human resource management skills.

DUTIES

Provide a clinical radiographic service by implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques in a 24 hour diagnostic imaging department. Participate in the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department of Health policies and procedures are adhered too. Perform all delegated departmental tasks with limited supervision and having the ability to deal with crisis situations independently. Perform overtime duties as required.

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Ms BV Mfeka Tel No: (031) 2401950

All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 18 August 2023

POST 26/196 : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: NMH/CDR/2023 (X1 POST)**

SALARY : R520 785 – R578 367 per annum
CENTRE : Niemeyer Memorial Hospital
REQUIREMENTS : Senior Certificate or equivalent qualification. Degree/ Diploma in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer (2023/2024). Minimum of 3-5 years relevant experience after registration with HPCSA as a Diagnostic Radiographer. All shortlisted candidates will be required to submit proof of current and previous working experience endorsed and stamped by Human Resource Department (Certificate of Service). Knowledge, Skills, Experience and Competencies Required: Sound knowledge of Radiation control and safety measure. Sound knowledge of diagnostic radiography procedures and equipment. Knowledge of relevant health and safety policies, regulations and acts. Ability to communicate effectively and problem. Sound communication, interpersonal, problem solving, teaching and training skills. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work-related matters and to comply with time frames. High level of accuracy.

DUTIES : Provide a high-quality diagnostic Radiography services. To promote good health practices and ensure optimal patient care. Execute all clinical procedures competently to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff. To comply with safety radiation protection standards. Perform other duties as per delegation by radiography management. 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. Participate in departmental quality assurance quality improvement programs and National core standards. Inspect and use equipment, professionally to ensure that they comply with safety standards. To inspect and utilize equipment professionally and thus ensure compliance with safety regulations.

ENQUIRIES : Dr. SB Nkosi Tel No: (034) 331 3011
APPLICATIONS : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.

NOTE : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on applications but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore, only shortlisted candidates for a post will

be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/CDR/2023) Persons with disabilities should feel free to apply for the post. No faxed and emailed applications will be considered. Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). Equity Target: 1st Male African 2nd Male Indian and 3rd Female Indian

- CLOSING DATE** : 18 August 2023
- POST 26/197** : **CLINICAL PROGRAMME COORDINATOR (COMMUNICABLE DISEASES)**
REF NO: UMZIN/19/2023 (X1 POST)
- SALARY** : R497 193 per annum. Plus 13th cheque, Housing allowance (Employee must meet prescribed requirement. Medical Aid (Optional). Rural allowance (On claim basis).
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : Matric (National Senior Certificate) Bachelor's Degree /National Diploma in Nursing Active registration with the SANC A minimum of 7 years appropriate / recognizable nursing experience after registration as a Professional Nurse of which 5 years of the period must be appropriate recognizable experience in primary Health care environment Valid driver's License. Computer literacy with a proficiency in MS Office Software applications Recommendation Experience in Notifiable Medical Conditions Surveillance Knowledge, Skills, Training And Competencies Required Notifiable Medical Conditions Surveillance Expanded programme of Immunization and related software programmes Epidemiology Project management skills Strong interpersonal, communication and presentation skills Basic Financial Management An understanding of the challenges facing the Public Health Sector.
- DUTIES** : Monitor and evaluate the implementation of the CDC Programme within the District Ensure implementation of clinical protocols, guidelines and practices to treat and manage outbreak of communicable diseases in the District. Ensure establishment of relevant indicators and reporting systems which will enable the monitoring and rapid response to specific communicable diseases. Oversee the monitoring of the District expanded programme for Immunisation (EPI) to ensure that known disease strains are eliminated. Coordinate all vaccination related campaigns Coordinate and monitor the flu vaccination processes within the District Ensure that internal and external role player are adequately empowered to treat every known threat by communicable diseases. In conjunction with external role players, determine monitoring and reporting indicators of communicable diseases. Ensure effective and timeous response to all communicable disease outbreaks or suspected cases Chair the District OBR meetings Ensure prompt management of all AEFI whilst working closely with the District Pharmacy Manager Coordinate the implementation of epidemic preparedness and response Monitor and evaluate all surveillance systems, develop and implement necessary interventions. Co-ordinate training with regard to all CDC programme, advocacy policy and guidelines across the district. Advise Management at a District, Sub-District, Facility and Community level on communicable diseases matters. Ensure the effective and efficient utilization of resources.
- ENQUIRIES** : Mrs. S Sibiyi Tel No: (034) 299 9114
- APPLICATIONS** : All applications should be forwarded to: The District Manager, Umzinyathi Health District, Private Bag X2052, Dundee, 3000 Or Hand delivery: 34 Wilson Street, Dundee, 3000.
- FOR ATTENTION** : Ms. ML Mbatha

NOTE : NB: Please note that due to financial constraints, there will be no payment of S&T claims, Resettlement fees and interim accommodation.

CLOSING DATE : 21 August 2023

POST 26/198 : **CLINICAL PROGRAM COORDINATOR: TRAINING REF NO: PSH 55/ 2023 (X1 POST)**

SALARY : R497 193 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Port Shepstone Regional Hospital (CETU)
 Matric / Senior Certificate. Diploma/Degree in Midwifery nursing science, One year qualification in Nursing Education. Registration with SANC as General Nurse, midwife and nursing educator At least 7 years' experience as a professional nurse. A minimum of 3 years appropriate/ recognizable experience as a lecturer after registration with SANC as a Nursing Educator Current SANC receipt for 2023. Computer Literacy. Certificate of service endorsed by HR. Knowledge, Skills and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Acts, rules and regulations. Knowledge of National strategic plan for nursing education and training & Practice. Knowledge of National Policy on Nursing Education and Training. Knowledge of National guidelines on establishment of CETU. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills – verbal and written. Good leadership, interpersonal, problem-solving, conflict management, decision-making, coordinating and negotiation skills. Good facilitation and clinical assessment skills. Knowledge and experience in implementation of Batho Pele Principles and Patients' Rights Charter, Code of Conduct and Labour Relations. Knowledge of Norms and Standards and other relevant public service programmes. Sound knowledge of legacy and new qualifications.

DUTIES : Plan and coordinate clinical placements jointly with Nursing Education Institution (NEI) Organise training of preceptors in consultation with NEI/HEI. Organise and chair monthly CETU meetings. Supervise and monitor schedule of work of all preceptors. Manage clinical placements electronically using relevant software; record keeping of clinical training outcomes and nurse competence. Maintain compliance with South African Nursing council (SANC) and Council of Higher Education (CHE) requirements with regard to clinical training. Develop and monitor a quality assurance system for clinical training. Develop and implement Standard Operating Procedures in relation to clinical training. Assist nursing college staff with planning for clinical assessments Provide nursing college with clinical progress of students on a monthly basis. Maintain jointly with HRD component a CPD (Continuous Professional Development) for nurses at Port Shepstone hospital. Develop a yearly in-service training program for full time staff. Ensure that a full orientation program for all categories of nursing staff is developed and implemented by trainers Control all financial and material resources in the clinical teaching department. Attend workshops and seminars and give feedback. Serve as member of various committees e.g. research, policy making and all clinical governance committees. Attend workshops and seminars and give feedback Assist programme managers with training in new programmes. Report all training matters to Deputy Manager nursing on a monthly basis.

ENQUIRIES APPLICATIONS : Mrs MC Maqutu Tel No: (039) 688 6117

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** : 18 August 2023
- POST 26/199** : **CLINICAL NURSE PRACTITIONER GRADE 1 AND 2 REF NO: HGHD 07/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 8% rural allowance (claimable)
- CENTRE REQUIREMENTS** : Harry Gwala Health Office: Ubuhlebezwe (Ixopo Clinic) (X1 Post)
Grade 12 / Standard 10/ matric or equivalent: plus. Degree/Diploma in General nursing and midwifery plus 1 year post basic qualification in Primary health care. Current registration with SANC certificate for General Nursing and Primary Care Nurse. Recommendation: Valid driver's license B. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Salary **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in primary health Care. Skills, Knowledge and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights, Labour Relations Act, Grievance procedures etc. Leadership, organizational, decision making and problem-solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and Budgetary knowledge. Good driving skills. Time management. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.
- DUTIES** : Provide quality comprehensive community 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. Provide assessment, testing of clients and linkage to treatment and care. Assist in orientation, induction and monitoring of all nursing staff and support staff. To provide nursing care that leads to improved health service delivery. Execute duties and functions with proficiency and perform duties according to scope of practice.
- ENQUIRIES APPLICATIONS** : Mrs. NP Khwela Tel No: (039) 834 8200
Applications must be directed, Harry Gwala Health District Office, Private Bag X502, Ixopo, 3276 OR Hand deliver to: 111 Main Street, IXOPO under KFC building, Room 99, District office.
- FOR ATTENTION NOTE** : Mr. ZN Dotyeni: Assistant Director: HRM
An application for employment Form (new Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Only shortlisted candidates will be required to provide certified copies of educational qualifications, drivers' license, ID copy and proof of work experience. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 07/2023. 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, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T Claims covering transport fees to the interview venue
- CLOSING DATE** : 18 August 2023

<u>POST 26/200</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: SAHXHAMINI 09/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 13 th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	ST Andrews Hospital: Xhamini Clinic Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: 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. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Assist the unit manager with overall management and necessary support for effective function in the clinic. To work as part of 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 clinics. Must be able to handle obstetric and emergencies and high-risk conditions. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality 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. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs VV Ncume Tel No: (039) 433 1955, Ext 259 Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680 Or Hand Delivery: 14 Moodie Street, Harding, 4680.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager 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. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification are not submitting

copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, only when shortlisted. 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.

CLOSING DATE

: 18 August 2023

POST 26/201

: **CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 03/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE

: ST Andrews Hospital: Elim Clinic

REQUIREMENTS

: Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** Experience: 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. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

DUTIES

: Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Assist the unit manager with overall management and necessary support for effective function in the clinic. To work as part of 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 clinics. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organize own work and that off support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality 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. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions.

ENQUIRIES

: Mrs VV Ncume Tel No: (039) 433 1955, Ext 259

APPLICATIONS

: Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680 Or Hand Delivery: 14 Moodie Street, Harding, 4680.

FOR ATTENTION

: Human Resource Manager

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. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of

previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification are not submitting copies/attachments/proof/certificates/ID driver's licence/ qualifications on applications, only when shortlisted. 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.

- CLOSING DATE** : 18 August 2023
- POST 26/202** : **PROFESSIONAL NURSE SPECIALTY: OCCUPATIONAL HEALTH REF NO: SAH 26/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
ST Andrews Hospital: Occupational Health Clinic
- CENTRE REQUIREMENTS** : **Grade 1:** Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Occupational Health Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing. Current registration with SANC as a General Nurse and Midwifery. **Grade 2:** Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Occupational Health Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing. At least 10 years of the period mentioned above must be recognizable experience in Occupational Health, after obtaining the one year post basic qualification in relevant specialty. Current registration with SANC as a General Nurse, Midwifery and registration in operating theatre. Skills: Knowledge of nursing care and processes and procedures. Sound knowledge of Occupational Health & Safety Act, Compensation Injuries Diseases Act (COIDA) and the latest Employee Health and Wellness Framework for the service. Knowledge of basic human resource and financial management. Ability to demonstrate good insight of policies and procedures pertaining to occupational employee health and wellness. Knowledge of Public service regulations, disciplinary code. Human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Ensure the compliance of baseline medical surveillance, periodical medical examination and exit medical examination. Administer clinical treatment of staff patients and make referrals. Develop and implement Occupational Health and Safety Training Programs, Orientation and Induction programs. Undertake occupational disease research for the purpose of investigating and preventing all types of occupational related disease. Manage statistics and reports and submit to relevant stakeholders. Maintain client satisfaction through quality services, innovation and nursing care by upholding the principles of Batho Pele. Work hand in hand with Health and Safety and EAP. Formulate policies and procedures manuals. To ensure that the conditions meet and maintain compliance certificates as regulated in by the Occupational Health and Safety Act 85 of 1983. To compile all Occupational Health Manuals and protocols to be used by the hospital. To advise management on Occupational Health and Safety legal proceedings. Form part of IPC and Quality audit team and compile Quality Improvement plan.
- ENQUIRIES APPLICATIONS** : Mrs MR Singh Tel No: (039) 433 1955, Ext 211
Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680 Or Hand Delivery: 14 Moodie Street, Harding, 4680.
- FOR ATTENTION NOTE** : Human Resource Manager
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. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB:

Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, only when shortlisted. 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.

<u>CLOSING DATE</u>	:	18 August 2023
<u>POST 26/203</u>	:	<u>PROFESSIONAL NURSE: SPECIALTY (GRADE 1) ADVANCED MIDWIFERY AND NEONATAL REF NO: OTH CHC 24/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum. Other Benefits: 13 TH cheque, 12% rural allowance, medical aid (optional), Home owners Allowance (Employee must meet prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Othobothini Community Health Centre (Gwaliweni Clinic) Senior Certificate / STD 10/ Grade12. Basic R425 qualification (i.e. diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC (2023). A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC.NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical practices. Good communication, verbal, written leadership, interpersonal relations, conflict management, and problem solving skills and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Planning and Code of Conduct. Team building and diversity Management skills. Empathy and counselling skills. Willingness to work shifts, night duty, weekends and Public Holidays; including extended hours where need arises.
<u>DUTIES</u>	:	Perform specialised clinical nursing practice in accordance with the scope of practice and nursing standards. Implement advanced knowledge and skills in managing high risk patients in the Maternity and MCWH units. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the District Health Services delivery strategies. Improve perinatal mortality and morbidity through implementation of priority programmes. Participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce morbidity and mortality, and strengthen implementation MCWH Programme as per national and provincial guidelines. Diagnose and manage obstetric emergencies and work with the medical team to manage these emergencies e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods, manage them or refer them according to policies and protocols. Participate in the development of mission and vision and objectives for obstetric unit, including the development, implementation and review of obstetric procedures and protocols. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work as part of the multi-disciplinary team to ensure quality healthcare for clients visiting the facility. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' Right Charter. Create and maintain complete and accurate patient records and registers and actively participate in institutional quality improvement initiatives e.g. NCS, ICRM, and PEC etc. Provide adequate

health education, awareness and be involved in campaigns. Utilise and manage cost effectively all resources allocated to the unit for optimum service delivery. Advocate for the Nursing Profession by promoting professionalism and nursing ethics within and without the institution. Collect, analyse and interpret data for use to improve quality service. Maintain clinical and professional growth by attending trainings and workshops so that scientific principles of nursing are implemented; assisting with training, mentoring and coaching staff to impart skills and knowledge for improved quality care.

- ENQUIRIES** : Mrs. C.K Zulu Tel No: (035) 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 Or hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Curriculum Vitae (CV). Only shortlisted candidates will submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African Males are most welcome to apply.
- CLOSING DATE** : 14 August 2023
- POST 26/204** : **LECTUER CLINICAL FACILITATION: PND1-PND2 REF NO: MADNC 2023/1 (X1 POST)**
- SALARY** : R431 265 – R497 193 per annum (PND1) Basic Salary
R528 696 – R683 838 per annum (PND2) Basic Salary
- CENTRE** : Madadeni Nursing Campus
- REQUIREMENTS** : Senior Certificate/Grade 12 A Degree/ Diploma in Nursing: (General, Psychiatric and Community) and Midwifery plus A Diploma/Degree in Nursing Education registered with SANC current registration (2023) with SANC, A minimum of 4 (four) years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing (in the case of **Grade 1 (PND1)** or A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing of which ten (10) years of the period referred to above must be in Clinical Nursing and / or Nursing Education after obtaining the 1 year post qualification (in the case of **Grade 2 (PND2)**). Unendorsed valid RSA Driver's license (EB/C1) Basic computer course, Verification for relevant experience – as per HRM Circular 94/2008. Recommendations: Experience in Clinical Nursing Practice. Recommendation: master's degree in nursing, Basic computer course. Knowledge, Skills, Training and Competencies Required: - Knowledge of the relevant legislation, Acts, Prescripts and policy frameworks informing the area of operation. In-depth knowledge of procedures and processes related to nursing and nursing education. Sound knowledge and understanding of nursing code of ethics and professional practice. In-depth knowledge of teaching and clinical approaches. Good research and analytical skills. Competence in conflict management and problem solving skills. Good communication and interpersonal skills. Willingness to travel.
- DUTIES** : Responsible to coordinate, implement and monitor an effective and efficient Clinical training system. Provide effective and efficient clinical teaching of nurse learners. Develop/design, review and evaluate clinical evaluation tools. Co-ordinate clinical learning exposure of nurse learner between the Campus and clinical area. Support the mission and promote image of the College/Campus. Implement assessment strategies to determine nurse learners' competencies. Exercise control over nurse learners. Implement the quality management system for the Nursing Education Institution.
- ENQUIRIES** : Mrs J.N. Mthembu Tel No: (034) 3144617
- APPLICATIONS** : All applications should be posted to: The Registrar: Academic, Madadeni Nursing Campus, Private Bag X6642, Newcastle, 2940
- FOR ATTENTION** : Mr M.L. Sithole
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions

must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (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 01/2023. 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** : 18 August 2023
- POST 26/205** : **LECTURER: PND1-PND2 REF NO: MADNC 2023/2 (X3 POSTS)**
- SALARY** : R431 265 – R497 193 (PND1) per annum Basic Salary
R528 696 – R683 838 (PND2) per annum Basic Salary
- CENTRE** : Madadeni Nursing Campus
- REQUIREMENTS** : Senior Certificate/Grade 12 A Degree/ Diploma in Nursing: (General, Psychiatric and Community) and Midwifery plus A Diploma/Degree in Nursing Education registered with SANC current registration (2023) with SANC, A minimum of 4 (four) years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing (in the case of **Grade 1 (PND1)** or A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing of which ten (10) years of the period referred to above must be in Clinical Nursing and / or Nursing Education after obtaining the 1 year post qualification (in the case of **Grade 2 (PND2)**). Unendorsed valid RSA Driver's license (EB/C1) Basic computer course, Verification for relevant experience – as per HRM Circular 94/2008.Recommendations: Experience in Clinical Nursing Practice. Recommendation: master's degree in nursing, Basic computer course. Post-Basic Diploma in Mental Health Knowledge, Skills, Training and Competencies Required: - Knowledge of the relevant legislation, Acts, Prescripts and policy frameworks informing the area of operation. In-depth knowledge of procedures and processes related to nursing and nursing education. Sound knowledge and understanding of nursing code of ethics and professional practice. In-depth knowledge of teaching and clinical approaches. Good research and analytical skills. Competence in conflict management and problem-solving skills. Good communication and interpersonal skills. Willingness to travel.
- DUTIES** : Provide quality education and training to student nurses, Coordinate clinical learning exposure of nurse learners between the Campus and clinical area, Implement assessment strategies to determine nurse learner's competencies, Support the mission and promote the image of the College, Ensure control over students, Implement the quality management system for the Nursing Education Institution, Coordinate theory and practical for student training, Develop and monitor the implementation of academic programs.
- ENQUIRIES** : Mrs J.N. Mthembu Tel No: (034) 3144617
- APPLICATIONS** : All applications should be posted to: The Registrar: Academic, Madadeni Nursing Campus, Private Bag X6642, Newcastle, 2940.
- FOR ATTENTION** : Mr M.L. Sithole
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (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 01/2023. 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** : 18 August 2023
- POST 26/206** : **CLINICAL NURSE PRACTITIONER (OLIVIERSHOEK CLINIC) REF NO: EMS/32/2023**
- SALARY** : Grade 1: R431 264 per annum. Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing Plus Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation: Valid driver's license,(code8/10). Computer literacy. HAST knowledge. Knowledge & Skills_Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.
- DUTIES** : Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increases level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard to reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints are decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.
- ENQUIRES APPLICATIONS** : Ms D.Z Hlongwane Tel No: (036) 488 1570, Ext: 8312
- : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.
- FOR ATTENTION NOTE** : Human Resource Manager
- : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be

considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement Allowance will be paid for interview attendance. 18 August 2023 at 16:00

CLOSING DATE

POST 26/207

**CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM
REF NO: MURCH - MTHIM 10/2023 (X1 POST)**

SALARY

Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE
REQUIREMENTS**

Murchison Hospital – Mthimude Clinic
Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR (only shortlisted candidate). **Grade 2:** Experience: 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. Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt. 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 service areas. Team building and supervisory skills. Ability to formulate patient care related policies.

DUTIES

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 therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES
APPLICATIONS**

Mr LG Nyawo Tel No: (039) 687 7311, Ext. 130
All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department, Murchison Hospital.

NOTE

The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted

to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 04/2023 .NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 18 August 2023
- POST 26/208** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM**
REF NO: MURCH-IZING 11/2023 (X1 POST)
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital – Izingolweni Clinic
- REQUIREMENTS** : **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR shortlisted candidate. **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. Certificate of service from previous and current employer endorsed and stamped by HR Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead 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 service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
- DUTIES** : 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 therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure

		proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.
<u>ENQUIRIES</u>		Mr LG Nyawo Tel No: (039) 687 7311, Ext. 130
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department, Murchison Hospital.
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za . The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 04/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<u>CLOSING DATE</u>	:	18 August 2023
<u>POST 26/209</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM</u> <u>REF NO: MURCH-THEMB 12/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE</u>	:	Murchison Hospital – Thembalesizwe Clinic
<u>REQUIREMENTS</u>	:	Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR shortlisted candidate Grade 2: Experience: 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. Certificate of service from previous and current employer endorsed and stamped by HR Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead 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 service areas Team building and supervisory skills Ability to formulate patient care related policies. 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
<u>DUTIES</u>	:	

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 therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

- ENQUIRIES** : Mr LG Nyawo Tel No: (039) 6877311, ext. 130
- APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department, Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 04/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 18 August 2023
- POST 26/210** : **PROFESSIONAL NURSE SPECIALTY (ADVANCE MIDWIFERY) NURSING COMPONENT REF NO: CATO 013/2023**
Cluster: Nursing Management Services (Maternity)
- SALARY** : R431 265 – R497 107 per annum. Plus 13th cheque, Medical Aid (optional), Home Owners Allowance, etc. (Employee must meet prescribed requirements).
- CENTRE** : Cato Manor CHC
- REQUIREMENTS** : Senior Certificate/ Grade 12 or equivalent. Diploma/ Degree in General Nursing Science and Midwifery plus, or equivalent qualification. One (1) Post-basic qualification in Advance Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate /recognizable experience after registration as Professional Nurse with SANC in General Nursing. Current registration with SANC 2023. Competencies: Knowledge of all applicable legislations such as Nursing Act, Occupational Health and Safety Act, Batho Pele principles and patients, Right Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decisions making and problem solving, conflict handling and counselling. Good listening skills and communications skills. Co-ordination and planning skills. Team building and supervisory. Good

		interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.
<u>DUTIES</u>	:	Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Clinician is expected to work after hours and over the weekends according to the roster. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele Principles. Executive duties and functions with proficiency and perform duties according to scope of practice. Implementation of Demonstrate and understanding of nursing legislations related and ethical nursing practice. Implementation of maternal, neonatal and child health care programme. Planning and organizing own work and support personnel to ensure proper nursing care Implementation standards practices and indication for maternal and child health care. Strengthen reproductive health and post-natal services Demonstrate effective communication with patients. Support mother baby friendly initiatives. Participate in PPIP programs and data management and ensure timeous submission to Facility Information Officer. Ensure proper utilization of resource in the unit. Implementation of ESMOE and CARMMA elements. Implementation of EMTCT and its management. Ensure implementation of neonatal EPOC. Maintain a constructive working environment with multi-disciplinary team members. Ensure proper management and integration of HAST programmes within the maternity unit of the facility. Ensure compliance to quality , infection prevention and control (IPC) programmes i.e Ideal Clinic realization and maintenance (ICRM) and Norms and standards. Enforce discipline, professionalism and work ethics among employees.
<u>ENQUIRIES</u>	:	Mr S.M Nkosi Tel No: (031) 261 1508
<u>APPLICATIONS</u>	:	All application should be forwarded to: Hand delivery EThekweni District Office, 85 King Cetshwayo Highway, Mayville Durban or be Posted Private Bag X54318, Durban, 4000
<u>FOR ATTENTION</u>	:	Assistant Director: Human Resource Management Service
<u>NOTE</u>	:	applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public service and administration in line with regulation 10 of the Public Service Regulation, 2016 failure to do so will results in disqualification of the application.Z83 form is obtainable form any Public Service Department or on the internet at www.dpsa.gov.za /documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will results in the applications not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after closing date, please accept that your applications unsuccessful. The department reserves the right not to make appointment(s) to the advertised post(s). KZN department of health is guided by the principle of Employment Equity ACT: therefore all the appointments will be made in accordance with the Employment Equity Target of the institution. People with disabilities are encouraged to apply. The appointment are subject to the positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal Clearance, credit records, citizens, citizenship, verification of educational qualifications by SAQA, verification of previous experience form Employers and verification from Company intellectual Property Commission (CIPC).
<u>CLOSING DATE</u>	:	14 August 2023
<u>POST 26/211</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) (NURSING COMPONENT) REF NO: CATO 012/2023</u> Cluster: Nursing Management Services
<u>SALARY</u>	:	R431 265 – R497 107 per annum, plus 13 th cheque, Medical Aid (optional), Owners Allowance, etc. (Employee must meet prescribed requirements).
<u>CENTRE</u>	:	Cato Manor CHC
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 or equivalent. Diploma / Degree in General Nursing Science and Midwifery plus, or equivalent qualification. One (1) Post-basic qualification in Clinical Nursing Science, Health Assessment, treatment and Care (PHC). Current registration with SANC 2023. no

attachments/copies/certified copies/proof/certificates/letter on application, only Z83 and CV, applicants will submit only when they are shortlisted. **Grade 1:** Minimum of 4 years appropriate /recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate /recognizable experience in nursing after registration as Professional with SANC in General nursing, of which at least 10 years must be appropriate /recognizable experience after obtaining one (1) year post-basic qualification in Primary Health Care. Competencies: Knowledge of all applicable legislations such as Nursing Act, Occupational Health and Safety Act, Batho Pele principles and patients, Right Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decisions making and problem solving, conflict handling and counselling. Good listening skills and communications skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.

DUTIES : Provide promotive, preventative, curative and rehabilitative services to community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele Principles. Executive duties and functions with proficiency and perform duties according to scope of practice. Implementation of infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, maternal and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to the community. Assist in data management. Ensure pharmaceutical management Assist in the management of mother and child programmes. Prescribe and dispense medication according to treatment guidelines, protocols and EDL for Primary Health Care. The clinician is expected to work after hours and over the weekend according to the rooster.

ENQUIRIES : Mr S.M Nkosi Tel No: (031) 261 1508
APPLICATIONS : All application should be forwarded to: Hand delivery EThekwini District Office, 85 King Cetshwayo Highway, Mayville Durban or be Posted Private Bag X54318, Durban, 4000

FOR ATTENTION : Assistant Director: Human Resource Management Service
NOTE : applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public service and administration in line with regulation 10 of the Public Service Regulation, 2016 failure to do so will results in disqualification of the application.Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za /documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will results in the applications not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after closing date, please accept that your applications unsuccessful. The department reserves the right not to make appointment(s) to the advertised post(s). KZN department of health is guided by the principle of Employment Equity Act: therefore all the appointments will be made in accordance with the Employment Equity Target of the institution. People with disabilities are encouraged to apply. The appointment are subject to the positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal Clearance, credit records, citizens, citizenship, verification of educational qualifications by SAQA, verification of previous experience form Employers and verification from Company intellectual Property Commission (CIPC).

CLOSING DATE : 14 August 2023

POST 26/212 : **PROFESSIONAL NURSE SPECIALTY (GRADE 1 OR GRADE 2 ADVANCED MIDWIFERY AND NEONATAL REF NO: JOZ CLI 03/2023 (X1 POST)**

SALARY : Grade 1: R431 265 per annum

Grade 2: R528 696 per annum

Other Benefits: 13th Cheque. 12 % Rural allowance, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)

**CENTRE
REQUIREMENTS**

: Othobothini Community Health Centre (Jozini Clinic)
: Matric / Grade 12. Degree/ National Diploma in nursing or equivalent qualification that allows registration with SANC as Professional Nurse, Current registration with SANC (2020). **Grade 1:** A Minimum of 4 years appropriate / recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. A 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. **Grade 2:** 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in maternity after obtaining a 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science Accredited with SANC. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical practices. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's right charter and code of conduct. Planning and organizing skills. Team building and diversity management skills. Empathy and counselling skills. Willingness to work shifts, night duty, weekends and public holidays, including extended hours where need arises.

DUTIES

: Perform specialized clinical nursing practice in accordance with the scope of practice and nursing standards. Implement advanced knowledge and skills in managing high risk patients in the maternity and MCWH units. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the District Health Services Delivery strategies. Improved perinatal mortality and morbidity through implementation of priority programmes, participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce morbidity and mortality and strengthen implementation MCWH Programme as per national and provincial guidelines. Diagnose and manage obstetric emergencies and work with the medical team to manage these emergencies e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post- partum periods, manage them or refer them according to policies and protocols. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work as part of the multi-disciplinary team to ensure quality healthcare for clients visiting the facility. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients needs and expectations according to Batho Pele Principles and Patient rights Charter. Create and maintain complete and accurate patient records and registers and actively participate in institutional quality improvement initiatives e.g NCS, ICRM, PEC etc. Provide adequate health education, awareness and be involved in campaigns. Utilise and manage cost effectively all resources allocated to the unit for optimum service delivery. Advocate for the nursing profession by promoting professionalism and nursing ethics within and without the institution. Collect, analyse and interpret data use to improve quality service delivery. Maintain clinical and professional growth by attending trainings and workshops so that scientific principles of nursing are implemented, assisting with training, mentoring and coaching staff to impart skills and knowledge for approved quality of care.

**ENQUIRIES
APPLICATIONS**

: Mrs. C.K Zulu: Tel No: (035) 572 9002
: Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 Or hand deliver to Othobothini CHC, HR Department.

NOTE

: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be

requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

- CLOSING DATE** : 14. August.2023
- POST 26/213** : **CLINICAL NURSE PRACTITIONER (GRADE 1&2) REF NO: OTH CHC 25/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 13th Cheque. 12 % Rural allowance, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
- CENTRE REQUIREMENTS** : Othobothini Community Health Centre (PHC Mobile)
Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1year post basic qualification in Primary Health Care and Midwifery. Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023. Driver's license **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 10 years of the experience referred to above must be appropriate/ recognizable experience after obtaining 1 year Post Basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC. Knowledge, Skills, Training and Competencies Required: Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.
- DUTIES** : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure good communication care. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDS.
- ENQUIRIES APPLICATIONS** : Mrs. C.K Zulu Tel No: (035) 572 9002
Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 OR hand deliver to Othobothini CHC, HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-www.kzhealth.gov.za . Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
- CLOSING DATE** : 14 August 2023

<u>POST 26/214</u>	:	<u>ASSISTANT DIRECTOR: HRM REF NO: EB17/2023 (X1 POST)</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	East Boom CHC Senior Certificate (Grade 12, Degree/Diploma in Human Resource Management/Public Management 3 to 5 years supervisory experience in Human Resource Component. Recommendations: Valid code 08 (B) drivers licence, Computer Literacy, PERSAL Certificates Knowledge, Skills, Trainings and Competencies Required for the post: Knowledge of Public Service Policies Act and Regulations, Sound knowledge of Human Resource Practices, Staff Relation and Human Resource Development, Sound knowledge of PERSAL, Project Management and Finance Management, Ability to liaise with management, Knowledge of EPMDs, GEPF and National Core Standards, Good leadership, coaching and mentoring skills, Good Communication, international skills, analytical, decision making and presentation skills.
<u>DUTIES</u>	:	Ensure the establishment of a fully functional EAP and Employee Manage all HR components i.e. HR Practices, HR Planning and Development, Staff Relations and Employee Health & Wellness for the CHC in order to ensure that high quality service is provided, Ensure that Performance Management Development System is implemented successfully in the CHC by providing guidance and assistance with regard to its application and administration to all managers within the CHC for achievement of goals and objectives of the CHC, Ensure that transactional functions pertaining to conditions of service are rendered in accordance with departmental policy imperatives, Ensure the development of HR plan, workplace Skills Plan and Equity Plan and ensure implementation for the CHC and ensure that all stakeholders are represented as per the guidelines, Ensure the effective and efficient utilization of resources allocated to the Section, including the development of staff, Health & Wellness programme in CHC, Ensure that recruitment/ appointments and transfers are in accordance with the laid down prescripts, Provide regular inputs towards realization of ideal clinic & National Core Standards, Promote sound employer-employee relationship and minimize conflict within the CHC ensuring delivery of quality services, Advise managers on all aspects of Human Resource Management, organization, staffing structure and reporting arrangements, Oversee and deal with misconduct, discipline and grievance procedure in terms of Labour Relations Act, Ensure functionality of HR committee e.g. IMLC. Dr S Chetty Tel No: (033) 264 4900
<u>ENQUIRIES APPLICATIONS</u>	:	Applications to be submitted, East Boom CHC, Private Bag X4018, Willowton, Pietermaritzburg, 3201 or hand delivered to 541 Boom Street, Pietermaritzburg, 3201.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Practices 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.
<u>CLOSING DATE</u>	:	14 August 2023
<u>POST 26/215</u>	:	<u>DISPENSING OPTICIAN -GRADE 1 REF NO: MPEH/DO/10/2023</u> Component: Optical laboratories
<u>SALARY</u>	:	R359 622 per annum. Other Benefits: 13 TH cheque, Medical Aid (Optional) Homeowners Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	McCord Provincial Eye Hospital Senior Certificate/Grade 12 Certificate, National Diploma /Bachelor's Degree in Opticianry / Diploma in Opticianry as Recognized by SAQA, 2 years administrative /supervisory experience. Recommendations: Code 8 Drivers License. Computer literacy. Knowledge, Skills and Competencies Required: Sound knowledge and understanding of Health Professions Act, 1974 (Act No. 56 of 1974). Good verbal and communication skills. Have interpersonal skills; Be patient and tactful Mechanical and technical aptitude; Finger dexterity and a steady hand; Good eye-hand coordination; Good eyesight.
<u>DUTIES</u>	:	Make spectacle lenses the right shape for the frame and fitting them into the frame Assemble and test the instrument or pair of spectacles Finish spectacles lenses Clean and maintain equipment's and machinery Ability to perform all dispensing procedures and duties effectively and efficiently. To carry out

blocking, mounting, cutting and edging as well glazing spectacles, minimum 11 lenses per person per hour, breakage maintenance of less than 1.1% To support other functions within the Optical Lab Department. Performance of ocular measurements for the purpose of lens centration (vertical, horizontal, binocular & monocular). Performance of facial/head measurements for the purpose of correct frame selection and fitting. Assessment of vertical distance and panoptic angle fitting. Analysis of the prescription for the most appropriate lens and frame selection for the purposes of prescribing the optimum lens/frame. Knowledge of quality assurance including levels of lens tolerances in order to meet clinical standards. To verify that finished lenses are ground to specifications. To effectively manage stock control in the laboratory and storeroom. To provide weekly and monthly stock statistics. To enter the figures of the stock dispensed in the computer daily. To ensure that adequate stock is available in the laboratory and is locked away all the time. Manage the eye clinic laboratory assets through regular updated asset lists. To keep abreast of new developments in the field of Optician clinical training and requirements so as to continuously improve performance in the Department.

- ENQUIRIES** : Dr.SR Naidoo Tel No: (031) 268 5701
- APPLICATIONS** : All applicants should be forwarded to: The Acting Chief Executive Officer McCord Provincial Eye Hospital PO Box 37587, Overport, 4067.
- FOR ATTENTION** : HR Department
- NOTE** : Direction to candidates: The following documents must be submitted: Application for Employment form new (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za. To minimize the spread of COVID19 pandemic, applicants are requested not to certify their qualification as per the requirements of the post only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) People with disabilities should feel free to apply and African males are encouraged to apply Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.
- CLOSING DATE** : 15 August 2023
- POST 26/216** : **PHYSIOTHERAPIST REF NO: PHYSIO/1/2023**
Department: Physio
- SALARY** : Grade 1: R359 622 per annum, (all-inclusive package)
Grade 2: R420 015 per annum, (all-inclusive package)
Grade 3: R491 676 per annum, (all-inclusive package)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Senior certificate (Grade 12) or equivalent. An appropriate tertiary qualification in Physiotherapy plus. Registration with the HPCSA as an Independent Practitioner of Physiotherapy plus. Current registration with the HPCSA as a Physiotherapist plus Experience: **Grade 1:** No experience post CSO completion after registration with HPCSA in respect of South African qualified employees or one year experience as a Physiotherapist for foreign qualified employees who are not required to complete community service in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service or Minimum of 11 years relevant experience after registration with HPCSA in respect of foreign qualified employees whom are not required to performed Community Service. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in respect of South African qualified employees who have performed Community Service or minimum of 21 years relevant experience after registration with HPCSA in respect of foreign qualified employees whom are not required to performed Community Service. Recommendation: Reliable references Knowledge, Skills and

Competencies: Expertise in all Critical Care areas and Specialised Rehabilitative services. Proficiency in the evaluation, diagnosis and skilful use of all treatment modalities and equipment. Knowledge of Scope of practice, Ethical code of conduct, Patients' Rights Charter, Batho Pele principles, Ideal Hospital, Office of the Health Standards Compliance and relevant legislature. Knowledge of patient referral pathways. Ability to work within a Multi-disciplinary Team. Knowledge of all Infection Control and Health & Safety policies and procedures. Excellent communication and interpersonal skills. Good teaching and training skills. Computer literacy. Problem Solving and analysis, Decision making, Communications, Planning and Organizing.

DUTIES

: Assessment planning and treatment of patients referred for physiotherapy. Responsible for co-ordination & provision of high quality up to date physiotherapy service in a specific sub section of Physiotherapy. Participate in quality improvement programmes. Participate in stock-taking of furniture and equipment. Participate in EPMDS. Provide guidance & supervision to all supportive staff. Participate in clinical & document audits. Maintain up to-date clinical records and daily statistics. Participate in research. Attend all relevant ward rounds and clinics. Required to work a 40 Hrs. week & perform after hours, weekend and Public holiday overtime & stand by duties on a rotational basis. Assist in supervision of 3rd and 4th year Physiotherapy students. Serve as a representative on committees such as IPC, OHS, and Resuscitation etc.as allocated by supervisor. Participate in all CPD activities and staff development activities.

ENQUIRIES

: MS L.E. Gilbert Tel No: (031) 240 1447

APPLICATIONS

: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications, we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE

: 18 August 2023

POST 26/217

: **SUPPLY MANAGEMENT OFFICER: ACQUISITION REF NO: PSH 54/ 2023 (X1 POST)**

SALARY

R294 321 per annum (Level 07). Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements) and GEPP Employer Contribution

CENTRE

: Port Shepstone Regional Hospital

REQUIREMENTS

: Grade 12 Degree/National Diploma in Supply Chain Management/Cost Management /Financial Management/Financial Accounting/Public Management. Computer Certificate. Minimum of 1 year experience in clerical / administration. Certificate of service endorsed by HR. Recommendations Unendorsed valid Code B drivers licence. Knowledge, Skills and Competencies Required. Possess knowledge of Supply Chain Management,

		Logistics and receiving department Knowledge of legislative and policy framework.
<u>DUTIES</u>	:	Supervise Acquisition management, Monitor the procurement planning process and compliance with SCM policies, Compilation of SCM reports and ensure timeous submission, Ensure compliance with departmental norms and standards, Implement strategies to prevent Irregular Expenditure, Ensure that all documents received for order issuing are verified in terms of correctness and compliance, Develop Audit Improvement Plan and ensure adherence, Monitor SCM registers, Ensure that follow ups are done on all long outstanding orders, Ensure that quotation documents have sufficient information for criteria that will be used for evaluation and in line with SCM prescripts and Policies, Monitor staff performance through EPMDS.
<u>ENQUIRIES</u>	:	Mr. S Premnadu Tel No: (039) 688 6242 or (039) 688 6000
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Mr. ZM Zulu
<u>NOTE</u>	:	Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. 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.
<u>CLOSING DATE</u>	:	18 August 2023
<u>POST 26/218</u>	:	<u>CLINICAL PRECEPTOR GRADE 1 & 2 TRAINING REF NO: PSH 56/ 2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R293 670 per annum Grade 2: R358 626 per annum Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Port Shepstone Regional Hospital (CETU)
<u>REQUIREMENTS</u>	:	Matric / Senior Certificate. Diploma/Degree in Midwifery nursing science. Registration with SANC as General Nurse, midwife A minimum of 3 years' appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current SANC receipt for 2023. Grade 2: A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and midwifery. Computer Literacy. Certificate of service endorsed by HR. Knowledge, Skills and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Acts, rules and regulations. Knowledge of National strategic plan for nursing education and training & Practice Knowledge of National Policy on Nursing Education and Training. Knowledge of National guidelines on establishment of CETU. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills – verbal and written. Good leadership, interpersonal, problem-solving, conflict management, decision-making, coordinating and negotiation skills. Good facilitation and clinical assessment skills Knowledge and experience in implementation of Batho Pele Principles and Patients' Rights Charter, Code of Conduct and Labour Relations. Knowledge of Norms and Standards and other relevant public service programmes. Sound knowledge of legacy and new qualifications.
<u>DUTIES</u>	:	Develop, plan, and implement in-service training program for the nursing division. Provide clinical training for basic nursing programmes. Clinical teaching for integration of theory and practice Monitor students' achievement of learning outcomes. Assist nurse educators with clinical assessments. Draw up a yearly in-service training program in consultation with nursing

management and Human Resource division. Assist in orientation, induction and mentoring of all new nursing staff. Prepare and present lessons according to the training program. Keep records of all nurses in service training for CPD purposes (Continuous Professional Development). Serve as member of various committees e.g. research, policy making, etc. Provide accompaniment for nursing students. Conduct and participate in nursing research. Attend workshops and seminars and give feedback. Assist programme managers with training in new programmes. Control all financial and material resources in the clinical teaching department.

ENQUIRIES : Mrs MC Maqutu Tel No: (039) 688 6117
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 : 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 : 18 August 2023

POST 26/219 : **ARTISAN PLUMBER GRADE A REF NO: ADD/PLUM2/2023 (X1 POST)**

SALARY : Grade 1: R220 533 per annum. Other Benefits: 13th cheque Medical Aid (optional), Housing Allowance (conditions apply).

CENTRE : Addington Hospital: KwaZulu Natal
REQUIREMENTS : Grade 12 certificate / Senior Certificate. Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended in Plumbing. A Valid driver's license. A minimum of 2 years' experience in plumbing after obtaining the Trade Test certificate. Certificate of Service endorsed by HR. Recommendation: Computer literacy. Knowledge, Skills Training and Competencies Required: Knowledge of occupational health and safety Act and safety standards. Basic knowledge of the use of handheld tools and power-driven tools and machinery. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently. Good communication skills (both verbal & written). Knowledge of Batho Pele Principles.

DUTIES : Installation, repairs and maintenance of high pressure and low pressure and geysers. Installation and repairs to toilets, annals and other ablation facilities such as shower and baths etc. Installation and repairs to sewerage and water reticulation system. Clear blocked drains, gutters, down pipes. Take and record water supply readings daily. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Daily reporting of faults, job progress and daily completion of job cards/ time sheets. Be prepared to visit primary health clinics to perform maintenance duties when required. Installation of gutters and down pipes asbestos and galvanized pipes. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as section head in the absence of chief artisan. Form part of multidisciplinary team doing rounds in the hospital and clinics: and take necessary step to fix all identified shortfalls. Work overtime and standby duties. Take necessary steps to fix all identified shortfalls. Take responsibility for in-house training and advancement of subordinates. Perform standby duties and after- hours call outs. Walk about to identify plumbing challenges.

ENQUIRIES : Mr C.H Myeza Tel No: (031) 327 2000
APPLICATIONS : 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,

**FOR ATTENTION
NOTE**

Durban. It is recommended that applications be hand delivered or couriered as the Hospital is experiencing delays with posted applications.

Mrs P Makhoba

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

14 August 2023

POST 26/220

NURSING ASSISTANT GATEWAY CLINIC REF NO: BETH 42/2023 (X1 POST)

SALARY

R157 761 - R216 876 per annum, (all –inclusive package). 13th Cheque, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).

**CENTRE
REQUIREMENTS**

Bethesda District Hospital - (Kwa Zulu - Natal)

Grade 1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, A qualification that allows registration with SANC as Nursing Assistant. A minimum of 0- 9 years appropriate/ recognizable nursing experience after registration as a Nursing Assistant with SANC. Current registration with SANC as Nursing Assistant (2023). **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, A qualification that allows registration with SANC as Nursing Assistant. A minimum of 10 years appropriate/recognizable nursing experience after registration as a Nursing Assistant with SANC. Current registration with SANC as Nursing Assistant (2023). **Grade 3:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, A qualification that allows registration with SANC as Nursing Assistant. A minimum of 20 years appropriate/recognizable nursing experience after registration as a Nursing Assistant with SANC. Current registration with SANC as Nursing Assistant (2023). Knowledge Skills Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Elementary communication skills, Elementary writing skills, Ability to function as part of team, Interpersonal skills.

DUTIES

Assist patients with activities of daily living (physical care), Maintain hygiene of patient; Provide nutrition, assist with mobility. Assist with elimination processes. Provide elementary clinical nursing care. Measure, interpret record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Prepare patients for diagnostic and surgical procedures. Maintain professional growth, ethical standards and self-development. Maintain the code of conduct as required in the Public Service. Seek learning opportunities, i.e. in-service training, courses.

**ENQUIRIES
APPLICATIONS**

Ms KB Mabika Tel No: (035) 595 3103

The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital, Ubombo Main Road.

NOTE

The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed

most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)

- CLOSING DATE** : 18 August 2023
- POST 26/221** : **NURSING ASSISTANT REF NO: BETH 43/2023 (X3 POSTS)**
- SALARY** : R157 761 - R216 876 per annum, (all –inclusive package). 13th Cheque, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE** : Bethesda District Hospital - (Kwa Zulu - Natal)
- REQUIREMENTS** : **Grade 1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, A qualification that allows registration with SANC as Nursing Assistant. A minimum of 0- 9 years appropriate/ recognizable nursing experience after registration as a Nursing Assistant with SANC. Current registration with SANC as Nursing Assistant (2023). **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, A qualification that allows registration with SANC as Nursing Assistant. A minimum of 10 years appropriate/recognizable nursing experience after registration as a Nursing Assistant with SANC. Current registration with SANC as Nursing Assistant (2023). **Grade 3:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, A qualification that allows registration with SANC as Nursing Assistant. A minimum of 20 years appropriate/recognizable nursing experience after registration as a Nursing Assistant with SANC. Current registration with SANC as Nursing Assistant (2023). Knowledge Skills Training and Competencies Required Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Elementary communication skills, Elementary writing skills, Ability to function as part of team, Interpersonal skills.
- DUTIES** : Assist patients with activities of daily living (physical care), Maintain hygiene of patient; Provide nutrition, assist with mobility. Assist with elimination processes. Provide elementary clinical nursing care. Measure, interpret record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Prepare patients for diagnostic and surgical procedures. Maintain professional growth, ethical standards and self-development. Maintain the code of conduct as required in the Public Service. Seek learning opportunities, i.e. in-service training, courses.
- ENQUIRIES** : Ms KB Mabika Tel No: (035) 595 3103
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital, Ubombo Main Road.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a

post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)

CLOSING DATE

:

18 August 2023

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex.
- FOR ATTENTION** : Mr. G Mathebula, HR Provisioning
- CLOSING DATE** : 17 August 2023
- NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV ONLY. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

MANAGEMENT ECHELON

- POST 26/222** : **CHIEF DIRECTOR: FURTHER EDUCATION AND TRAINING REF NO: V4/246**
- SALARY** : R1 371 558 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. A relevant postgraduate qualification will be an added advantage. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of further education and training, Public Examinations, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted

candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES : Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for further education and training and Public Examinations. Ensure the effective delivery of policy, programmes and systems for diverse educational support services. Manage independent Institution compliance as well as examination question papers and marking, examination policy support and examination administration support. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.

ENQUIRIES : Mr J Mkhwanazi Tel No: (013) 766 0992
NOTE : Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment

POST 26/223 : **CHIEF DIRECTOR: PHYSICAL RESOURCES MANAGEMENT REF NO: V4/248**

SALARY : R1 371 558 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE : Head Office, Mbombela
REQUIREMENTS : A Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA or post graduate in Management as well as 5 to 8 years experience as a Senior Manager. Preference will be given to a Built Environment Degree. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of the relevant policy frameworks including the Public Service Act and Regulations, PFMA and Financial Regulations. Extensive and credible experience in the application of systems, processes, procedures and best practices in the areas of physical resources and facilities management. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Planning, organising and project management skills. Excellent leadership and managerial skills. Ability to develop logical frameworks and other models. Ability to develop and adhere to work schedules and to work under pressure. Developed computer literacy. Willingness to travel and work beyond normal working hours. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES : Manage the infrastructure portfolio of the Department. Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of physical resource- and facilities management services in the Province. Manage the forming of

strategic partnerships with relevant stakeholders. Develop and manage strategies, policies, systems, norms/standards and plans related to the provision of physical resources and associated equipment. Manage the delivery and maintenance of the entire infrastructure program for the department. Manage the budget allocated for infrastructure construction and procurement of goods & services. Facilitate the development, implementation, monitoring and evaluation of physical resource programmes. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality. Empower staff within the component through coaching, development and skills transfer. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Provide strategic leadership and guidance.

**ENQUIRIES
NOTE**

: Ms LH Moyane Tel No: (013) 766 5111
 : Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment

POST 26/224

: **DIRECTOR: BURSARY SCHEMES, LEARNERSHIPS & INTERNSHIP REF NO: V4/249**

SALARY

: R1 162 200 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENTS**

: Head Office, Mbombela
 : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES

: Manage internal bursaries including the co-ordination of internal bursaries for the following Departments: Education, Health, Social Development, Community Safety, Security and Liaison, Agriculture, Rural Development and Land Admin Premier, Finance, Economic Development, Environment and Tourism, Co-operative Governance and Traditional Affairs, Public Works, Roads and Transport and Human Settlements. Manage external bursaries including the co-ordination of a provincial bursary committee and the management of bursary administration. Manage the co-ordination of an external bursary forum and the monitoring of external bursaries. Manage the recruitment of bursars. Manage the co-ordination of internship and learnership programmes. Manage the recruitment of graduates for internship programmes as well as internal and external learners for learner-ship programmes. Align provincial human resource development plans with relevant SETA's. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity.

**ENQUIRIES
NOTE**

: Ms V Francis Tel No: (013) 766 5264
 : Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA

Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.

- POST 26/225** : **DIRECTOR: PUBLIC EXAMINATIONS V4/250**
- SALARY** : R1 162 200 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.
- DUTIES** : Manage the examination administration system including certification- and logistical services. Manage the rendering of IT and data management support systems and examination administrative support services. Manage and co-ordinate the development and editing of question papers. Manage production of question papers and manage the overseeing of marking processes of content- languages and technical subjects. Manage the rendering of examination policy compliance and district co-ordination services. Identify and resolve examination irregularities. Manage GET and FET examinations as school based assessments. Manage the rendering of general administration- as well as risk and security services. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.
- ENQUIRIES** : Mr J Mkhwanazi Tel No: (013) 766 0992
- NOTE** : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

- POST 26/226** : **HEAD: OFFICE OF THE HOD: OFFICE OF THE HOD REF NO: V4/251**
- SALARY** : R1 162 200 per annum (Level 13), (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Experience in networking with key stakeholders in the public and private sectors. Knowledge of executive office management priorities. Knowledge of legislation as well as labour implications with regard to various acts and the PFMA. Excellent leadership-, interpersonal-, motivational-, analytical-, financial management and good written and verbal communications skills; speech- and report writing skills; executive office management skills; comprehensive knowledge of the public service and education sector related legislation and the legal implications thereof; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking. Proficiency and computer skills in the Microsoft Office applications.

Valid driver's license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES

: Manage the flow of documents and correspondences. Provide a secretarial role at Executive Management meetings. Coordinate and consolidate all relevant documentation for the HOD including strategic plans, budgets and reports. Coordinate the HOD and DDG's one-on-one meetings on a regular basis to keep the HOD informed of developments in the Department. Organise and determine the most effective methods and standards of documents that will enhance the quality of the office. Compile and distribute confidential documents i.e. cabinet memoranda and general correspondence to relevant stakeholders. Liaise with programme managers on compilation/submission of documents in the Department. Record, track and provide reports on Executive decisions taken. Render executive administration support services to the HOD. Facilitate and monitor the implementation of executive decisions. Develop strategic and operational plans for the office of the HOD. Manage relations with external stakeholders as well as coordinate special projects. Act as a principal contact and provide support to the office of the HOD and MEC. Prepare for multilateral meetings. Undertake research and compile reports for the HOD. Coordinate the submissions and response to Executive Council and legislature. Collate strategic and operational plans and performance reports. Assist with strategic and business planning processes for the Branch. Coordinate communication with all stakeholders and customers. Render secretariat support services. Assume the responsibility for the overall management of the private and administrative secretariat and personal support services to the HOD. Provide leadership in the management of the HOD's strategic diary. Manage the diary, meetings and programmes efficiently. Ensure that there are document management systems in place. Manage the flow of correspondence and ensure timeous processing thereof. Liaison with protocol, security and other support services. Liaise with MEC and Departments regarding programmes and meetings. Schedule and organise meetings of the senior management team and provide support. Liaise with other branches in the Department and ensure that all statutory reports are prepared and submitted. Draft correspondence and take minutes of meetings. Collate strategic and operational plans and performance reports.

ENQUIRIES

: Ms LH Moyane Tel No: (013) 766 5111

NOTE

: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.

OTHER POSTS

POST 26/227

: **DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: V4/252**

SALARY

: R811 560 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

CENTRE

: Head Office, Mbombela

REQUIREMENTS

: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal

communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

DUTIES : Manage the Collective Bargaining Unit. Co-ordinate, manage and monitor collective bargaining activities. Prepare and obtain mandates for collective bargaining. Prepare documents for collective bargaining. To represent the employer in collective bargaining structures. To Liaise with disputing parties with the aim of resolving disputes emanating from collective bargaining. To handle Industrial actions according to legislation, policy and procedure. Give direction to, co-ordinate, monitor and advise on all Labour relations related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on Labour relations matters where applicable. Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive Labour relations service. Identify the needs for improved Labour relations services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the middle management echelon of the Department of Education, and will be expected to chair disciplinary enquiries when required to do so.

ENQUIRIES : Mr H Ngwenya Tel No: (013) 766 5429

NOTE : Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 26/228 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: V4/253**

SALARY : R811 560 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

CENTRE : Gert Sibande District Office, Ermelo

REQUIREMENTS : An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

DUTIES : Manage all district labour relations matters. Co-ordinate, manage and monitor collective bargaining activities, address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms. Manage all matters pertaining to incapacity/ inefficiency and employee behaviour. Give direction to, co-ordinate, monitor and advise on all labour relations matters

(procedural and policy). Interpret existing and newly developed policies and facilitate policy making on collective bargaining, grievances as well as dispute resolution and -prevention mechanisms. Manage the monitoring of time off and secondment for teacher union or employee organisation activities. Liaise with Head Office and trade unions on all labour relations matters. Develop and implement appropriate policy, systems, management- and administrative structures for the provision of effective and efficient district labour relations. Maintain discipline of staff members. Execute HR Performance Management.

Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242

Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

ENQUIRIES
NOTE

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**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005, Kimberley, 8300 OR Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building Kimberley.
- FOR ATTENTION** : Ms. K. Moitsehang, Human Resources Tel No: (053) 830 9459.
- CLOSING DATE** : 18 August 2023
- NOTE** : The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed). Applicants are not required to submit copies of qualifications and other relevant documents on application. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021. Shortlisted candidates must be available at the date and time determined by the panel, or risk disqualification.

MANAGEMENT ECHELON

- POST 26/229** : **DIRECTOR HUMAN SETTLEMENTS NEEDS AND PLANNING REF NO: HS/01/07/2023**
Directorate: Human Settlements
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive package)
- CENTRE** : Provincial Office (Kimberley)
- REQUIREMENTS** : An appropriate Bachelor's degree in Social Sciences/ Public Management or any equivalent qualification (NQF level 7) with 5 years' experience at a middle management level. A valid Driver's licence is a pre-requisite/Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic Conditions of Employment Act, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation. Skills: Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Provide effective and efficient corporate communication services. Strategic ability and Leadership programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.

DUTIES : Manage the implementation of research and policy development and advocacy. Manage the implementation of planning functions in terms of project planning and preparation; this includes compiling and managing the project readiness matrix, multi-year housing development plan and priority human settlements and housing development area. Manage the implementation of special programmes such as the empowerment of youth women and people with disabilities. This also includes the Govern Mbeki Awards. Manage the implementation of the Capacity Building and Municipal Accreditation Programme. Manage the implementation of the First Home Finance Programme.

ENQUIRIES : Mr. G.A. Booysen Tel No: (053) 830 9531
NOTE : "With reference to the DPSA Directive on the pre-entry senior management Certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate and for further details, please click on the following link <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance.

OTHER POSTS

POST 26/230 : **CHIEF TOWN AND REGIONAL PLANNER REF NO: MP 15/07/2023**
Directorate: Municipal Planning

SALARY : Grade A: R990 747 per annum, (all-inclusive package OSD)
CENTRE : Provincial Office (Kimberley)
REQUIREMENTS : An appropriate B-Degree in Urban / Town / City and Regional Planning; A minimum of 6 years post qualification experience in town and regional / urban planning or development planning or spatial planning field; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment. A valid driver's licence is a prerequisite. Competencies: Working knowledge and experience in the following: Spatial planning; Development Finance or Municipal Finances; Data science; Working with data and spatializing it; Drafting of Municipal Spatial Development Frameworks. GIS competency. Skills: Good written and verbal communication skills; Proven computer literacy (MS Office Suite), Ability to work with data.

DUTIES : Estimates the future needs for housing, business and industrial sites, Community facilities and open spaces in order to meet the needs of expansion and renewal; Lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning; Lead and manage the application of town and regional planning principles in land development; Provide technical assistance to professional teams on all aspects regarding town and regional planning projects; Ensure adherence to legal issues and requirements involving community development and changes in housing and building codes; Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; Manage the compilation and adoption of technical and planning standards, norms and guidelines; Formulate and interpret planning legislation, guidelines, policies and regulations; Manage site clearance standards as agreed with Project Managers; Planning and design of sustainable human settlement; Compilation of spatial development frameworks (SDF) (as part of the IDP processes); Compile guidelines and evaluate land use management schemes (LUMS); Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management; Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and

organizational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives; Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Mr. A. Mbolekwa Tel No: (053) 830 2843

POST 26/231

: **EXECUTIVE OFFICE MANAGER REF NO: HOD 03/07/2023**

Directorate: Office of The Head of Department

SALARY
CENTRE
REQUIREMENTS

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

: Provincial Office: (Kimberley)

: An appropriate three year tertiary qualification (NQF Level 6/7) in Social Science, Administration, Finance or equivalent plus appropriate 3-5 years junior management experience related to office management. Valid driver's license is a pre-requisite Competencies: Knowledge: Wide range of office management and administrative tasks. Demonstrate computer literacy, Structure and functioning of the Department, Conflict management, Project management. Skills: Communication (written and verbal). Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent interpersonal skills: People orientated, Creative, Trustworthy, Assertive, Hardworking, Self-motivated, Ability to work independently, Ability to work under pressure.

DUTIES

: The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc Act as a formal channel of communication between office of the HOD and other Departments and organizations; Compile briefing notes as well as other documentation to adequately prepare the HOD for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the HOD; Undertake research and inform HOD of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent HOD at meetings as and when required; liaise with relevant stakeholders regarding outstanding information and issues; Co-ordinate meetings/workshops (venues, travel, catering etc); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch. Coordinate and manage projects in the office of the HOD; To render effective and efficient administrative support services – Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the HOD's office. Risk and compliance management; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)management of section performance within the sub-directorate; Report on the performance of the unit against annual performance plan, operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy

		requirements; Manage the financial resources of programmes and projects in charge of, in accordance to the PFMA.
<u>ENQUIRIES</u>	:	Mr. B.S Lenkoe Tel No: (053) 830 9427
<u>POST 26/232</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: HCM/04/07/2023</u> Directorate: Human Capital Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 11), (all-inclusive package) Provincial Office: (Kimberley) An appropriate tertiary qualification (NQF level 6/7) in Human Resource Management or Industrial Psychology or equivalent qualification with 3-5 years junior management experience in Human Resource Management. A valid driver's license is a pre-requisite. Competencies: Experience in the Human Resources Management Services. Knowledge of human Resources Management Policies, Human Resources Systems, Practices and Procedures, Performance Management, Project Management, Public Service Act, Regulations and Resolutions, Recruitment and Selection Strategies, Code of Remuneration, All Labour Legislations, Code of good conduct in the Public Service, Departmental Policies and procedures, Batho Pele Principles. Skills: Management, Interpersonal, Communication (verbal and written), Computer literacy, Negotiation, Presentation, Report writing, People Management, Problem solving, Decision Making Duties: Manage the Human Resource support services and the implementation of all the Human Resource policies. Manage the safekeeping of PERSAL and safe record keeping of personal information. Manage the administration of conditions of service, remuneration of employee and employee benefits and leave matters. Oversee the effective implementation of recruitment and selection policies. Liaise with the organizational design unit to plan for positions to be filled in line with the human resource plan. Manage all human resource management programs queries including liaising with internal and external auditors. Analyze human resource information for management and manage performance of subordinates.
<u>ENQUIRIES</u>	:	Ms.K. Moitsehang Tel No: (053) 830 9462
<u>POST 26/233</u>	:	<u>DEPUTY DIRECTOR INTERGRATED PLANNING MONITORING AND EVALUATION REF NO: CS MNE 05/07/2023</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 11), (all-inclusive package) Provincial Office: (Kimberley) An appropriate tertiary qualification (NQF Level 6/7) in administration / social science or equivalent with a minimum of 3-5 years' junior management experience in strategic planning, monitoring and evaluation. A valid driver's license is a pre-requisite. Competencies: Knowledge and understanding of all relevant legislation and Regulation that govern the PFMA and Treasury Regulations, Public service Act, Labour Relations Act etc. Knowledge of monitoring and evaluation frameworks including the government wide monitoring system. Knowledge of the legislation that is applicable to the department and the sector. Strategic and Operational planning. Government planning systems and departmental strategy formulation. DPSA prescripts in respect to HR. Knowledge of the Program performance management framework. Familiarity with: Corporate Governance principles (King II and king III). Other relevant legislation that govern the public service. Government priorities and imperatives. The whitepaper on the Transformation of public service (Batho –Pele Principles). Skills: Computer Literacy, writing and editing skills, accuracy. Good verbal and written communication skills. Numeracy thinking demands: innovative. Decision making information analysis and evaluation.
<u>DUTIES</u>	:	Coordinate the development, implementation and maintenance of monitoring and evaluation tools and systems, including compilation of quarterly performance information reports on organizational performance and annual, quarterly and operational targets. Coordinate the development, maintenance and implementation of performance monitoring, evaluation and reporting frameworks, systems and procedures for the department. Manage the compilation of sub- directorate quarterly performance reports and the collection of branches supporting evidence. Review and edit quarterly performance presentations for internal and external and stakeholders. Provide guidance and

advice on the application of performance monitoring, evaluation and reporting systems and procedures based on best practices and government prescripts and developments. Ensure implementation of recommendations on delivery programmes in terms of annual, quarterly and operational targets. Identify areas for improvements based on environmental scanning best practices. Supervise the sub-directorate personnel.

ENQUIRIES : Mr. Z.E Maringa Tel No: (053) 830 9491

POST 26/234 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: CS 06/07/2023**
Directorate: Corporate Management

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial Office: (Kimberley)

REQUIREMENTS : An appropriate tertiary qualification (NQF Level 6/7) in Risk management/Auditing, Accounting, or Economics with 3 – 5 years junior management experience in Risk Management / Internal Audit. A valid driver's license is a pre-requisite. Competencies: Public Finance Management Act and Treasury Regulations. Fraud and Corruption Legislative Framework. Internal Auditing. Risk Management and Corporate Governance. Prevention of Organised Crime Act. Promotion of Access to Information Act. Basic Conditions of Employment Act. Protected Disclosure Act. Labour Relations Act. Public Service Act and Regulations. Project Management. Skills: Analytical thinking, Communication, Interpersonal, Problem solving, Report writing, Computer (Word, Excel, PowerPoint), Mentoring and Coaching.

DUTIES : Develop and ensure implementation of Risk Management and Anti-Fraud Strategy. Develop Plans for risk assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the unit.

ENQUIRIES : Ms. L. Brand Tel No: (053) 830 9550

POST 26/235 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: CS 07/07/2023**
Chief Directorate: Corporate Management

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial Office: (Kimberley)

REQUIREMENTS : An appropriate tertiary qualification (NQF level 6/7) in security management or equivalent with 3-5 years junior management experience in security management. A valid driver's license is a pre-requisite Competencies: Experience in identifying, developing and managing sources of information and evidence. In-depth knowledge of MISS, National Archives Act, Control of Access to Public Premises Act, and other relevant legislation. Broad knowledge and understanding of the functional areas of security vetting and security management. Computer literacy (MS Office Packages), safety, and security training. Skills: Have proven interpersonal skills and competencies good communication (verbal, written and presentation). Advanced planning and organising skills with the ability to listen and evaluate situations objectively. Strong policy formulation and implementation skills. Honesty and integrity as well as conflict resolution skills.

DUTIES : Management of access control and electronic security system. Management of the Departmental Security Committee. Develop policy, promote compliance, manage implementation thereof, which includes policies, strategies, procedures, processes, and risk management within vetting, safety, and security. Manage the execution of security vetting screening processes of companies and proper administration of vetting applications. Conduct security threat and risk assessments as per the MISS and PSS, draft recommendations, and conduct security planning meetings, Draft the annual action and business plans, coordinate the provision of access cards, and ensure all classified information is stored in line with security requirements. Conduct investigations, compile reports on findings, report incidents (including suspected incidents) of security breaches and losses of departmental property, provide recommendations, implement preventative measures, and liaise with SSA/SAPS. Liaise with internal and external stakeholders, which includes providing advice, conducting formal presentations, drafting letters, submissions, reports, awareness sessions etc.

ENQUIRIES : Ms. L. Brand Tel No: (053) 830 9550

POST 26/236 : **DEPUTY DIRECTOR – COMMUNICATION SERVICES REF NO: CS 08/07/2023**
Chief Directorate: Corporate Management

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial Office: (Kimberley)
REQUIREMENTS : An appropriate tertiary qualification (NQF level 6/7) in Communication or equivalent qualification, with 3-5 years junior management experience in communication. A valid driver's license is a pre-requisite. Competencies: Knowledge in writing skills, impeccable command of English. Understanding of South African media, Ability to handle the media, event management, knowledge of communication. Knowledge of procurement procedures, government communications, coordination, monitoring, and control. Knowledge of Public Service and Departmental Procedures and Media Liaison. Knowledge of relevant legislations, PFMA. Skills: Competent in usage of MS Office package, internet, & e-mail. Drafting of proposals, submissions, reports, memos and letters, Leadership, and management. Coordination skills, Communication skills (written and spoken), Report writing skills and decision-making skills. Innovative and proactive. Ability to gather and analyze information, develop infographics, and apply policies. Be able to work independently as well as in a team. Good interpersonal relations skills, be able to work under extreme pressure and ability to organize and plan under pressure. Ability to collect and interpret information and reports.

DUTIES : Develop and implement a media relations program in line with the Departmental communication strategy. Manage the development of proactive media plans; manage the drafting and approval processes of responses to media queries. Manage the process of sourcing relevant stories and pictures for external media. Host media briefings and engagements continuously. Develop and manage an audio-clip service for media events. Compile monthly, quarterly, and annual media briefing statistic reports. Render media monitoring services. Manage the media monitoring team. Host a daily media monitoring teleconference with the communication officials from Cape Town and Ministry. Assess media coverage daily and discuss coverage on teleconferences. Send daily communication to the Minister and DG on key media stories. Coordinate radio/TV interviews based on media statements issued. Coordinate media statements, speeches, issues posted, tweeted on Department's social media platforms. Develop and implement internal communications plans in line with the communications strategy. Provide support in planning and implementing staff information sessions. Compose and implement a schedule of possible information sessions for the year. Plan, organize and implement staff Imbizo.

ENQUIRIES : Ms. L. Brand Tel No: (053) 830 9550

POST 26/237 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FIN 09/07/2023**

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial office: (Kimberley)
REQUIREMENTS : An appropriate tertiary qualification (NQF Level 6/7) in Supply Chain Management, Public Management, Financial management or equivalent with 3-5 years junior management experience in supply Chain management. A valid driver's license is a pre-requisite. Competencies: Extensive knowledge of legislation regulating supply chain management. Extensive knowledge of regulatory frameworks such as PFMA, Treasury Regulations, PPPFA, BBBEE Act, SCM policy frameworks and Asset Management frameworks. Working knowledge of BAS and LOGIS. Extensive experience in the field of logistical support, preferential procurement, asset management and human resource management. Skills: Knowledge of budgeting and finance Management and supervision of subordinates. Customer relations and change management skills. Effective communication (both written and verbal skills, computer literacy (Ms Excel, Ms Word and Ms PowerPoint). Ability to interact with stakeholders at all levels within the department. Report writing skills. Problem solving skills (decision-making). Planning, organizing and analytical skills. Skills in managing bid committees. Be willing to travel extensively and ability to relate with all levels of stakeholders.

DUTIES : Manage the implementation of the Supply Chain Management system. Manage the functional operation of the Demand Management unit. Manage the functional operation of the Asset Management unit. Manage the functional

operation of the Logistics and Disposal Management unit. Manage all the administrative functions required with respect to Financial and people Management.

ENQUIRIES : Mr. T. Monoametsi Tel No: (053) 830 9713

POST 26/238 : **DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE AND ADMINISTRATION REF NO: CG 10/10/2023**

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial Office: (Kimberley)
REQUIREMENTS : An appropriate tertiary qualification (NQF Level 6/7) in Public Administration/Management or equivalent qualification with 3 -5 years junior management experience in Municipal Governance and Administration. A valid driver's license is a pre-requisite. Competencies: Knowledge/Skills: In depth knowledge of Municipal Systems Act, Municipal Financial Management Act, Municipal Structures Act, Applicable legislation and Regulatory Framework. Skills: Analytical thinking and Research, Group facilitation Strategic and Project Management, Computer literacy, Interpersonal and Policy development and evaluation. A valid driver's license.

DUTIES : Monitor and support municipalities to develop and implement policies for municipal human resource planning and organizational design. Monitor municipalities' compliance with legislation and policies and regulatory frameworks for municipal employment practices. Monitor and support municipalities to implement remuneration policy conditions of service for senior managers. Co-ordinate and support capacity-building initiatives in municipalities to strengthen capacity.

ENQUIRIES : Ms.T Alexander Tel No: (053) 830 9481

POST 26/239 : **DEPUTY DIRECTOR: LOCAL GOVERNMENT REF NO: PKS (LG 01/07/2023)**

Sub-Rectorate: Co-Operative Governance

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Pixley Ka Seme Regional office (De Aar)
REQUIREMENTS : An appropriate Tertiary qualification (NQF Level 6/7) in Public Administration/ Developmental Studies, or equivalent qualification with 3-5 years relevant experience at junior management level in local government. A valid driver's license is a prerequisite. Competencies: Local Government Legislation (especially the Municipal Structures Act), Monitoring and support techniques, Interpersonal and analysis techniques. Skills: Planning and Organizing, Coordination, Problem Solving and decision making, Project management, People Management and empowerment, Client Orientation and Customer focus, Team Leadership, Diversity management, Communication (verbal & written).

DUTIES : The successful candidate will be responsible for Administering and implementing selected provisions in the Local Government. Municipal Structures Act relating to governance, including Monitoring the functionality of Municipal Public Account Committees (MPACs) and other identified Committees of Council, through data collection and convening of engagements with stakeholders, Support stakeholders(Municipalities, Provinces, SALGA, National Treasury) with capacity building programmes aimed at strengthening governance in Municipalities, Monitoring compliance and Public Participation with regards to annual Budget, reporting and functionality of Municipalities, Managing Municipal Audit outcomes and coordinating Disaster Management in the Region. Managing and Coordinating Municipal Infrastructure Development and sustainable quality service delivery, Facilitating and coordinating Municipal Planning with regards to credible Integrated Developmental Plan, Spatial Planning and land use management.

ENQUIRIES : Mr. ZP Mjandana Tel No: (053) 631 0953

POST 26/240 : **DEPUTY DIRECTOR: LAND ADMINISTRATION REF NO: HS 11/07/2023**
Directorate: Human Settlements

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial Office: (Kimberley)
REQUIREMENTS : An appropriate tertiary qualification in Town and Regional Planning (NQF level 6/7) or equivalent qualification with 3-5 years' experience at junior

management level in land administration. Legal background will be an added advantage. A valid driver's license is a pre-requisite. Competencies: The successful candidate must have knowledge of procedures related to the transfer of properties. Immovable asset management, change management, knowledge management. Project planning and management. Interpretation of legislation. Skills: Problem solving and analysis, people management and empowerment, client orientation and customer focus, communication (verbal and written), strategic planning and organizing, financial management. Candidate must have a good administrative background.

DUTIES : To manage and co-ordinate the disposal of state land for Human Settlement. Evaluation of property ownership for human settlement projects. Co-ordinate and manage the transfer and registration of properties to qualifying beneficiaries, Manage and co-ordinate the opening of township registers for human settlement projects. Co-ordinate and facilitate the upgrading of land tenure rights for human settlements development (Township establishment). Manage the devolution of human settlement assets to municipalities. Co-ordinate and facilitate the secretarial function of the Rental housing tribunal (RHT). Co-ordinate and facilitate Housing Advisory Panel. Knowledge on SPLUMA no 16 of 2013, PFMA, Housing Act of 1997 and relevant legislation.
ENQUIRIES : Ms. G. Baardman Tel No: (053) 830 9427

POST 26/241 : **DEPUTY DIRECTOR: STRUCTURES IMPLEMENTATION AND INTER-GOVERNMENTAL RELATIONS REF NO: MGA (IGR) 17/07/2023**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive package)
 : Provincial Office (Kimberley)
 : An appropriate tertiary qualification (NQF Level 6 or 7) in Public Administration/ Development Studies or relevant equivalent qualifications with 3-5 years' relevant experience at junior management level. A valid drivers' license is a prerequisite. Competencies: MS PowerPoint and Strategic capacity and leadership. People management and empowerment. Knowledge management: in depth knowledge of Municipal Systems Act and Regulations, Municipal Structures Act and Applicable Legislation and Regulatory Frameworks. Skills: Analytical skills, Programme and project management. Financial management. Change management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written).

DUTIES : The successful candidate will perform the following duties: Manage, monitor and support municipalities to maintain functional Municipal Public Accounts Committees (MPAC's). Support the development and implementation of the municipal governance assessment tool. Strengthen council oversight responsibilities over executive and administration to promote good governance. Manage, monitor and support the District Intergovernmental Relations (IGR). Manage the compilation of response to enquiries, referrals and Parliamentary Questions pertinent to the implementation of provisions of applicable legislation. Extensive travelling.
ENQUIRIES : Ms. T. H. Alexander Tel No: (053) 830 9481

POST 26/242 : **DEPUTY DIRECTOR: MUNICIPAL COMPLIANCE REF NO: MGA (MC) 17/07/2023**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive package)
 : Provincial Office (Kimberley)
 : An appropriate tertiary qualification (NQF Level 6 / 7) in Public Administration/ Development Studies or relevant equivalent qualifications with 3-5 years' relevant experience at junior management level. A valid drivers' license is a prerequisite. Competencies: MS PowerPoint and Strategic capacity and leadership. People management and empowerment. Knowledge management: in depth knowledge of Municipal Systems Act and Regulations, Municipal Structures Act and Applicable Legislation and Regulatory Frameworks. Analytical skills, Programme and project management. Financial management. Change management. Process. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written).

DUTIES : The successful candidate will perform the following duties: Provide technical support and advice on the determination and redetermination of municipal boundaries. Monitor the process of local government elections and other

electoral-related matters, including making proposals around the administration of national and provincial elections. Support the development and implement of the municipal governance assessment tool. Strengthening council oversight responsibilities over executive and administration to promote good governance. Monitor the development of municipal by-laws, council standing rules and orders and other governance related matters. Support municipalities on the implementation on the implementation Code of Conduct of Councillors. Manage the processes relating to the administration of the Once off Gratuity Grant for Non- Returning Councillors. Support, monitor and advice on the implementation of policy and legislative amendments. Monitor, support and advice on the implementation of the Remuneration of Public Office Bearers Act. Manage the compilation of response to enquiries, referrals and Parliamentary Questions pertinent to the implementation of provisions of applicable legislation. Monitor and support municipalities on the extent to which anti-corruption measures are implemented. Extensive travelling.

ENQUIRIES : Ms. T. H. Alexander Tel No: (053) 830 9481

POST 26/243 : **CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: HS 12/07/2023 (X2 POSTS)**
Directorate: Human Settlements and Projects

SALARY : Grade A: R795 147 per annum, (all-inclusive package OSD)
CENTRE : Provincial Office: (Kimberley)
REQUIREMENTS : A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment with minimum of 3 years post qualifications professional experience, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's licence is a prerequisite. Competencies: Knowledge and understanding of the following Acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Knowledge and understanding of the NEC, JBCC and GCC form of contract. Skills: Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills, Computer literacy.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects, Provide inputs to other professionals with tender administration, Full project management function, cost, quality and time control, Manage project cost estimates and control changes in line with allocated budgets, Plan and attend project meetings during the project phases, Assist with the compilation of project documentation to support project processes, Implement project administration processes according to Government requirements, Ensure implementation of procurement activities and adherence thereof to Government policies, Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules, Support the project environment and activities to ensure that project objectives are delivered timeously, Manage and engage in multidisciplinary construction teams regarding the construction/maintenance of facilities, Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework. Conduct technical inspections and integrity surveys on various construction assets. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager.

ENQUIRIES : Mr. M. Nare Tel No: (053) 830 9427

POST 26/244 : **PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: MP 16/07/2023**
Directorate: Spatial Planning

SALARY : Grade A: R687 879 per annum, (all – inclusive package OSD)
CENTRE : Provincial Office (Kimberley)
REQUIREMENTS : Bachelor's degree in urban/Town and Regional Planning or relevant Qualification with 3 years' experience in Urban/Town and Regional Planning is required. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. A valid driver's license is a prerequisite.

Competencies: Programme and Project Management; Financial Management; Change Management; In-depth knowledge and understanding of Urban/Town and Regional Planning principles and methodologies; Research and development Urban/ Town and regional Planning professional judgement; Computer aided applications. Skills: Knowledge management; Service delivery innovation; Problem solving and analysis; Client Orientation and customer focus; Communication skills (verbal and written), Strategic capacity and leadership; People Management and Empowerment.

DUTIES : Support and monitor Town planning process in accordance with SPLUMA. Support and monitor municipalities to compile Spatial Development Framework (SDF) as part of IDP processes. Support municipalities to compile guidance and evaluations of Land Use Management Schemes (LUMS). Support and monitor municipalities in implementation and management of Town Planning Schemes in compliance with legislative requirements. Support municipalities in reviewing and developing land use in line with Spatial Development Framework (SDF). Provide guidance, advice and support on the development, implementation and review of the DDM one plans as part of IDP process planning. Coordinate and facilitate sector department participation and inputs into DDM, one plans linked to IDP priorities. Coordinate and facilitate the process of reviewing and implementing district one plan. Coordinate and facilitate the reflection of DM one plan long-term projects and commitments in 5 year IDP's. Supervise and solve conflict within the sub-directorate; Supervise skills development plan of the Sub-directorate; Supervise the PMDS within the Sub-directorate. Supervise leave management within the Sub-directorate. Supervise audit finding and queries of the Sub-directorate.

ENQUIRIES : Mr. A. Mbolekwa Tel No: (053) 830 2843

POST 26/245 : **SENIOR LEGAL ADMINISTRATVIE OFFICER (MR6) REF NO: LS 02/07/2023**
Directorate: Legal Service

SALARY : R531 381 per annum, (all-inclusive package OSD)
CENTRE : Provincial Office: (Kimberley)
REQUIREMENTS : An appropriate 4-year degree in law (LLB/ B.Proc) with 8 years legal service experience (OSD) Admitted as an attorney/ advocate. Valid driver's license is a pre-requisite. Competencies: Knowledge of Public Management Act (PFMA), treasury regulations, Public Service Regulations Act (PSR), Public Service Act, (PSA), Promotion of Administration Justice Act (PAJA) Promotion of Administration Information Act (PAIA) Promotion of Access to Information Act, Promotion of Administration Justice Act, Criminal Procedure Act, Law of Evidence, Constitutional Law, the Constitution of the Republic of South Africa, Batho Pele Principles, Departmental policies and procedures, Legal Law Relations Act, Litigation procedures. Skills: Extensive knowledge in litigation and legal drafting such as contracts legal opinions, pleadings, heads of arguments, excellent verbal and communication skills, knowledge and experience of the legal governance in human settlements and traditional affairs will be an added advantage. Strong supervisory and interpersonal skills.

DUTIES : The person appointed in this position will be responsible for legal advisory service, compliance and litigation management. This will include the following: Coordinate all the relevant compliance functions within the department. Provide sound legal opinion to the department and municipalities. Overall coordinate and manage litigation matters for the department. Liaison with State Attorney and State Law advisors, Render all legal advisory services to the department and municipalities, Undertake legal research to provide sound legal services to the department. Planning and co-ordination of the sub-directorate legal advisory litigation services.

ENQUIRIES : Mr. T.F. Mashilo Tel No: (053) 830 9539

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

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

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

OTHER POSTS

POST 26/246 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (PUBLIC HEALTH MEDICINE)**
Directorate: Health Intelligence

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 REQUIREMENTS : Head Office, Cape Town
Minimum educational qualification: Appropriate Medical qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Public Health Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Public Health Medicine. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health Medicine. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health Medicine. Inherent requirement of the job: Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Strong interpersonal relations with the ability to communicate effectively across boundaries at appropriate levels including senior leadership. Advanced knowledge & proficiency with cloud technology including Azure SQL, and interactive data visualization software such as Power BI. Ability to handle situations with diplomacy and understanding protocols whilst adhering to principles and values. Demonstrate strong verbal and written communication skills with the ability to effectively create, edit and review relevant reports and presentations. Good interpersonal and project management skills. Experience in the use of project management methodologies and tools. Experience with health data. Experience in Health system strengthening.

DUTIES : Participating in the building of data processing systems and technical management by supporting the building of data flow channels and processing systems to extract, transform, load and integrate data from various sources. Contribute to the design of data collection tools and database systems for the entry, storage, and retrieval of epidemiological data. Provide public health support. Handling and manipulating large datasets using enterprise database technologies. Building web-based reports, preferably using enterprise reporting tools. Team-based software development and management approaches. Data analysis based on large datasets. Develop and implement training programs, user guides, and other products that promote understanding of the Provincial Health Data Centre tools. Oversee and optimize the process and delivery of operational and research data requests from the Provincial Health Data Centre.

ENQUIRIES : Dr M Moodley Tel No: (021) 483-9341, email Melvin.Moodley@westerncape.gov.za

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

NOTE : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the

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

<u>CLOSING DATE</u>	:	18 August 2023
<u>POST 26/247</u>	:	<u>ASSISTANT MANAGER: MEDICAL PHYSICS (NUCLEAR MEDICINE)</u>
<u>SALARY</u>	:	R1 018 047 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows for registration with the HPCSA as a Medical Physicist. Registration with professional council: Registration with the HPCSA as a Medical Physicist. Experience: At least 3 years' appropriate experience after registration as a Medical Physicist. Competencies (knowledge/skills): Good communication and interpersonal relationship skills, with the potential to develop management skills. Skills pertaining to the scope of the profession of Medical Physicist with specific focus on Nuclear Medicine and Radiology, as well as knowledge of the statutory regulations regarding the medical use of ionizing radiation. Teaching, training, research and development skills. Thorough understanding of the physics of nuclear medicine, diagnostic radiology and radiotherapy equipment, including computers and software, and radioisotopes.
<u>DUTIES</u>	:	Active participation and assistance with the management of the Medical Physics teaching and training programme, with reference to formal and informal lecturing, and experiential training for medical physics interns. Active participation and assistance with the management of the research and development programme of the Medical Physics Division. Assistance in the Quality Control and audit of Medical Physics functions related to radiation safety, incident management, equipment quality management and licensing. Assistance with the management of staff, management of Medical Physics internship programme, departmental administration, and equipment planning, including equipment specifications and tender preparation, and commissioning. Coordinate and supply physics support and active participation in the routine execution of clinically related medical physics tasks in the Nuclear Medicine and Radiology Department, with support to Radiation Oncology as required. Responsible for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics at Groote Schuur Hospital in the Departments of Nuclear Medicine and Radiology, with support to Radiation Oncology; as well as to the Imaging Department at Red Cross War Memorial Children's Hospital.
<u>ENQUIRIES</u>	:	Ms N Joubert Tel No: (021) 404-6240/6266. Email: nanette.joubert@uct.co.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.
<u>CLOSING DATE</u>	:	18 August 2023
<u>POST 26/248</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Cape Winelands District
<u>SALARY</u>	:	R627 474 per annum (PN-B3)
<u>CENTRE</u>	:	Wellington CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to effectively communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of

responsibility. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

DUTIES : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees and Community Participation. Effective communication on all levels of service delivery. Improve quality of services.

ENQUIRIES : Ms J Bosch Tel No: (021) 862-4520
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 : 18 August 2023

POST 26/249 : **DRG COSTING SPECIALIST**
 Directorate: Management Accounting

SALARY : R359 517 per annum
CENTRE : Head Office, Cape Town (based at Stikland Hospital)
REQUIREMENTS : Minimum educational qualification: A health-related four-year National Diploma or three-year Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in case management and/or Activity Based Costing in South Africa. Appropriate organizational knowledge and experience of ICD-10 coding. Appropriate experience with using Uniform Patient Fee Schedule (UPFS) or equivalent. Inherent requirements of the job: A valid Code B/EB driver's license. Willingness to travel between Health institutions. Competencies (knowledge/skills): Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, Access. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent interpersonal relations and conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to analyse information and work with figures.

DUTIES : Perform normative costing and activity-based costing of high volume and high resources services across the Western Cape Province. Perform assessment and costing of audited data through utilization of clinical records, accounts and invoices and capture data utilizing a data capturing tool. Assess service utilization to meet the comprehensive health needs of the individual client and to ensure quality and cost-effective outcomes. Professional communication both telephonically and in writing with all role players. Accurate record keeping and general office and ad-hoc duties.

ENQUIRIES : Ms S Daniels Tel No: (021) 940-4456
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. Short listed candidates must be prepared to do a test as part of the evaluation process.
CLOSING DATE : 18 August 2023

POST 26/250 : **INDUSTRIAL TECHNICIAN: GENERAL ENGINEERING PRACTITIONER**
 Chief Directorate: Metro Health Services

SALARY : R294 321 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: National Diploma for Technicians (T, S or N Stream) in Electronics, Mechanical, Mechatronics or registration with the Engineering Council of South Africa (ECSA) as a professional Technician. Experience: Appropriate experience in the repair and maintenance of medical

equipment. Inherent requirement of the job: Valid drivers' licence. Work Overtime when required. Perform Standby duties. Ability to communicate in two of the three official languages of the western cape. Competencies (knowledge/skills): Candidate must have the ability to fault-find, repair and maintain electro-mechanical hospital equipment. Computer literacy (MS Office: Word, Excel and PowerPoint). Ability to function independently as well as in a multi-disciplinary team. Communication and interpersonal skills.

- DUTIES** : Carry out maintenance, repairs, routine inspection and evaluation of Medical and related hospital equipment. General administrative duties as required by Clinical Engineering ie. Write reports and record keeping of departmental activities. Financial control and Manage service contracts. Liaise with hospital staff and private sector employees. Assist in the compilation of technical specifications for hospital equipment. Supervise technical staff in the section, train junior staff and hospital personnel. Manage the Clinical Engineering workshop and ensure compliance with Occupational Health and Safety Act.
- ENQUIRIES** : Mr W Padayachee Tel No: (021) 402-6244
- 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** : 18 August 2023

POST 26/251 : **ARTISAN PRODUCTION: GRADE A TO C (ELECTRICAL)**
West Coast District

- SALARY** : Grade A: R220 533 per annum
Grade B: R258 753 per annum,
Grade C: R299 361 per annum
- CENTRE** : Radie Kotze Hospital, Bergriver Sub-district
- REQUIREMENTS** : Minimum educational qualification: An appropriate Trade Test Certificate in Millwright or Electrical. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate / recognisable experience in the area after obtaining the relevant trade test certificate. **Grade C:** At least 34 years appropriate / recognisable experience in the area after obtaining the relevant trade test certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license. Physically fit to perform duties. Willingness to do standby duties/ overtime to attend to emergencies when required. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993). Ability to conduct fault-finding exercises and do/service repairs down to component level and competent with hands-on practical work experience. Ability to write and draw specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in MS Word and Excel, Email and internet use. Appropriate experience/ knowledge in the different fields of a hospital environment. Inventory Control System knowledge. Supervisory skills.

- DUTIES** : Responsible for the maintenance and repairs of buildings, plants, equipment etc. as part of workshop team. Responsible for day-to-day planning and management of job cards for the workshop including: workload management, tracking and logging of jobs (in a register), planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Perform administrative and related functions regarding the workshops. Manage performance of staff and supervision of the workshop. Drafting of specification for contract work, contractors and sight inspections.

- ENQUIRIES** : Mr C Vermaak Tel No: (022) 487-9226
- 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** : 18 August 2023

POST 26/252 : **LIBRARY ASSISTANT**

- SALARY** : R171 537 per annum

CENTRE : Western Cape College of Nursing (Directorate: Western Cape College of Nursing) South Cape Karoo Campus (George)

REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior Certificate plus competencies. Experience: Appropriate experience in a Library environment, learning commons or computer lab. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy and technical skills. Good interpersonal skills. Good administrative skills.

DUTIES : Ensure and promote customer focused service. Comply to the library policies, guidelines, copyright and legal compliances in the library. Circulation administrative tasks and functions. Responsible for the maintenance and preparation of library material. Responsible for shelving and shelf reading of library material. Provide information services to students and staff. Assist patrons with computers, printing, scanning and basic searching. Oversee the use of library computers, printers and other equipment. Participating in shift work. Teaching and learning support to academic staff and students

ENQUIRIES : Ms N Vajat Tel No: (021) 684-1343/1201

APPLICATIONS : The Director: Western Cape College of Nursing, Central Admin Offices-Stikland, De La Hay Road, Bellville 7530.

FOR ATTENTION : Mr AJ Fortuin

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

CLOSING DATE : 18 August 2023

POST 26/253 : **TRADESMAN AID**
Garden Route District

SALARY : R147 036 per annum

CENTRE : Harry Comay Hospital

REQUIREMENTS : Minimum educational requirement: Grade 10 (or equivalent). Experience: Appropriate experience in wheelchair repairs. Appropriate experience in carrying out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirements of the job: Valid Code B/EB drivers' licence. Willingness to work overtime. Effective communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Physically able to repair wheelchairs. Physically able to do hard manual labour. Ability to read and write written instructions.

DUTIES : Assist with the repairs of wheelchairs in the GR District. Assist with other maintenance duties as required. Collection, movement and delivery of equipment and furniture. Assist with other support functions of a workshop as well as control of tools. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : Mr A Du Toit at (072) 444-3505

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 18 August 2023

POST 26/254 : **STERILISATION OPERATOR PRODUCTION (X2 POSTS)**

SALARY : R147 036 per annum

CENTRE : Red Cross War Memorial Children's Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) Grade 9 (std.7). Experience: Appropriate experience working in a decontamination and sterilisation unit within in a hospital. Inherent requirements of the job: Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Good interpersonal relations skills and ability to work in a co-operative way within a team context. Foundation courses in sterilisation and decontamination recommended. Basic understanding of disinfection, decontamination and sterilisation.

DUTIES : Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilise instruments and supplies. Assist with folding of surgical gowns, folding and packing surgical linen, cleaning and testing sterilisation equipment, washing machine and autoclaves. Assist with lifting

and pushing heavy equipment as well as processing respiratory equipment. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.

ENQUIRIES : Ms B Ludick Tel No: (021) 658-5763
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Rondebosch, 7700.
FOR ATTENTION : Ms N Charles
NOTE : Shortlisted candidates may be expected to undergo a competency test.
CLOSING DATE : 18 August 2023

POST 26/255 : **DRIVER (LIGHT DUTY VEHICLE)**

SALARY : R125 373 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Valid code (B/EB) driver's licence with valid Public Drivers Permit (PDP). Physically fit to lift and load heavy items. Willingness to be on standby and work overtime. Must have sober habits. Competencies (knowledge/skills): Ability to accept accountability and responsibility and to work independently. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to read and comprehend road directions and traffic signs. Knowledge of Transport regulations (Handbook 1 of 2019).

DUTIES : Transporting of official passengers, post, packages, medication, goods, and equipment. Government garage regulation compliance ensure accurate and detailed completion of logbooks. Conduct routine maintenance, conduct routine, inspection of vehicles and timely reporting defects and accidents. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative duties and relieve duties when required or necessary. Support to supervisor when required.

ENQUIRIES : Mr AG Loff Tel No: (021) 658-5121
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION : Ms N Charles
NOTE : Shortlisted candidates may be subject to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 18 August 2023